

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
NATIONAL SECURITY AGENCY

2. MAJOR SUBDIVISION
INFORMATION RESOURCES MANAGEMENT

3. MINOR SUBDIVISION
OFFICE OF HISTORY AND ARCHIVES

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

5. TEL. EXT.

LEAVE BLANK
JOB NO N1-457-89-5
DATE RECEIVED
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
7/20/89 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)

7.
ITEM NO

TAKEN

RECORDS RELATING TO INFORMATION SECURITY

469 ITEMS TOTAL
108 ITEMS PERMANENT

PERMANENT MEDIA INCLUDES PAPER, MAGNETIC DISK, MAGNETIC TAPE, VIDEO TAPE, AND SLIDES.

CLASSIFIED JOB FILE RETAINED AT NSA INCLUDES APPRAISAL MEMO DATED 6/21/89

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.

~~TOP SECRET~~



**NSA RECORDS DISPOSITION
SCHEDULE FOR
S
INFORMATION SECURITY ORGANIZATION**

N1-457-89-5

~~HANDLE VIA COMINT CHANNELS ONLY~~
~~TOP SECRET~~

~~TOP SECRET~~



**NSA RECORDS DISPOSITION
SCHEDULE FOR
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INFORMATION SECURITY ORGANIZATION**

~~HANDLE VIA COMINT CHANNELS ONLY~~
~~TOP SECRET~~

~~TOP SECRET~~



**NSA RECORDS DISPOSITION
SCHEDULE FOR
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~~-HANDLE VIA COMINT CHANNELS ONLY-~~
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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 electronic, to the NSA Records Center for temporary or permanent storage the office records monitor needs to follow the following procedures.

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(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.

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

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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

Introduction

NSA Mission Statement

S INFORMATION SECURITY ORGANIZATION

S Records

Contractor File

Administrative File

Administrative File

S01 ADMINISTRATION, COMMUNICATIONS, AND
INSTALLATIONS STAFF

S01 Records

Receipts Data Base

DDI Correspondence File

STAR Tracking System

S011 Administrative File

NSA/CSS Publications File (Non-OPI)

DoD Publications File

Correspondence File

S Publications File (OPI)

S Publications History File

NSA/CSS Publications History File

Routing Slips/Baby STAR File

S02 RESOURCES AND ACQUISITION OVERSIGHT
STAFF

S02 Records

General S02 Miscellaneous File

Murray File

Legislative Activities File

Legislative Activities Data Base

S021 RESOURCES MANAGEMENT

S021 Records

UNCLASSIFIED

Personal Computer File
Information Security Manuals
INFOSEC Travel Dictionary
Project File
Administrative and Personnel File
Budget Estimate File
Chief's Administrative File
Program File
Program Build Documents (INFOSEC) File
DDI Auditing File
DoD and GAO Audit Status File
Desk File
Congressional Budget Justification Book File
Management File
INFOSEC Program Publications File
INFOSEC Slide Collection File
THRUST ACTION/STATUS SHEET File
NSA THRUST Slides - INFOSEC File
Special Project Memoranda File
LOTUS Workshed/THRUST Actions File

**S022 ACQUISITION OVERSIGHT AND ASSET
MANAGEMENT**

S022 Records

S02 Ledger Data Base
S5 Ledger Data Base
Military Interdepartmental Purchase Request File
INFOSEC Pricing Data File
INFOSEC Pricing Data Base
Correspondence File
Special Defense Acquisition Fund Data Base
Utility Program Data Base

S023 ACQUISITION SUPPORT

S023 Records

PR Processing System Data Base
Purchase Requests/BPA File
Purchase Requests/Purchase Orders File
Military Interdepartmental Purchase Request (MIPR) File
Inter-Office Memoranda File

**S027 PROGRAM CONTROL AND ASSESSMENT
STAFF**

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S027 Records

Hewlett Packard Process/Contract Data Base
Project File
Contractor Performance Measurement File
Cost/Schedule Program File
Administrative File
Working File
COMSEC Management Data Base (COMMANDS)

**S1 INFORMATION SECURITY INTERNATIONAL
RELATIONS, POLICY, AND DOCTRINE**

S1 Records

Correspondence File
Correspondence Log File
Read File
Administrative and Personnel File

S11 INTERNATIONAL RELATIONS

S11 Records

Equipment (COMSEC 4 and 5 Series) File
COM and COMSEC 1, 2, and 3 File
Civil Agencies (COMSEC 18) File
Industrial Security (COMSEC 15) File
COMSEC 20 and 30 Series File
COMSEC File
Military Communication - Electronic Board (MCEB) File
Travel (TRA) File
Training (TNG) File
Security File
Policy and Publication (POL/PUB) File
Personnel File
Office/Management (O/M) File
S11 NF File

S12 FOREIGN MILITARY SALES

S12 Records

S13 POLICY AND DOCTRINE

S13 Records

S13 Portfolio File
Memoranda of Understanding File
Legislative Background File

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Policy Working File
Unclassified and Classified Policy File
Administrative File
Record Subject File
Data File
Operational Subject File
Historical File
Operational Data Base
Operational File
Historical File
Working File (Electronic)
Working File
Doctrine Data Base
General Doctrine File
Administrative File
Off-Shore Procurement File
Equipment and Systems File
Reference Material File

NTISSC NATIONAL TELECOMMUNICATIONS AND INFORMATION SYSTEMS SECURITY COMMITTEE

NTISSC Records

SAISS Administrative File
SAISS Meeting Minutes File
SAISS Working Groups File
SAISS Speeches File
SAISS Directives File
STS Minutes File
STS Issues File
Policy File
Assessments File
COMSEC File
NTISSC Administrative File
NTISSC Meeting Minutes File
Read File
Country File

S2 NATIONAL COMSEC ASSESSMENT CENTER

S2 Mission Statement

S2 Records

S209 MANAGEMENT, OPERATIONS, AND PLANNING STAFF

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UNCLASSIFIED

S209 Mission Statement

S209 Records

Forms File
Agency Regulations File
Correspondence File
Reference Publications File
Correspondence Action Tracking System (CATS) Data Base
Log File
Operations File
Contract File
Administrative File
INFOSEC Assessment Reports File
Computer Operating Instruction File
Reference Publication File
Staff Projects File
Working File
Resources Management File
Budget File
Promotion and Awards File
Internal/External Training File
Administrative File
Travel File
Personnel Records File
Security File
Miscellaneous File
Overtime Records File
Miscellaneous Working File
S2092PER DBF Data Base
FY88 TRV BF Data Base
S209 TRIP DBF Data Base
COMPUSEC Access Data Base
COMPUSEC SYSTEM Data Base
COMPUSEC Threat File
COMPUSEC Threat Directory and Source Data Base
COMPUSEC Clipping File
Fraud and Abuse File
CSP FINPLAN File
COMPUSEC Contract File
Threat Highlights File
CSTVRP Data Base

**S21 OFFICE OF NATIONAL INFOSEC AND
THREAT ANALYSIS**

S21 Mission Statement

UNCLASSIFIED

S21 Records

S211 DATABASEMANAGEMENT

S211 Records

PEACOCK File
THREAT Data Base
SPLDATA Data Base
INFOREQ Data Base

**S212 INFORMATION SUPPORT AND GENERAL
THREAT ANALYSIS**

S212 Records

Active Projects File
Administrative File
Information Support Reference (Compartmented) File
Project Undercut File
HUMINT Requirements File
HUMINT Requirements Tracking Data Base
Requirements Tracking Data Base
S212 Memo Tracking Data Base
SNOWBALL File
ADVISORYData Base
Research Study File
AUDACE Data Base
DOCREG Data Base
Information Support File
Research Support File

**S213 COMSEC INSECURITY REPORTING AND
TREND ANALYSIS**

S213 Records

COMSEC Insecurity Report File
CSOCCC Data Base
S21CIS Data Base
S213 Rpts Data Base

S214

S214 Records

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

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South African SIGINT Effort File
PAN File
Assessment and Threat Word Processing File
MERSHIP File
PACOM Brief File
Non-Soviet/Warsaw Pact Armies File
Emigre I and Emigre II File
EAM Threat File
SIGINT Threat File
GRU File
Exercise Schedules (Exsked) File
SARDINE Subject File
Country File
Defector File
Photo File
HUMINT Cases and Related Damage Assessment File
HUMINT Threat Reports Data Base
Electronic Warfare/Radio Electronic Combat (EW/REC) File
Miscellaneous Reference File
RELESTAT Data Base
S22/S23 Support File
Adversary Threat File
NSA-Interagency Committee for Real Estate
Acquisitions (ICREA) File
NSA-Interagency Committee for Real Estate
Acquisitions (ICREA) Electronic File
Reports File
Administrative File
Threat File
S21 Briefing Slides
INQUIRER Data Base

S22 OFFICE OF CIVIL AGENCY INFOSEC ASSESSMENTS

S22 Mission Statement

S22 Records

Reference Publications File
COMSEC Account File
NACSI/NTISSC/NTISSP File
Assessment Reports File
Element Management Records
Administrative File
Drug Enforcement/Information File
Working File

UNCLASSIFIED

Assessment Background File
Language/State Department File
Administrative File
Background File
Project File
Agency Background File

**S23 OFFICE OF PRIVATE INDUSTRY
ASSESSMENTS**

S23 Mission Statement

S23 Records
S23 Administrative File
Administrative File
Reference File
Operations Materials File

**S24 OFFICE OF TACTICAL MILITARY INFORSEC
ASSESSMENTS**

S24 Mission Statement

S24 Records
Administrative File
Reference Publications File

S241 Records
Exercise Analysis File
NIDS/NATO Operation File
Country Threat/SPECAT File
Projects File
Administrative File
Assessments File

S242 Records
Genographics File
Administrative File
35mm Slide Library File
Video Tape Library File
Visual Color Print File
Reference Publications File

S243 Records
TAC Air Force INFOSEC Assessment File

**S25 OFFICE OF STRATEGIC INFORMATION
SECURITY ASSESSMENTS**

S25 Mission Statement

**S25 Records
Administrative File**

**S251 Records
S251 File
Projects Data Base**

**S252 Records
Administrative File
Reference Publications and Working Aids File
Port Security Vulnerability Assessment
Program (PSVAP) File
Assessments File
Communications File**

**S253 Records
Reference File
Research Information File
Range Information File
TK&File
Strategic Defense Initiative Materials File**

**S254 Records
START-INF Treaties File
Other Treaties File
SALMONFLY File**

S26 COMSEC MONITORING AND ANALYSIS

S26 Mission Statement

**S26 Records
Administrative File
Procurement Request File
Signals File
Operations File
Electromagnetic Compatability Analysis Center (ECAC) File
SIGSEC Technical Analysis Report File
Adversary SIGINT Targeting Data Base
S26 Assessment Data Base
S26 Equipment Data Base**

UNCLASSIFIED

S5 TECHNICAL SECURITY

S5 Mission Statement

S5 Records

- S5 Administrative File
- S5 Threat File
- S5 Technical File
- S5 Program/Project File

**A/DDI/BD ASSISTANT DEPUTY DIRECTOR FOR INFORMATION
SECURITY FOR BUSINESS DEVELOPMENT**

A/DDIBD Mission Statement

A/DDI/BD Records

- Administrative File
- BD Functional Correspondence File

S6 STRATEGIC PLANNING

S6 Mission Statement

S6 Records

- Technical Support File
- Strategic Planning File

S7 DoD CUSTOMER SUPPORT

S7 Mission Statement

S7 Records

- Organization Mission File
- Administrative File
- Reading File
- General Correspondence File
- Field Information Bulletin File (FIBFILE)
- INFOSEC Project Data Base
- S7 O&A File
- Management Records File
- DDI History and Museum File
- Special Projects File
- Business Development Data Base
- Briefing File
- Working Papers/Convenience File
- Operational Summaries and Status Reports File

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Project Control File
Conference and Committee File
Department of Defense Liaison File

**S8 CIVIL AGENCY AND PRIVATE SECTOR CUSTOMER
SUPPORT**

S8 Mission Statement

S8 Records
S8 Administrative File

S81 CIVIL AGENCY

S81 Mission Statement

S81 Records
S81 Administrative File
S81 Personnel File

S83 NSA AND INTELLIGENCE COMMUNITY

S83 Mission Statement

S83 Records
S83 Division File

S84 DRUG ENFORCEMENT AND INTERDICTION

S84 Mission Statement

S84 Records
S84 Office File

S9 INDUSTRIAL RELATIONS

S9 Mission Statement

S9 Records
S9 Administrative File

S91 VENDOR SUPPORT

S91 Mission Statement

S91 Records

UNCLASSIFIED

UNCLASSIFIED

S91 Data Base
Company Data Base
Equipment Data Base
Vendor and Company File

S92 GOVERNMENT CONTRACTOR SUPPORT

S92 Mission Statement

S92 Records

Sensitive Contractor File
Contractor File
INFOSEC Policies, Directives, and Bulletins File
Government/Industrial Organizations File
S92 Project File

S93 INFOSEC AWARENESS

S93 Mission Statement

S93 Records

Prepublication Review File
S93 Administrative and Working File
INFOSEC Awareness Publication File

S94 INFOSEC EDUCATION

S94 Mission Statement

S94 Records

INFOSEC Video and TV Materials
General Office File
OPSEC File
Training File (INFOSEC Courses)

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NATIONAL SECURITY AGENCY

CENTRAL SECURITY SERVICE

NSA/CSS

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NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE CREATION AND AUTHORITY

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

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

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

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

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

PURPOSE

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

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

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

ORGANIZATION

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

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INFORMATION SECURITY ORGANIZATION

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INFORMATION SECURITY ORGANIZATION

DEPUTY DIRECTOR FOR INFORMATION SECURITY (DDI)

The Deputy Director for Information Security (DDI) is the principal advisor to the Director, National Security Agency (NSA) on communications security (COMSEC) and computer security (COMPUSEC) matters and to the Director in his role of National manager for Telecommunications and Automated Information Systems Security, in accomplishing the precepts of COMSEC and COMPUSEC as provided for by Presidential direction. Representing the Director, NSA, the DDI is a member of the senior Interagency Group on Intelligence regarding countermeasures matters and the National Telecommunications and Information Systems Security Committee.

Primary functions include:

1. Serving as focal point for cryptography, telecommunications systems security, and automated information systems security within the Federal Government.
2. Assessing the overall security posture and disseminating information on hostile threats to U.S. telecommunications and automated information systems security.
3. Evaluating the vulnerability of government telecommunications and automated information systems to hostile exploitation and performing certification of systems security.
4. Conducting, approving, or endorsing research and development of techniques and equipment for telecommunications and automated information systems security.
5. Entering into agreements for the procurement of technical security material and other equipment and for the provision of such material and equipment to government agencies, including government contractors and foreign governments and where appropriate to private organizations.
6. Formulating the NSA COMSEC and Computer security programs, reviewing the proposed INFOSEC programs and budgets for departments and agencies of the government and preparing consolidated recommendations for COMSEC for submission to the SECDEF and the Systems security Steering Group.
7. Conducting foreign communications security liaison, including the development of agreements with foreign governments and with international and private organizations for telecommunications and automated information

systems security, except for those foreign intelligence relationships conducted for intelligence purposes by the Director of Central Intelligence.

8.

9. Reviewing and approving all standards, techniques, systems and equipment for telecommunications and automated information systems security.
10. Prescribing the minimum standards, methods, and procedures for protecting cryptographic and other sensitive technical security material, techniques, and information.
11. Formulating and disseminating procedures for integrated material management of COMSEC equipment and maintaining a facility for the disposal of unserviceable, obsolete, or excess COMSEC equipment.
12. Operating those printing and fabrication facilities required to perform critical functions related to the provision of cryptographic and other technical security material or services.
13. Assisting other Federal Departments and Agencies in developing an effective systems security architecture to meet their COMSEC and COMPUSEC requirements.
14. Establishing and maintaining an effective working partnership with U.S. industry in attaining the objectives set forth by Presidential direction.
15. Directing the operations of the Nations Computer Security Center and the National Information Security Assessment Center.
16. Providing the personnel, facilities, and other support to the National Telecommunications and Information Systems Security Committee (NTISSC) Secretariat and the Executive Secretary, as required by NSDD 145.

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Contractor File

This file contains company reviews, brochures, correspondence, along with points of contact.

DATE SPAN: UNAVAILABLE
LOCATION: DDI/S
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN
DISPOSITION: Destroy when no longer required for operations.
DISPOSITION NO.: S-1

Administrative File

This file contains read files, personnel and personal papers. Also contained are copies of documents providing background on DDI operations used for reference purposes.

DATE SPAN: UNAVAILABLE
LOCATION: DDIS
STORAGE MEDIA: Paper
VOLUME: 32 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: A. Read File and Office Administrative Records: Destroy when 2 years old.
B. Personnel File: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)
C. Reference File: Destroy when no longer needed for reference purposes.
DISPOSITION NO.: S-2A, B and C

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S01

**ADMINISTRATION, COMMUNICATIONS, AND
INSTALLATIONS STAFF**

UNCLASSIFIED

S01

ADMINISTRATION,
COMMUNICATIONS,
AND
INSTALLATIONS STAFF

Receipts Data Base

This data base is used to track Top Secret material loaned to NSA organizations and to other agencies

DATE SPAN: 1962 to Present

LOCATION: DDI

STORAGE MEDIA: Magnetic Tape/Paper

HARDWARE: RAPPER

SOFTWARE: M204

VOLUME: 3000 documents/1 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: A. Electronic copy Delete or destroy when no longer needed for operation
B. Hard copy Destroy when 5 years old.

DISPOSITION NO: IReg-1 A and B (previously S01-1)

DISCONTINUED 920505

DDI Correspondence File

This file contains copies of all correspondence signed by DDI which includes notes, memoranda, and letters

DATE SPAN: 1985 to Present

LOCATION: DDI

STORAGE MEDIA: Paper

VOLUME: 1 cu. fte

CLASSIFICATION: TOP SECRET CODEWORD NOFORN, VRK

DISPOSITION: Permanente Transfer to the NCRC when no longer needed for operation

DISPOSITION NO.: IReg-2 (previously S01-2)

301-23
Admin - Database

364-01 ? not really
301-01

~~STAR Tracking System~~ *

~~This is a tracking system for DDI information, action, and record itemse~~

~~DATE SPAN:~~ 1983 to Present

~~LOCATION:~~ DDI

~~STORAGE MEDIA:~~ Paper

~~HARDWARE:~~ RAPPER

~~SOFTWARE:~~ M204/STAR

~~VOLUME:~~

~~CLASSIFICATION:~~ TOP SECRET CODEWORD, NOFORN, VRK

~~DISPOSITION:~~ Review for destruction or transfer to NCRC after 5 years

~~DISPOSITION NO.:~~ IReg 3 (previously S01-3)

Administrative File

This file contains data on controlled mail, T/A cards, training, STAR quarterly reports, record management, DDI Registry correspondence, and other administrative matterse

DATE SPAN: Present

LOCATION: DDI

STORAGE MEDIA: Paper

VOLUME:

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

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

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

DISPOSITION NO.: IReg-4 A and B (previously S01-4)

NSA/CSS Publications File (Non-OPI)

This file includes copies of all current issuances of NSA/CSS regulations, directives and circulars

DATE SPAN:

LOCATION: DDI

STORAGE MEDIA: Paper

VOLUMEe 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy when superseded or obsolete

DISPOSITION NO.: IReg-5 (previously S01-5)

DISCONTINUEDe 920505

*362-04
need a section
sup all other copies
destroy*

DoD Publications File

This file contains copies of all DOD publications, including DOD instructions and directions

DATE SPAN:

LOCATION: DDI

STORAGE MEDIA: Paper

VOLUMEe 2 cu. fte

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy when publication is reissued or updated.

DISPOSITION NOee IReg-6 (previously S01-6)

DISCONTINUEDe 920505

362-01

Correspondence File

This file contains copies of S011 correspondence.

DATE SPAN:

LOCATION: DDI

STORAGE MEDIA: Paper

VOLUMEe .5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy when 5 years old.

DISPOSITION NO.e IReg-7 (previously S01-7)

DISCONTINUEDe 920505

S Publications File (OPI)

This file contains all current S Regulations and History files, i.e., S Supplements to NSA publications, S originated NSA publications, SPMs, and S Policy Statements.

DATE SPAN:

LOCATIONe DDI

STORAGE MEDIA: Paper

VOLUMEe .5 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Permanente Transfer to NCRC when no longer currente

DISPOSITION NO.: IReg-8 (previously S01-8)

S Publications History File

This file contains background, history data for S regulations, S Supplements to NSA publications, as well as S Policy guidance statements.

DATE SPAN:

LOCATION: DDI

STORAGE MEDIA: Paper

VOLUMEe 1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanente Transfer to NCRCe

DISPOSITION NO.: IReg-9 (previously S01-9)

DISCONTINUEDe 920505

362-~~106~~ 04A

NSA/CSS Publications History File

This file contains background/history files for NSA regulations, circulars, and directives for which DDI is OPIe

DATE SPAN:

LOCATION: DDI

STORAGE MEDIA: Paper

VOLUMEe 5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanente Transfer to NCRCe

DISPOSITION NO.: IReg-10 (previously S01-10)

DISCONTINUEDe 920505

362-~~106~~ 04A

Routing Slips/Baby STAR File

This file pertains to incoming correspondence from other government agencies and the private sector, as well as other NSA entities. Route slips bear initials of those who have seen attached correspondence.

DATE SPAN:	1983 to Present
LOCATION:	DDI
STORAGE MEDIA:	Paper/Hard Disk
HARDWAREe	RAPPER
SOFTWAREe	M204
VOLUMEe	1 cue ftee unavailable
CLASSIFICATION:	TOP SECRET NOFORN
DISPOSITION:	A. Routing slips data base: Delete or destroy after 5 yearse B. Routing slipse Destroy when 2 years old.
DISPOSITION NO.:	IReg-11 A and B (previously S01-11)
DISCONTINUEDe	920505

360-02

360-03

UNCLASSIFIED

S02

RESOURCES AND ACQUISITION OVERSIGHT STAFF

UNCLASSIFIED

UNCLASSIFIED

General S02 Miscellaneous File

This file contains general miscellaneous information concerning personnel, auditing and Congressional correspondence.

DATE SPAN: FY 1987 to FY 1988
LOCATION: S02
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: A. Congressional Correspondence: Permanent. Retire to NSA Archives.
B. All Other Records: Destroy when 5 years old.
DISPOSITION NO.: S02-1A and B

330-35

Murray File

312-68
This file contains memoranda covering a variety of miscellaneous topics including auditing, personal and congressional correspondence.

DATE SPAN: April 1987 to Present
LOCATION: S02
STORAGE MEDIA: Disk
HARDWARE: COMPAQ
SOFTWARE: PFS&WRITE
VOLUME: 150 records
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy when 1 year old.
DISPOSITION NO.: S02-2

330-53

UNCLASSIFIED

UNCLASSIFIED

Legislative Activities File

This file contains memoranda and decision papers related to legislative activities.

DATE SPAN: 1986 to 1988
LOCATION: S02L
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, & VRK
DISPOSITION: Permanent. Retain in office for 5 years. Retire to NSA Archives.
DISPOSITION NO.: S02-3

Legislative Activities Data Base

This data base is an automated information system containing legislative activities memoranda, point papers, and decision papers. This system is used for the temporary storage and development of these records.

DATE SPAN: FY 1986 to FY 1988
LOCATION: S02L
STORAGE MEDIA: Disk
HARDWARE: IBM PC
SOFTWARE: LOTUS 1-2-3, WORD PERFECT
VOLUME: 50 temporary records
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Delete after 3 months.
DISPOSITION NO.: S02-4

UNCLASSIFIED

UNCLASSIFIED

S021

RESOURCES MANAGEMENT

UNCLASSIFIED

UNCLASSIFIED

Personal Computer File

This file consists of disks/on-line data bases for each analyst, including work files, correspondence records, program spreadsheets, personnel data, as well as miscellaneous information operational/administrative use.

DATE SPAN: 1985 to Present
LOCATION: S021
STORAGE MEDIA: Disk/PC/Paper/File Server
HARDWARE: STAR/IBM&PC
SOFTWARE: LOTUS, WORD PERFECT, SIDEKICK, PFS WRITE, SUPER CALC, Desktop Publisher, Data Driven Graphics
VOLUME: 90 cu. ft.
CLASSIFICATION: TOP&SECRET&CODEWORD,NOFORN
DISPOSITION: Delete when no longer needed to create hard copy. (GRS 23-2a)
DISPOSITION NO.: S021-1

Information Security Manuals

This file consists of electronic copies of Information Security manuals.

DATE SPAN: Jan 1986 to Present
LOCATION: S021
STORAGE MEDIA: Diskettes/File Server
HARDWARE: STAR/PC - AT/XT
SOFTWARE: Desktop Publisher
VOLUME: 22 diskettes/1 Electronic File/Word Perfect/Data Driven Graphics.
CLASSIFICATION: SECRET
DISPOSITION: Update biennially. Destroy when no longer needed for operations.
DISPOSITION NO.: S021-2

UNCLASSIFIED

UNCLASSIFIED

INFOSEC Travel Dictionary

This file contains a list of project names for use by travelers on TDY within the INFOSEC organization.

DATE SPAN: Nov 1983 to Present
LOCATION: S0211
STORAGE MEDIA: UNAVAILABLE
HARDWARE: CARILLON
SOFTWARE: M204
VOLUME: 516 records
CLASSIFICATION: SECRET
DISPOSITION: Review yearly. Delete expired names.
DISPOSITION NO.: S021-3

354-08

Project File

This file contains purchase requests, program justification, and related data on current INFOSEC programs.

DATE SPAN: UNAVAILABLE
LOCATION: S0211
STORAGE MEDIA: Paper
VOLUME: 8 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Review yearly. Destroy after completion of contract or program.
DISPOSITION NO.: S021-4

312-650

UNCLASSIFIED

UNCLASSIFIED

Administrative and Personnel File

This file contains administrative and personnel data, as well as blank forms.

DATE SPAN: 1986 to Present

LOCATION: S021

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION:

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

B. Forms: Destroy when superseded or obsolete. - 328-63

C. Administrative Files. Destroy when 2 years old. - 364-01

DISPOSITION NO.: S021-5A, B, and C

Budget Estimate File

This file contains budget estimate background data.

DATE SPAN: 1985 to Present

LOCATION: S021

STORAGE MEDIA: Diskettes/File Server

HARDWARE: PC - XT/AT/STAR

SOFTWARE: Desktop Publisher/Word Perfect/Data Driven Graphics

VOLUME: 10 diskettes

CLASSIFICATION: SECRET

DISPOSITION: Update Biennially. Destroy when no longer needed for operations.

DISPOSITION NO.: S021-6

UNCLASSIFIED

UNCLASSIFIED

Chief's Administrative File

This file consists of general office administrative records.

DATE SPAN: 1986 to Present
LOCATION: S021
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy when 2 years old.
DISPOSITION NO.: S021-7

204-01
301-01

Program File

This file contains program records related to resources management. 310-01

DATE SPAN: Jan 1986 to Present
LOCATION: S021
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy when 2 years old.
DISPOSITION NO.: S021-8

UNCLASSIFIED

UNCLASSIFIED

Program Build Documents (INFOSEC) File

This file consists of paper records documenting aspects of the Program Build process, including correspondence, guidance, records and inputs.

DATE SPAN: 1980 to Present

LOCATION: S021

STORAGE MEDIA: Paper/Floppy Disk

HARDWARE: PC- XT/AT/STAR

SOFTWARE: SUPERCALC/LOTUS/Word Perfect/Desktop
Publisher/Date Driven Graphics

VOLUME: 100 cu. ft.

CLASSIFICATION: TOP~~SECRET~~CODEWORD,NOFORN

DISPOSITION: Update biennially. Destroy when no longer needed for operations.

DISPOSITION NO.: S021-9

In 310 Section

DDI Auditing File

This file consists of DoD and GAO audits and general management files.

DATE SPAN: FY 76 to Present

LOCATION: S021

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP~~SECRET~~CODEWORD

DISPOSITION: Destroy when 20 years old.

DISPOSITION NO.: S021-10

*312-47
312-64
312-65*

UNCLASSIFIED

UNCLASSIFIED

DoD and GAO Audit Status File

This file is used to track the status of DoD and GAO Audits.

DATE SPAN: FY 86 to Present
LOCATION: S021
STORAGE MEDIA: Diskette
HARDWARE: COMPAQ
SOFTWARE: PFS&Write
VOLUME: 1 disk
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: S021-11

312-64

Desk File

This is a miscellaneous file (administrative, correspondence, personnel, reference tools) kept in desks/safes for operational/administrative use.

DATE SPAN: 1985 to Present
LOCATION: S021
STORAGE MEDIA: Paper
VOLUME: 30-40 cu. ft. per year.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN
DISPOSITION: 330-13
A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRSd-18a)
B. Administrative Records: Destroy when 2 years old. 364-01
C. Correspondence Files: Destroy when 5 years old or sooner if no longer needed for operations.
- D. Reference Materials: Destroy when no longer of reference value.
DISPOSITION NO.: S021-12A,B,C,andD

UNCLASSIFIED

UNCLASSIFIED

Congressional Budget Justification Book File

This file contains an electronic copy of the Congressional Budget Justification Book (CBJB).

DATE SPAN: Jan 1986 to Present
LOCATION: S021
STORAGE MEDIA: Diskettes/File Server
HARDWARE: PC - AT/XT/STAR
SOFTWARE: WORD PERFECT/SUPERCALC/LOTUS/Desktop Publisher/Data Driven Graphics
VOLUME: 33 diskettes/1 Electronic File
CLASSIFICATION: SECRET
DISPOSITION: Update biennially. Delete or destroy when no longer needed for operations.
DISPOSITION NO.: S021-13

310-03 Section

Management File

This file contains information on programs and budget builds as well as budget execution.

DATE SPAN: UNAVAILABLE
LOCATION: S0211
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: TOPSECRET
DISPOSITION: Review annually for destruction. Destroy when no longer needed for operations.
DISPOSITION NO.: S021-14

310-09

UNCLASSIFIED

UNCLASSIFIED

INFOSEC Program Publications File

This file contains documents, publications produced by S0212 including the annual INFOSEC manual, Congressional Budget Justification Book (CBJB), and those administered by S021, including the INFOSEC 5 year Defense Plan (FYDP).

DATE SPAN: 1984 to Present

LOCATION: S021

STORAGE MEDIA: Paper/Electronic STAR 860

HARDWARE: M204

SOFTWARE: Xerox STAR 860

VOLUME: 30 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Record Copy: Permanent. Retire to NSA Archives.
B. All Other Copies: Destroy when 5 years old.

DISPOSITION NO.: S021-15A and B

INFOSEC Slide Collection File

This file consists of slide collections for briefings, encompassing COMSEC, COMPUSEC and general INFOSEC topics.

DATE SPAN: 1980 to Present

LOCATION: S021

STORAGE MEDIA: 35mm

VOLUME: 1,000 slides

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Review every 2 years for destruction. Destroy when no longer needed for operations.

DISPOSITION NO.: S021-16

UNCLASSIFIED

UNCLASSIFIED

THRUST Action/Status Sheet File

This file consists of LOTUS Spread sheets containing data regarding the status of THRUST actions.

DATE SPAN: Mar 1987 to Present 370-35
LOCATION: S0213
STORAGE MEDIA: HardDisk
HARDWARE: PC
SOFTWARE: LOTUS 1-2-3
VOLUME: 60 pages
CLASSIFICATION: SECRET
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: S021-17

NSA THRUST Slides- INFOSEC File

This file consists of copies of slides used at Director's briefings on INFOSEC thrusts.

DATE SPAN: May 1987 to Present
LOCATION: S0213 301-06
STORAGE MEDIA: Slides/ 35 mm
VOLUME: 208 slides
CLASSIFICATION: SECRET, NOFORN
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: S021-18

UNCLASSIFIED

UNCLASSIFIED

Special Project Memoranda File

This is a file of correspondence and memoranda addressed to Chief, S02, on Special Projects assigned by him.

DATE SPAN: UNAVAILABLE
LOCATION: S0213
STORAGE MEDIA: UNAVAILABLE
HARDWARE: PC
SOFTWARE: IBM Writing Asst.
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Delete or destroy when 2 years old.
DISPOSITION NO.: S021-19

364-01

LOTUS Worksheet/THRUST Actions File

This file contains LOTUS worksheets used to track THRUST Actions.

DATE SPAN: Mar 1987 to Present
LOCATION: S0213
STORAGE MEDIA: Hard Disk
HARDWARE: PC
SOFTWARE: LOTUS1-2-3
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: S021-20

370-35

UNCLASSIFIED

UNCLASSIFIED

S022

ACQUISITION OVERSIGHT AND ASSET MANAGEMENT

Missing from Frame. File
S01-1

S01 } Missing
S02 } sections
S021 }
~~S022~~

UNCLASSIFIED

UNCLASSIFIED

S02 Ledger Data Base

This data base will contain financial accounts information for all DoD and civil agencies for Military Interdepartmental Purchase Requests (MIPR) for COMSEC equipment.

DATE SPAN: 1980 to Present (Under Development)
LOCATION: S022
STORAGE MEDIA: Disk/Magnetic Tape
HARDWARE: RAPPER
SOFTWARE: IDMS
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: S022-1

*370-13
talks about
Equipment file*
312-05

S5 Ledger Data Base

This data base contains financial accounts for all DoD and civil agencies, as well as Military Interdepartmental Purchase Request (MIPR) for COMSEC equipment.

DATE SPAN: 1980 to Present
LOCATION: S022
STORAGE MEDIA: Disk
HARDWARE: RAPPER
SOFTWARE: M204
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: S022-2

312-05


UNCLASSIFIED

UNCLASSIFIED

Military Interdepartmental Purchase Request File

This file consists of Military Interdepartmental Purchase Requests (MIPR) purchase orders for INFOSEC equipment.

DATE SPAN: 1980 to Present
LOCATION: S022
STORAGE MEDIA: Paper
VOLUME: 22 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.: S022-3

364-02
Section
312-
11

INFOSEC Pricing Data File

This file contains pricing information for all INFOSEC equipment.

DATE SPAN: 1978 to Present
LOCATION: S022
STORAGE MEDIA: Paper
VOLUME: 8 cu. ft.
CLASSIFICATION: SECRET, NOFORN
DISPOSITION: Destroy when superseded or obsolete.
DISPOSITION NO.: S022-4

370-18

UNCLASSIFIED

UNCLASSIFIED

INFOSEC Pricing Data Base

This data base contains information on INFOSEC equipment prices.

DATE SPAN: 1986 to Present
LOCATION: S022
STORAGE MEDIA: Disk
HARDWARE: BERNOULLI BOX
SOFTWARE: UNAVAILABLE
VOLUME: 2 disks
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: S022-5

369-01

Correspondence File

This file contains correspondence, as well as memoranda, reports, messages, and personnel information.

DATE SPAN: 1984 to Present
LOCATION: S022
STORAGE MEDIA: File Server
HARDWARE: Xerox STAR 8065
SOFTWARE: UNAVAILABLE
VOLUME: UNAVAILABLE
CLASSIFICATION: SECRET, NOFORN
DISPOSITION: A. Personnel Record: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) 330-16A0B
B. All Other Records: Destroy when 5 years old.
DISPOSITION NO.: S022-6A and B

UNCLASSIFIED

UNCLASSIFIED

Special Defense Acquisition Fund Data Base

This data base provides budget, accounting and inventory control support for items procured by the SDAF to be made available for Allied COMSEC contingencies.

DATE SPAN: 1983 to Present
LOCATION: S0222
STORAGE MEDIA: HardDisk
HARDWARE: IBM~~M~~MRSA T
SOFTWARE: DATA~~E~~ASE
VOLUME: 2,000 records per yr.
CLASSIFICATION: SECRET
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: S022-7

370-34

Utility Program Data Base

This data base provides budget, accounting and inventory control support.

DATE SPAN: 1980 to Present
LOCATION: S0222
STORAGE MEDIA: HardDisk
HARDWARE: IBM~~M~~MRSA T
SOFTWARE: DATA~~E~~ASE
VOLUME: 2,000 records per yr.
CLASSIFICATION: SECRET
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: S022-8

370-34 - Downloaded & Copied
DITPA

UNCLASSIFIED

UNCLASSIFIED

S023

ACQUISITION SUPPORT

UNCLASSIFIED

UNCLASSIFIED

PR Processing System Data Base

This data base contains information on all Purchase Requests in S023. It is used to track, provide updates, and run operational reports based upon this information.

DATE SPAN: 1985 to Present
LOCATION: S023
STORAGE MEDIA: Disk
HARDWARE: PC
SOFTWARE: Data Base
VOLUME: 3,000 records
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: S023-1

312-05d

Purchase Requests/BPA File

This file contains information concerning the purchasing of material on a Blank Purchase Agreement with private companies.

DATE SPAN: 1987 to Present
LOCATION: S023
STORAGE MEDIA: Paper
VOLUME: 36 cu. ft.
CLASSIFICATION: TOPSECRET
DISPOSITION: Destroy upon completion.
DISPOSITION NO.: S023-2

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S023-2
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UNCLASSIFIED

UNCLASSIFIED

Purchase Requests/Purchase Orders File

This file pertains to the purchasing of services, and maintenance of equipment within the INFOSEC Organization.

DATE SPAN: 1985 to Present
LOCATION: S023
STORAGE MEDIA: Paper
VOLUME: 60 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy upon completion or termination. (GRS 3-3c)
DISPOSITION NO.: S023-3

364-02

Military Interdepartmental Purchase Request (MIPR) File

This file contains information on MIPR money sent to DoD.

DATE SPAN: 1980 to Present
LOCATION: S023
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: S023-4

312-11

UNCLASSIFIED

UNCLASSIFIED

Inter-Office Memoranda File

This file contains personnel records, memoranda, operating reports, and records pertaining to training and education.

DATE SPAN: 1978 to Present

LOCATION: S023

STORAGE MEDIA: Paper/Diskette

HARDWARE: Xerox STAR 6085

SOFTWARE: Xerox Proprietary

VOLUME: 5 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) §30-13 A & B

B. All Other Records: Destroy when 2 years old.

DISPOSITION NO.: S-023-5A and B

UNCLASSIFIED

UNCLASSIFIED

S027

PROGRAM CONTROL AND ASSESSMENT STAFF

UNCLASSIFIED

UNCLASSIFIED

Hewlett Packard Process/Contract Data Base

This data base contains information used to provide pricing information/contractor analysis of various companies.

DATE SPAN: UNAVAILABLE
LOCATION: S022
STORAGE MEDIA: Floppy Disks
HARDWARE: HewlettPackard 9845B
SOFTWARE: HP Basic
VOLUME: 5 disks
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Review monthly. Delete or destroy when no longer needed for operations.
DISPOSITION NO.: S027-1

Project File

This file contains contractor information, project data, reference materials, and related records.

DATE SPAN: 1981 to Present
LOCATION: S027
STORAGE MEDIA: Paper
VOLUME: 35 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when project/contract is completed or sooner if no longer needed for operations.
DISPOSITION NO.: S027-2

UNCLASSIFIED

UNCLASSIFIED

Contractor Performance Measurement File

This file contains cost/schedule status reports, contractor information, and reference manuals.

DATE SPAN: UNAVAILABLE

LOCATION: S027

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. Reference Manuals: Destroy when no longer of reference value.

B. Contractor Related Records: Destroy upon termination or completion of contract.

DISPOSITION NO.: S027-3A and B

Cost/Schedule Program File

This file contains briefing materials, job related manuals, and related records pertaining to contracts and contractors.

DATE SPAN: UNAVAILABLE

LOCATION: S027

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when 5 years old.

DISPOSITION NO.: S027-4

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file consists of reference manuals and directives, as well as other general office administrative records.

DATE SPAN: UNAVAILABLE
LOCATION: S027
STORAGE MEDIA: Paper
VOLUME: 10 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: A. Reference Manuals and Directives: Destroy when superseded or when no longer of reference value.
B. Administrative Records: Destroy when 5 years old or sooner if no longer needed for operations.
DISPOSITION NO.: S027-5A and B

Working File

This file contains data calls, program reviews, system, acquisition plans, personnel information, security records, reference materials, and related records.

DATE SPAN: 1988
LOCATION: S027
STORAGE MEDIA: Paper
VOLUME: 16 cu. ft.
CLASSIFICATION: TOP SECRET, NOFORN
DISPOSITION: A. Personnel Information: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)
312-11 → B. Contract Information: Destroy upon termination or completion of contract. (GRS 3-3-c)
314-01 → C. General Office Administrative Records: Destroy when 2 years old.
D. Reference Materials: Destroy when no longer of reference value.
314-01 → E. Management Review and Control File: Destroy when 5 years old.
DISPOSITION NO.: S027-6A, B, C, D, and E

UNCLASSIFIED

UNCLASSIFIED

COMSEC Management Data Base (COMMANDS)

This data base contains program management data including CORREV, SNAFU, NUGGETS, ~~CINPLAN~~ and other contract files. It is used to track contractors, data and funding, delivery schedules and related data.

DATE SPAN:	1981 to Present
LOCATION:	S0271
STORAGE MEDIA:	Hard Disk
HARDWARE:	RAPPER
SOFTWARE:	M204
VOLUME:	45,000 records
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Destroy when no longer needed for operations.
DISPOSITION NO.:	S027-7

308-04

340-17

UNCLASSIFIED

UNCLASSIFIED

S1

INFORMATION SYSTEMS
SECURITY ORGANIZATION
INTERNATIONAL RELATIONS

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file contains various correspondence, transmittals, memoranda, as well as weekly activity reports, INFOSEC, SIGINT reports, as well as word processing workingg and storage files.

DATE SPANe 1986 to Present

LOCATIONe S1

STORAGE MEDIA: Disks/Paper/Xerox STAR 860

HARDWAREe PC, BABY STAR

SOFTWAREe UNAVAILABLE

VOLUMEe 13 double-sided Disks/7 cu. fte

CLASSIFICATIONe TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Paper Copy of General Correspondence File: Permanente Retain in office 2 yearse Transfer to NCRC when no longer required for operationse

370-35 → B. Electronic Copy of General Correspondence File: Delete or destroy when 2 years old.

C. Working File: Destroy when 2 years old.

D. Storage File: Destroy when 2 years old.

DISPOSITION NO.: S1-1A, B, C, and D

DISCONTINUED: 921020

UNCLASSIFIED

UNCLASSIFIED

Correspondence Log File

This file consists of logs for registered mail, transmittals for signature actions, serial numbers and related logs.

DATE SPANe UNAVAILABLE
LOCATION: S1
STORAGE MEDIA: Paper
VOLUMEe 1 cu. fte
CLASSIFICATIONe SECRET
DISPOSITION: Destroy when no longer needed. (GRS 23-8)
DISPOSITION NOe: S1-2
DISCONTINUEDe 921020

360-01
360-02

Read File

This file consists of copies of letters, memoranda, notes, reports, and related recordse

DATE SPAN: UNAVAILABLE
LOCATION: S1
STORAGE MEDIA: Paper
VOLUMEe 3 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN
DISPOSITION: Destroy when 2 years old.
DISPOSITION NO.: S1-3
DISCONTINUEDe 921020

301-05

UNCLASSIFIED

UNCLASSIFIED

Administrative and Personnel File

This file contains information on travel, facilities, training, security, personnel, and COMET chrono files.

DATE SPAN: 1984 to Present

LOCATION: S1

STORAGE MEDIA: Paper/Floppy Disks

HARDWAREe RAPPER/IBM PC

SOFTWAREe M204/SYMPHONY

VOLUMEe 6 cu. fte/2 floppy disks/1 hard disk

CLASSIFICATION: CONFIDENTIAL *330-134005*

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

B. COMET File: Delete after 2 years.

C. Administrative Filese Destroy when 2 years old. *301-02*

DISPOSITION NO.: S1-4A, B, and C

DISCONTINUEDe 921020

UNCLASSIFIED

UNCLASSIFIED

370.18
Equipment (COMSEC 4 and 5 Series) File

This file contains correspondence that covers all functions involving requirements, acquisition and procurement, production, operation and disposition of crypto-equipment and other ancillary and unique COMSEC equipment spare parts

DATE SPAN: 1985 to Present
LOCATION: S1
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Permanent Transfer to NCRC when no longer required for operation
DISPOSITION NO.: S1-5

COM and COMSEC 1, 2, and 3 File

This file contains correspondence and documents covering electronic mail service, encryption devices, fibre optics, telephone security, classification, codes, computer security, key lists, and other security related matters

DATE SPAN: 1985 to Present ?
LOCATION: S1
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Permanent. Transfer to NCRC when no longer required for operation
DISPOSITION NO.: S1-6

UNCLASSIFIED

UNCLASSIFIED

Civil Agencies (COMSEC 18) File

This file contains correspondence regarding COMSEC dealings with Civil Agencies

DATE SPAN: 1985 to Present
LOCATION: S1
STORAGE MEDIA: Paper
VOLUMEe 1/2 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Permanente Transfer to NCRC when no longer required for operationse
DISPOSITION NO.e S1-7

Industrial Security (COMSEC 15) File

This file contains correspondence relative to industrial security (release of COMSEC information to and for use by contractorse)

DATE SPAN: 1985 to Present 340-16
LOCATION: S1
STORAGE MEDIA: Paper
VOLUMEe 1/2 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Permanente Transfer to NCRC when no longer required for operationse
DISPOSITION NO.: S1-8

UNCLASSIFIED

UNCLASSIFIED

COMSEC 20 and 30 Series File

This file contains correspondence which covers physical security, transmission security, compromises, anti-jam, tempest, spread spectrum, weapons systems, and satellite.

DATE SPAN: 1985 to Present
LOCATION: S1
STORAGE MEDIA: Paper
VOLUMEe 1 cue fte
CLASSIFICATIONe TOP SECRET
DISPOSITION: Permanente Transfer to NCRC when no longer required for operationse
DISPOSITION NOe: S1-9

COMSEC File

This file contains correspondence, messages, and policy data relative to assistance given to Allied or other friendly countries. Also, material regarding foreign relations and international coordination in communications security matters. (COMSEC 12, 10, 24, 32, USCSB and NTISSC)e

DATE SPAN: 1950 to Present
LOCATION: S1
STORAGE MEDIA: Paper
VOLUMEe 44 cu. ft.
CLASSIFICATION: TOP SECRET, NOFORN
DISPOSITIONe Permanente Transfer to NCRC when no longer required for operationse
DISPOSITION NOee S1-10

UNCLASSIFIED

UNCLASSIFIED

Military Communication-Electronics Board (MCEB) File

This file contains correspondence regarding agenda items, minutes, directives, completion papers and U.S. positions relative to MCEB.

DATE SPAN: 1985 to Present
LOCATION: S1
STORAGE MEDIA: Paper
VOLUME: 12 cu. ft. 364-01
CLASSIFICATION: SECRET
DISPOSITION: Permanent. Transfer to NCRC when no longer required for operationse
DISPOSITION NOe: S1-11

Travel (TRA) File

This file contains material covering travel requests, planning messages, and trip reportse

DATE SPAN: 1985 to Present 361-03
LOCATION: S1
STORAGE MEDIA: Paper
VOLUME: 1/8 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when no longer needed for operationse
DISPOSITION NOe: S1-12

UNCLASSIFIED

UNCLASSIFIED

Training (TNG) File

This file contains records regarding the training program, requirements, and other pertinent information.

DATE SPAN: 1958 to Present
LOCATION: S1
STORAGE MEDIA: Paper
VOLUME: 1/8 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy when no longer needed for operations
DISPOSITION NO.: S1-13

350-01

Security File

This file contains material that deals with clearances, badges, passes, and violations.

DATE SPAN: 1958 to Present
LOCATION: S1
STORAGE MEDIA: Paper
VOLUME: 1/8 cu. ft.
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: A. Clearance Status Files: Destroy when superseded or obsolete. (GRS 18-23)
B. All Other Records Destroy when 2 years old. (GRS 18-1)
DISPOSITION NO.: S1-14 A and B

340-02

UNCLASSIFIED

UNCLASSIFIED

Policy and Publication (POL/PUB) File

This file contains correspondence and documents (manuals, directives, regulations, circulars and guidance statements) relating to procedures, doctrine and policies.

DATE SPAN: 1985 to Present 342-06
LOCATION: S1
STORAGE MEDIA: Paper
VOLUMEe 6 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITIONe Permanente Transfer to NCRC when no longer required for operations.
DISPOSITION NO.: S1-15

Personnel File

This file contains material that covers standards of conduct, letters of appreciation, assignments, occupational specialties and emergency action planse

DATE SPAN: 1985 to Present
LOCATION: S1
STORAGE MEDIA: Paper
VOLUMEe 1/4 cu. ft.
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Destroy when superseded, revised, or obsolete.
DISPOSITION NOe: S1-16

UNCLASSIFIED

UNCLASSIFIED

Office/Management (O/M) File

This file contains organization and management material dealing with the establishment and disestablishment of activities, management planning, vital records, committees, conferences, plans, and paperwork management

DATE SPAN: 1985 to Present
LOCATION: S1
STORAGE MEDIA: Paper
VOLUME: 2 cu. fte
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Destroy when no longer needed for operationse
DISPOSITION NO.: S1-17

328-01

INF File

This file contains Freedom of Information materialse

DATE SPAN: 1985 to Present
LOCATION: S1
STORAGE MEDIA: Paper
VOLUMEe 1/8 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when no longer needed for operationse
DISPOSITION NO.e S1-18

305 Section

UNCLASSIFIED

UNCLASSIFIED

S11

INTERNATIONAL RELATIONS

UNCLASSIFIED

UNCLASSIFIED

Equipment (COMSEC 4 and 5 Series) File

DISPOSITION NO.: S11-1

TRANSFERRED TOe S1-5 921020

COM and COMSEC 1, 2, and 3 File

DISPOSITION NO.: S11-2

TRANSFERRED TOe S1-6 921020

Civil Agencies (COMSEC 18) File

DISPOSITION NO.: S11-3

TRANSFERRED TOe S1-7 921020

Industrial Security (COMSEC 15) File

DISPOSITION NO.: S11-4

TRANSFERRED TOe S1-8 921020

COMSEC 20 and 30 Series File

DISPOSITION NO.: S11-5

TRANSFERRED TOe S1-9 921020

COMSEC File

DISPOSITION NO.: S11-6

TRANSFERRED TOe S1-10 921020

Military Communication-Electronics Board (MCEB) File

DISPOSITION NO.: S11-7

TRANSFERRED TOe S1-11 921020

Travel (TRA) File

DISPOSITION NO.: S11-8

TRANSFERRED TOe S1-12 921020

UNCLASSIFIED

UNCLASSIFIED

Training (TNG) File

DISPOSITION NO.: S11-9

TRANSFERRED TO: S1-13 921020

Security File

DISPOSITION NO.: S11-10A and B

TRANSFERRED TO: S1-14 921020

Policy and Publication (POL/PUB) File

DISPOSITION NO.: S11-11

TRANSFERRED TO: S1-15 921020

Personnel File

DISPOSITION NO.: S11-12

TRANSFERRED TO: S1-16 921020

Office/Management (O/M) File

DISPOSITION NO.: S11-13

TRANSFERRED TO: S1-17 921020

S11 INF File

DISPOSITION NO.: S11-14

TRANSFERRED TO: S1-18 921020

UNCLASSIFIED

UNCLASSIFIED

S12

FOREIGN MILITARY SALES

UNCLASSIFIED

UNCLASSIFIED

S13

POLICY AND DOCTRINE

UNCLASSIFIED

UNCLASSIFIED

S13 Portfolio File

This file contains MOAs, MOUs, FMSs, policy documents used by S041 secretary in the preparation of correspondence.

DATE SPAN: UNAVAILABLE
LOCATION: S133
STORAGE MEDIA: Mainframe
HARDWARE: PC
SOFTWARE: M204
VOLUME: UNAVAILABLE
CLASSIFICATION: TOP SECRET
DISPOSITION: Delete or destroy when superseded or obsolete.
DISPOSITION NO.: S13-1

306-13

Memoranda of Understanding File

This file contains record copies of memoranda of understanding between NSA and other governmental agencies/contractors.

DATE SPAN: UNAVAILABLE
LOCATION: S133
STORAGE MEDIA: Paper
VOLUME: 2 cu.ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: S13-2

301-01

UNCLASSIFIED

UNCLASSIFIED

Legislative Background File

This file contains background information concerning legislation impacting on INFOSEC issues.

DATE SPAN: UNAVAILABLE
LOCATION: S133
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: S13-3

Policy Working File

This file consists of staff officer working records containing background and coordination information.

DATE SPAN: UNAVAILABLE 301-03
LOCATION: S133
STORAGE MEDIA: Paper
VOLUME: 8 cu. ft.
CLASSIFICATION: TOP SECRET, VRK
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: S13-4

UNCLASSIFIED

UNCLASSIFIED

Unclassified and Classified Policy File

This file consists of copies of INFOSEC policy directives, regulations, circulars and policy guidance statements, as well as national and Agency policy documents.

DATE SPAN: UNAVAILABLE
LOCATION: S133 362-04
STORAGE MEDIA: Paper
VOLUME: 12 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when superseded, rescinded, or obsolete.
DISPOSITION NO.: S13-5

Administrative File

This file contains incoming and outgoing messages and correspondence, travel orders, management reports, training and transmittal forms, visit requests, and personnel documents.

DATE SPAN: 1985 to Present
LOCATION: S13 342-03
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: TOP SECRET, NOFORN
DISPOSITION: A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)
B. All Other Records: Destroy when 5 years old or sooner if no longer needed for operations.
DISPOSITION NO.: S13-6A and B

UNCLASSIFIED

UNCLASSIFIED

Record Subject File

This file contains outgoing/incoming doctrine.

DATE SPAN: 1970 to Present
LOCATION: S13
STORAGE MEDIA: Paper
VOLUME: 10 cu. ft.
CLASSIFICATION: TOP SECRET, NOFORN
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: S13-7

Data File

This file contains operational subject data.

DATE SPAN: 1970 to Present
LOCATION: S13
STORAGE MEDIA: Floppy Disk
HARDWARE: HPW
SOFTWARE: IBM WRITE
VOLUME: 2 5" disks
CLASSIFICATION: TOP SECRET, NOFORN
DISPOSITION: Destroy when longer required for operational purposes.
DISPOSITION NO.: S13-8

UNCLASSIFIED

UNCLASSIFIED

Operational Subject File

This file contains working records regarding COMSEC doctrine.

DATE SPAN: 1970 to Present 301-03
LOCATION: S13
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET, NOFORN
DISPOSITION: Destroy when no longer required for operational purposes.
DISPOSITION NO.: S13-9

Historical File

This file contains the source of information for briefings and existing COMSEC doctrine.

DATE SPAN: 1979 to Present
LOCATION: S13 304-03
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: S13-10

UNCLASSIFIED

UNCLASSIFIED

Operational Data Base

This is a PC data base which contains operational doctrine, management reports, project status and tracking information and associated correspondence.

DATE SPAN: 1987 to Present
LOCATION: S13CS
STORAGE MEDIA: PC Diskettes
HARDWARE: PC
SOFTWARE: Data Base III
VOLUME: 50 5" diskettes
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when no longer required for operational purposes.
DISPOSITION NO.: S13-11

Operational File

This file contains copies of operational doctrine, system acquisition plans, project status reports and reference material.

DATE SPAN: 1987 to Present
LOCATION: S13CS
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN
DISPOSITION: Destroy when no longer required for operational purposes.
DISPOSITION NO.: S13-12

314-02

UNCLASSIFIED

UNCLASSIFIED

Historical File

This file contains source records for existing COMSEC system doctrine.

DATE SPAN: 1952 to Present
LOCATION: S131
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: S13-13

Working File (Electronic)

This working file is used to develop COMSEC systems doctrine and related correspondence.

DATE SPAN: 1985 to Present
LOCATION: S131
STORAGE MEDIA: Disk
HARDWARE: HPW
SOFTWARE: IBM WRITE
VOLUME: 12 disks (to existing 50 disks)
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when no longer required for operational purposes.
DISPOSITION NO.: S13-14

UNCLASSIFIED

UNCLASSIFIED

Working File

This file contains working records used in the development of COMSEC systems doctrine.

DATE SPAN: 1952 to Present
LOCATION: S131
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET, NOFORN
DISPOSITION: A. COMSEC Doctrine Source Records: Permanent.
Transfer to Historical File.
B. All Other Records: Destroy when no longer needed for operations.
DISPOSITION NO.: S13-15A and B

301-03

Doctrine Data Base

This is a mainframe data base for tracking milestones in COMSEC systems development and for charting development of doctrine for these systems.

DATE SPAN: 1987 to Present
LOCATION: S131
STORAGE MEDIA: UNAVAILABLE
HARDWARE: RAPPER
SOFTWARE: M204
VOLUME: 400 entries (to existing 120 records)
CLASSIFICATION: SECRET
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: S13-16

301-17

UNCLASSIFIED

UNCLASSIFIED

General Doctrine File

This file contains guidelines, approvals, waivers and policy concerning the use, handling, safeguarding and destruction of COMSEC material.

DATE SPAN: 1983 to Present

LOCATION: S132

STORAGE MEDIA: Paper/Data Base

HARDWARE: RAPPER

SOFTWARE: TSO, NTISSI 4004

VOLUME: 22 cu. ft./

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: A. Hardcopy Guidelines and Policy Records: Permanent.
Retire to NSA Archives.
B. All Other Hardcopy: Destroy when no longer needed for operations.
C. Electronic: Delete or destroy when no longer needed for operations.

DISPOSITION NO.: S13-17A, B and C

Administrative File

This file contains incoming/outgoing messages and correspondence, travel orders, management reports, training and transmittal forms, visit requests and personnel summaries.

DATE SPAN: 1985 to Present

LOCATION: S132

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)
B. All Other Records: Destroy when 5 years old or sooner if no longer needed for operations.

DISPOSITION NO.: S13-18A and B

UNCLASSIFIED

UNCLASSIFIED

~~Off-Shore Procurement File~~ *

~~This file contains correspondence pertaining to off-shore procurement of electronic components for cryptographic equipment.~~

~~DATE SPAN:~~ ~~UNAVAILABLE~~
~~LOCATION:~~ ~~S132~~
~~STORAGE MEDIA:~~ ~~Paper~~
~~VOLUME:~~ ~~1 cu. ft.~~
~~CLASSIFICATION:~~ ~~SECRET~~
~~DISPOSITION:~~ ~~Destroy when 5 years old.~~
~~DISPOSITION NO.:~~ ~~S13 19~~

Equipment and Systems File

This file contains specific COMSEC implementation procedures related to equipment and systems in the form of messages, correspondence, and published documents.

DATE SPAN: 1983 to Present
LOCATION: S132
STORAGE MEDIA: Paper
VOLUME: 7.5cu.ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy when 5 years old.
DISPOSITION NO.: S13-20

370-18

*Obsolete. No longer created. See 6/12/201
email. MPB

UNCLASSIFIED

UNCLASSIFIED

Reference Material File

This file contains published documents by various government departments, agencies, and organizations which relate to regulations pertaining to INFOSEC doctrine.

DATE SPAN: UNAVAILABLE
LOCATION: S132
STORAGE MEDIA: Paper
VOLUME: 22.5 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy when superseded, obsolete, or no longer of reference value.
DISPOSITION NO.: S13-21

UNCLASSIFIED

UNCLASSIFIED

S14

**NATIONAL TELECOMMUNICATIONS AND INFORMATION
SYSTEMS SECURITY COMMITTEE (NTISSC)**

UNCLASSIFIED

UNCLASSIFIED

SAISS Administrative File

This file contains information on personnel actions, purchase requests, forms, and related records.

DATE SPAN: 1984 to Present

LOCATION: NTISSC Secretariat

STORAGE MEDIA: Paper/Vugraphs

VOLUME: 9 cu. ft.

CLASSIFICATION: SECRET

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

B. Administrative Files: Destroy when 5 years old.

DISPOSITION NO.: NTISSC-1A and B

Covered by Admin files

~~SAISS Meeting Minutes File~~ *

~~This file contains documentation of all meetings of the Subcommittee on Automated Information Systems Security.~~

~~DATE SPAN: 1984 to Present~~

~~LOCATION: NTISSC Secretariat~~

~~STORAGE MEDIA: Paper~~

~~VOLUME: 3 cu. ft.~~

~~CLASSIFICATION: SECRET~~

~~DISPOSITION: Permanent. Retire to NSA Archives.~~

~~DISPOSITION NO.: NTISSC 2~~

*Obsolete. No longer created. See 6/12/201 email. MPB

UNCLASSIFIED

UNCLASSIFIED

SAISS Working Groups File

This file contains an accounting of all the working groups of the SAISS, including project descriptions, taskings, drafts, working group representative comments, and disposition of issuances.

DATE SPAN: 1984 to Present

LOCATION: NTISSC Secretariat

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Permanent. Retain in office 5 years. Retire to NSA Archives.

DISPOSITION NO.: NTISSC-3

fitz add working papers

SAISS Speeches File

This file contains copies of speeches given at NTISSC, SAISS, AND STS meetings, as well as computer security conferences and training courses.

DATE SPAN: 1984 to Present

LOCATION: NTISSC Secretariat

STORAGE MEDIA: Paper/Vugraphs

VOLUME: 3 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Permanent. Retain in office 5 years. Retire to NSA Archives.

DISPOSITION NO.: NTISSC-4

305-15

UNCLASSIFIED

UNCLASSIFIED

SAISS Directives File

This file contains copies of directives promulgated by agencies represented on the SAISS.

DATE SPAN: 1984 to Present
LOCATION: NTISSC Secretariat
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Permanent. Retain in office 5 years. Retire to NSA Archives.
DISPOSITION NO.: NTISSC-5

STS Minutes File

This file contains an accounting of all meetings of the Subcommittee on Telecommunications Security.

DATE SPAN: 1984 to Present
LOCATION: NTISSC Secretariat
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: NTISSC-6

UNCLASSIFIED

UNCLASSIFIED

STS Issues File

This file contains information on NTISSC issuances that were either drafted or reviewed by representatives of the STS.

DATE SPAN: 1984 to Present
LOCATION: NTISSC Secretariat
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.
DISPOSITION NO.: NTISSCa-7

Policy File

This file contains information pertaining to all existing national-level policies, including taskings, drafts, committee vote sheets, committee representative comments, and original signature papers.

DATE SPAN: 1981 to Present
LOCATION: NTISSC Secretariat
STORAGE MEDIA: Paper
VOLUME: 9 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: NTISSC-8

UNCLASSIFIED

UNCLASSIFIED

Assessments File

This file contains annual assessments of the status of Communications Security, telecommunications, and automated information systems security within the United States Government, developed by the ~~USCSB~~, NCSC, and NTISSC.

DATE SPAN: 1970 to Present
LOCATION: NTISSC Secretariat
STORAGE MEDIA: Paper
VOLUME: 12 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: NTISSC-9

COMSEC File

This file contains information on promulgated, drafter, and proposed NACSI's/NACSEM's/MACSIM's/NTISSI's and NTISSAM's, including drafts, committee representative comments, memoranda, distribution requirements, and original signed issuances.

DATE SPAN: 1970 to Present
LOCATION: NTISSIC Secretariat
STORAGE MEDIA: Paper
VOLUME: 15 cu. ft.
CLASSIFICATION: TOPSECRET
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: NTISSC-10

UNCLASSIFIED

UNCLASSIFIED

NTISSC Administrative File

This file includes purchase requests, equipment inventories, distribution requirements, decrease data, extra copies of correspondence, and related records.

DATE SPAN: 1970 to Present

LOCATION: NTISSC Secretariat

STORAGE MEDIA: Paper

VOLUME: 66 cu. ft.

CLASSIFICATION: CONFIDENTIAL

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

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

DISPOSITION NO.: NTISSC-11A and B

NTISSC Meeting Minutes File

This file contains minutes of all NTISSC meetings as well as several meetings of the National Communications Security Committee (predecessor to NTISSC).

DATE SPAN: 1981 to Present

LOCATION: NTISSC Secretariat

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Permanent. Retire to NSA Archives.

DISPOSITION NO.: NTISSC-12

UNCLASSIFIED

UNCLASSIFIED

Read File

This file contains one copy of all NTISSC issued correspondence.

DATE SPAN: 1984 to Present
LOCATION: NTISSC Secretariat
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOPSECRET
DISPOSITION: Permanent. Cut off annually. Retire to NSA Archives.
DISPOSITION NO.: NTISSC-13

Country File

This file contains information on each country to which COMSEC equipment was released, including equipment type, quantity, terms of release, and related data.

DATE SPAN: 1952 to Present
LOCATION: NTISSC Secretariat
STORAGE MEDIA: Paper
VOLUME: 9 cu. ft.
CLASSIFICATION: TOPSECRET
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: NTISSC-14

UNCLASSIFIED

UNCLASSIFIED

S2

NATIONAL COMSEC ASSESSMENT CENTER

UNCLASSIFIED

NATIONAL INFORMATION SECURITY ASSESSMENT CENTER

The Chief, S2, National Information Security Assessment Center (NISAC), is responsible to the DDI, for assessing, on a continuous basis, the security posture of U.S. telecommunications and information systems which combine telecommunications and computers.

Primary functions include:

1. In order to perform definitive assessments of the national security posture, develop and maintain a comprehensive and all-source data base of threat and vulnerability information.
2. Prepare and regularly update information security (INFOSEC) assessments by:
 - a. Identifying, analyzing, and evaluating vulnerabilities of U.S. telecommunications systems and information systems which combine telecommunications and computers.
 - b. Identifying, analyzing, and evaluating threats to the security of all telecommunications and combined systems.
 - c. Determining the value, to an adversary, of the information carried on U.S. telecommunications and combined systems.
 - d. Helping to establish priorities for corrective actions, identifying and analyzing INFOSEC deficiencies and ranking them according to their adverse effects on the national INFOSEC posture.
3. Examine, correlate, and evaluate the patterns of activity of sensitive U.S. Government and related industrial organizations which tend to reveal sensitive information to adversaries.
4. Perform field surveys, COMSEC monitoring, and signal analysis as necessary to support INFOSEC assessments and to provide an empirical basis for establishing INFOSEC priorities.

S209

**MANAGEMENT, OPERATIONS,
AND PLANNING STAFF**

FOR OFFICIAL USE ONLY

S209

MANAGEMENT, OPERATIONS, AND PLANNING STAFF

The Chief, S209, is responsible for reviewing, and monitoring the adequacy of S2 resources; developing and reviewing operational and management policy actions impacting on the S2 mission; developing policy, guidance and objectives for the planning and conduct of NISAC activities; developing, coordinating, and implementing resource management, administrative, personnel, security, travel, and training policies and programs within S2.

Primary functions include:

1. Establish broad planning and guidance for S2 missions and programs; develop and coordinate with the Chief, S2, and office chiefs, organization goals, objectives and priorities; and monitor the implementation and achievement of the same.
2. Report current S2 activities and serve as the focal point for specified planning, operations, and information service activities for the S2 Organization.
3. Provide staff support for the NISACs
4. Assist the assessment offices in developing, implementing, and executing assessment methodologies for national INFOSEC, COMPUSEC, and OPSEC programs.
5. Track Centerwide projects, tasks, and actions.
6. Develop, install, and maintain management systems and administrative procedures.
7. Coordinate and control task assignments and monitoring suspense actions.
8. Furnish Centerwide services for: personnel, administration, awards, security and financial matters, programming and budgeting preparation of purchase requests, contract management, facilities and logistics, travel, training, office automation, and computer support.
9. Orchestrate the preparation of the annual National Information Security Assessment.

UNCLASSIFIED

Forms File

DISPOSITION NO.: S209-1

TRANSFERRED T0e X4-2 920511

Agency Regulations File

DISPOSITION NO.: S209-2

TRANSFERRED T0e X4-3 920511

Correspondence File

DISPOSITION NO.: S209-3

TRANSFERRED T0e X4-4 920511

Reference Publications File

DISPOSITION NO.: S209-4

TRANSFERRED T0e X4-5 920511

Correspondence Action Tracking System (CATS) Data Base

DISPOSITION NO.: S209-5

TRANSFERRED T0e X4-6 920511

UNCLASSIFIED

UNCLASSIFIED

Log File

This file is used to record incoming messages, correspondence, and documents showing date received or dispatched, serial numbers and subsequent routing.

DATE SPAN:	1988
LOCATION:	S209
STORAGE MEDIA:	Disks/Paper
HARDWAREe	Xerox STAR 860
SOFTWAREe	PRO WRITE/Xerox STAR 860
VOLUMEe	1.5 cu. ft.
CLASSIFICATION:	CONFIDENTIAL
DISPOSITION:	Delete or destroy after 2 yearse
DISPOSITION NO.:	S209-6
DISCONTINUEDe	920511

UNCLASSIFIED

UNCLASSIFIED

Operations File

This file consists of records and documents pertaining to S2 operations and policy.

DATE SPAN: 1985 to Present

LOCATION: S209

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Permanent. Retire to NSA Archives after 5 years

DISPOSITION NO.: S209-7

DISCONTINUEDe 920511

Contract File

DISPOSITION NO.: S209-8

TRANSFERRED T0e X4-7 920511

Administrative File

DISPOSITION NO.: S209-8 A and B

TRANSFERRED T0e X4-8 920511

INFOSEC Assessment Reports File

DISPOSITION NO.: S209-9

TRANSFERRED T0e X4-9 920511

Computer Operating Instruction File

DISPOSITION NO.: S209-11

TRANSFERRED T0e X4-10 920511

UNCLASSIFIED

UNCLASSIFIED

Reference Publication File

DISPOSITION NOe: S209-12

TRANSFERRED T0e X4-11 920511

Staff Projects File

This file consists of memoranda, reports, and other records documenting assignment, progress and completion of projectse

DATE SPANe 1982 to Present

LOCATION: S2091

STORAGE MEDIA: Paper

VOLUMEe 2 cu. ft.

CLASSIFICATIONe TOP SECRET CODEWORD, NOFORN, VRK

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

DISPOSITION NO.: S209-13

DISCONTINUEDe 920511

Working File

DISPOSITION NO.: S209-14 A and

TRANSFERRED T0e X4-12 920511

Resources Management File

DISPOSITION NO.: S209-15

TRANSFERRED T0e X4-13 920511

Budget File

DISPOSITION NO.: S209-16

TRANSFERRED T0e X4-14 920511

UNCLASSIFIED

UNCLASSIFIED

Promotion and Awards File

DISPOSITION NO.: S209-17

TRANSFERRED T0e X4-15 920511

Internal/External Training File

DISPOSITION NO.: S209-18

TRANSFERRED T0e X4-16 920511

Administrative File

DISPOSITION NO.: S209-19 A and B

TRANSFERRED T0e X4-17 920511

Travel File

DISPOSITION NO.: S209-20

TRANSFERRED T0e X4-18 920511

Personnel Records File

DISPOSITION NO.: S209-21

TRANSFERRED T0e X4-19 920511

Security File

DISPOSITION NO.: S209-22

TRANSFERRED T0e X4-20 920511

Miscellaneous File

DISPOSITION NO.: S209-23 A and B

TRANSFERRED T0e X4-21 920511

UNCLASSIFIED

UNCLASSIFIED

Overtime Records File

DISPOSITION NO.: S209-24

TRANSFERRED T0e X4-22 920511

Miscellaneous Working File

DISPOSITION NO.: S209-25

TRANSFERRED T0e X4-23 920511

S2092PER.DBF Data Base

DISPOSITION NO.: S209-26

TRANSFERRED T0e X4-24 920511

FY88 TRV.BF Data Base

DISPOSITION NO.: S209-27

TRANSFERRED T0e X4-25 920511

S209 TRIP.DBF Data Base

DISPOSITION NO.: S209-28

TRANSFERRED T0e X4-26 920511

UNCLASSIFIED

UNCLASSIFIED

COMPUSEC Access Data Base

This data base contains routine assessments and related documents of computer security measures to determine adequacy of safeguardse

DATE SPAN: 1987 to Present

LOCATION: S2093

STORAGE MEDIA: Paper/Disks

HARDWAREe PC

SOFTWAREe D Base III

VOLUMEe 9 cu. ft./25 records

CLASSIFICATION: SECRET, NOFORN

DISPOSITION: Delete or destroy after 5 yearse

DISPOSITION NO.: S209-29

DISCONTINUED: 920511

UNCLASSIFIED

UNCLASSIFIED

COMPUSEC SYSTEM Data Base

This data base contains COMPUSEC related documents to include policy and regulationse

DATE SPAN: 1987 to Present

LOCATION: S2093

STORAGE MEDIA: Paper/Disks

HARDWAREe PC

SOFTWAREe D Base III

VOLUMEe 12 cu. ft./5 MB

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A Hard Copy: Permanente Retire to NSA Archive
B: Electronic Copy: Delete or destroy when no longer needed for operationse

DISPOSITION NO.: S209-30 A and B

DISCONTINUEDe 920511

COMPUSEC Threat File

This file consists of reports, articles, messages on the subject of COMPUSEC Threate

DATA SPAN: 1986 to Present

LOCATION: S2093

STORAGE MEDIA: Paper

VOLUMEe 7 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanente Retire to NSA Archive

DISPOSITION NO.: S209-31

DISCONTINUEDe 920511

UNCLASSIFIED

UNCLASSIFIED

COMPUSEC Threat Directory and Source Data Base

This data base contains a listing of COMPUSEC bibliographies as well as sources of information.

DATE SPAN: 1986 to Present
LOCATION: S2093
STORAGE MEDIA: Disks
HARDWAREe PC
SOFTWARE: D Base III
VOLUME: 50 reports
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when superseded or obsolete.
DISPOSITION NO.: S209-32
DISCONTINUEDe 920511

COMPUSEC Clipping File

This file consists of published articles of specific COMPUSEC Threat and Abuses casese

DATE SPAN: 1986 to Present
LOCATION: S2093
STORAGE MEDIA: Disks
HARDWAREe PC
SOFTWARE: D Base III
VOLUME: 150 reports
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when no longer of reference value.
DISPOSITION NO.: S209-33
DISCONTINUEDe 920511

UNCLASSIFIED

UNCLASSIFIED

Fraud and Abuse File

This file consists of specific COMPUSEC Threat and Abuses cases.

DATE SPAN: 1986 to Present
LOCATION: S2093
STORAGE MEDIA: Disks
HARDWAREe PC
SOFTWAREe D Base III
VOLUMEe 300 reports
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when no longer of reference valuee
DISPOSITION NO.: S209-34
DISCONTINUEDe 920511

CSP FINPLAN File

This file consists of a compilation of notes, agendas, records, and financial plans for the COMPUSEC program.

DATE SPAN: 1983 to Present
LOCATION: S2093
STORAGE MEDIA: Paper
VOLUMEe .25 cu. ft.
CLASSIFICATION: FOR OFFICIAL USE ONLY
DISPOSITION: Destroy in 5 yearse
DISPOSITION NO.: S209-35
DISCONTINUEDe 920511

UNCLASSIFIED

UNCLASSIFIED

COMPUSEC Contract File

DISPOSITION NO.: S209-36

TRANSFERRED T0e X4-27 920511

Threat Highlights File

DISPOSITION NO.: S209-37 A and B

TRANSFERRED T0e X4-28 920511

CSTVRP Data Base

DISPOSITION NO.: S209-38

TRANSFERRED T0e X4-29 920511

UNCLASSIFIED

UNCLASSIFIED

S21

**OFFICE OF NATIONAL INFOSEC
AND THREAT ANALYSIS**

UNCLASSIFIED

S21

OFFICE OF NATIONAL INFORMATION SECURITY AND THREAT
ANALYSIS

The Chief, S21, is responsible for developing and maintaining a National INFOSEC System (NIS) and supporting data bases to include a National Information Security Assessment Data Base (NISADB), for conducting corporate threat research and analysis, for evaluating and analyzing INFOSEC insecurities, for providing editing, reporting and briefing support, and for making available to the INFOSEC community, all S elements, and the NISAC in particular information relevant to the INFOSEC posture of national telecommunications.

Primary functions include:

1. Establish and maintain a NISADB to include information on all U.S. telecommunications, the threat to U.S. telecommunications, and the telecommunications vulnerabilities as determined by the NISAC.
2. Provide an interface with the intelligence community and administer all-source intelligence information support both to individual users, organizations, and the data base.
3. Provide a mission threat analysis capability to support the NISAC and the INFOSEC community, and to input to the NISADB.
4. Conduct special studies as required in support of the NISAC, the DDI Organization, and the U.S. INFOSEC community.
5. Evaluate reported INFOSEC insecurities, conduct trends analysis, and reporting with input to the NISADB.
6. Prepare and disseminate finished INFOSEC assessment reports, briefings and other publications, and exercise quality control of NISAC issuances.

UNCLASSIFIED

S211
DATA BASE
MANAGEMENT

UNCLASSIFIED

UNCLASSIFIED

~~PEACOCK File~~ *

~~This file contains activities, system analysis, and reliability reports and related documents pertinent to research and analysis of communications security.~~

~~DATE SPAN:~~ 1986 to Present

~~LOCATION:~~ S211

~~STORAGE MEDIA:~~ Paper/Disks

~~HARDWARE:~~ RAPPER

~~SOFTWARE:~~ M204

~~VOLUME:~~ 3 cu. ft./

~~CLASSIFICATION:~~ CONFIDENTIAL

~~DISPOSITION:~~ A. Hard Copy: Permanente Retire to NSA Archives when no longer needed for operationse

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

~~DISPOSITION NO.:~~ S211 1A and B

~~DISCONTINUED:~~ 920511

*●bsolute. No longer created. See 6/12/201
email. MPB

UNCLASSIFIED

UNCLASSIFIED

THREAT Data Base

DISPOSITION NO.: S211-2

TRANSFERRED TOe X42-1 920511

SPieDATA Data Base

DISPOSITION NO.e S211-3

TRANSFERRED TOe X42-2 920511

INFOREQ Data Base

DISPOSITION NO.e S211-4

TRANSFERRED TOe X42-3 920511

UNCLASSIFIED

UNCLASSIFIED

S212
INFORMATION SUPPORT
AND
GENERAL THREAT ANALYSIS

UNCLASSIFIED

UNCLASSIFIED

Active Projects File

DISPOSITION NO.: S212-1

TRANSFERRED TO: X42-4 920511

Administrative File

DISPOSITION NO.: S212-2

TRANSFERRED TO: X42-5 920511

Information Support Reference (Compartmented) File

DISPOSITION NO.: S212-3

TRANSFERRED TO: X42-6 920511

Project Undercut File

DISPOSITION NO.: S212-4 A and B

TRANSFERRED TO: X42-7 920511

HUMINT Requirements File

DISPOSITION NO.: S212-5A and B

TRANSFERRED TO: X42-8 920511

HUMINT Requirements Tracking Data Base

DISPOSITION NO.: S212-6

TRANSFERRED TO: X42-9 920511

Requirements Tracking Data Base

DISPOSITION NO.: S212-7

TRANSFERRED TO: X42-10 920511

S212 Memo Tracking Data Base

DISPOSITION NO.: S212-8

TRANSFERRED TO: X42-11 920511

UNCLASSIFIED

UNCLASSIFIED

SNOWBALL File

DISPOSITION NO.: S212-9A, B and C

TRANSFERRED TOe X42-12 920511

ADVISORY Data Base

DISPOSITION NO.: S212-10

TRANSFERRED TOe X42-13 920511

Research Study File

DISPOSITION NO.: S212-11

TRANSFERRED TOe X42-14 920511

AUDACE Data Base

DISPOSITION NO.: S212-12

TRANSFERRED TOe X42-15 920511

DOCREG Data Base

DISPOSITION NO.: S212-13

TRANSFERRED TOe X42-16 920511

Information Support File

DISPOSITION NO.: S212-14A and B

TRANSFERRED TOe X42-17 920511

Research Support File

DISPOSITION NO.: S212-15

TRANSFERRED TOe X42-18 920511

UNCLASSIFIED

UNCLASSIFIED

S213

COMSEC INSECURITY REPORTING AND TREND ANALYSIS

UNCLASSIFIED

UNCLASSIFIED

COMSEC Insecurity Report File

DISPOSITION NO.: S213-1A and B

TRANSFERRED TOe X7-1 920511

CSOCCC Data Base

DISPOSITION NO.: S213-2

TRANSFERRED TOe X7-2 920511

S21CIS Data Base

DISPOSITION NO.: S213-3

TRANSFERRED TOe X7-3 920511

S213 Rpts Data Base

DISPOSITION NO.: S213-4

TRANSFERRED TOe X7-4 920511

UNCLASSIFIED

UNCLASSIFIED

S214

UNCLASSIFIED

UNCLASSIFIED

S214 Middle East Assessment File

DISPOSITION NO.: S214-1

TRANSFERRED TO: X42-19 920512

Working File

DISPOSITION NO.: S214-2

TRANSFERRED TO: X42-20 920512

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

DISPOSITION NO.: S214-3

TRANSFERRED TO: X42-21 920512

South African SIGINT Effort File

DISPOSITION NO.: S214-4A and B

TRANSFERRED TO: X42-22 920512

PAN File

DISPOSITION NO.: S214-5

TRANSFERRED TO: X42-23 920512

Assessment and Threat Word Processing File

DISPOSITION NO.: S214-6

TRANSFERRED TO: X42-24 920512

MERSHIP File

DISPOSITION NO.: S214-7

TRANSFERRED TO: X42-25 920512

PACOM Brief File

DISPOSITION NO.: S214-8

TRANSFERRED TO: X42-26 920512

UNCLASSIFIED

Non-Soviet/Warsaw Pact Armies File

DISPOSITION NO.: S214-9A and B
TRANSFERRED TOe X42-27 920512

Emigre I and Emigre II File

DISPOSITION NO.e S214-10A and B
TRANSFERRED TOe X42-28 920512

EAM Threat File

DISPOSITION NO.: S214-11A and B
TRANSFERRED TOe X42-29 920512

SIGINT Threat File

DISPOSITION NO.: S214-12A and B
TRANSFERRED TOe X42-30 920512

GRU File

DISPOSITION NO.: S214-13A and B
TRANSFERRED TOe X42-31 920512

Exercise Schedules (Exsked) File

DISPOSITION NO.e S214-14A and B
TRANSFERRED TOe X42-32 920512

SARDINE Subject File

DISPOSITION NO.: S214-15
TRANSFERRED TOe X42-33 920512

Country File

DISPOSITION NO.: S214-16
TRANSFERRED TOe X42-34 920512

Defector File

DISPOSITION NO.: S214-17

TRANSFERRED TO: X42-35 920512

Photo File

DISPOSITION NO.: S214-18

TRANSFERRED TO: X42-36 920512

HUMINT Cases and Related Damage Assessments File

DISPOSITION NO.: S214-19

TRANSFERRED TO: X42-37 920512

HUMINT Threat Reports Data Base

DISPOSITION NO.: S214-20

TRANSFERRED TO: X42-38 920512

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

DISPOSITION NO.: S214-21

TRANSFERRED TOe X42-39 920512

Miscellaneous Reference File

DISPOSITION NO.: S214-22

TRANSFERRED TOe X42-40 920512

RELESTAT Data Base

DISPOSITION NO.: S214-23

TRANSFERRED TOe X42-41 920512

S22/S23 Support File

DISPOSITION NO.: S214-24

TRANSFERRED TOe X42-42 920512

Adversary Threat File

DISPOSITION NO.: S214-25

TRANSFERRED TOe X42-43 920512

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

DISPOSITION NO.: S214-26

TRANSFERRED TO: X42-44 920512

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

DISPOSITION NO.: S214-27

TRANSFERRED TOe X42-45 920512

Reports File

DISPOSITION NO.: S214-28

TRANSFERRED TOe X42-46 920512

Administrative File

DISPOSITION NO.: S214-29A and B

TRANSFERRED TOe X42-47 920512

Threat File

DISPOSITION NO.e S214-30A, B, and C

TRANSFERRED TOe X42-48 920512

S21 Briefing Slides File

DISPOSITION NO.: S215-1

TRANSFERRED TOe X42-49 920512

INQUIRER Data Base

DISPOSITION NO.: S215-2

TRANSFERRED TOe X42-50 920512

UNCLASSIFIED

S22

OFFICE OF CIVIL AGENCY INFOSEC ASSESSMENTS

UNCLASSIFIED

~~SECRET~~

Reference Publications File

DISPOSITION NO.: S22-1

TRANSFERRED TOe X403-1 920512

COMSEC Account File

This file contains information relative to establishing accounts, listing custodians and changes, correspondence and memoranda relating to COMSEC material accountse

DATE SPAN: 1985 to Present

LOCATION: S22

STORAGE MEDIA: Paper

VOLUMEe 3 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when no longer needed for operationse

DISPOSITION NO.: S22-2

DISCONTINUEDe 920512

~~HANDLE VIA COMINT CHANNELS ONLY~~

~~SECRET~~

~~NACSI/NTISSC/NTISSP File~~ *

~~This file contains background information and documentation on the National Communication Security Instructions (NACSI), National Telecommunication and Information System Security Committee (NTISSC), and National Telecommunication and Information System Security Program (NTISSP).~~

~~DATE SPAN: 1977 to Present~~

~~LOCATION: S22~~

~~STORAGE MEDIA: Paper~~

~~VOLUME: 1.5 cu. ft.~~

~~CLASSIFICATION: TOP SECRET CODEWORD~~

~~DISPOSITION: Destroy when no longer needed for operation~~

~~DISPOSITION NO.: S22-3~~

~~DISCONTINUED: 920512~~

Assessment Reports File

This file contains activities, system analysis, reliability reports, and related documents pertinent to research and analysis of communications security.

DATE SPAN: 1982 to Present

LOCATION: S22

STORAGE MEDIA: Paper

VOLUME: 1.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

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

DISPOSITION NO.: S22-4

DISCONTINUED: 920512

*~~Obsolete. No longer created.~~ See 6/12/201
email. MPB

FOR OFFICIAL USE ONLY

UNCLASSIFIED

Element Management Records File

This file consists of records which reflect element management in areas such as planning and logisticse

DATE SPAN:	1980 to Present
LOCATION:	S22
STORAGE MEDIA:	Paper
VOLUMEe	.5 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Destroy when no longer needed for operationse
DISPOSITION NO.:	S22-5
DISCONTINUEDe	920512

UNCLASSIFIED

UNCLASSIFIED

Administrative File

DISPOSITION NO.: S22-6 A,B,C and D

TRANSFERRED TO: X403-2 920512

Drug Enforcement/Information File

DISPOSITION NO.: S22-7

TRANSFERRED TOe X403-3 920512

Working File

DISPOSITION NO.: S22-8A and B

TRANSFERRED TOe X403-4 920512

UNCLASSIFIED

UNCLASSIFIED

Assessment Background File

This file consists of memoranda, correspondence, and other data related to COMSEC applications for scientific and diplomatic civil agencies, as well as threat data.

DATE SPANe	1985 to Present
LOCATION:	S222
STORAGE MEDIA:	Paper
VOLUME:	1.5. cu. ft.
CLASSIFICATION:	SECRET CODEWORD, NOFORN, NO CONTRACT, WINTEL, ORCON
DISPOSITION:	Permanente Retire to NSA Archives when no longer needed for operationse
DISPOSITION NO.:	S22-9
DISCONTINUED:	920512

UNCLASSIFIED

UNCLASSIFIED

~~Language/State Department File *~~

~~This file consists of personal files of foreign language intern
tours and copies of publications and reports from the State Depart-
ment which are maintained for reference purposes~~

~~DATE SPANe~~ 1985 to Present

~~LOCATION:~~ S222

~~STORAGE MEDIA:~~ Paper

~~VOLUMEe~~ 1.5 cu. ft.

~~CLASSIFICATION:~~ TOP SECRET CODEWORD, NOFORN, NO CONTRACT, WIN-
TEL, ORCON

~~DISPOSITION:~~ A. Intern Filee Destroy when no longer needed
for operationse

~~B. State Department Reference Filese Destroy
when superseded, rescinded, obsolete or when
no longer needed.~~

~~DISPOSITION NO.:~~ S22-10A and B

~~DISCONTINUEDe~~ 920512

*●bsolute. No longer created. See 6/12/201
email. MPB

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file consists of information relative to training, security, logistics, and other administrative matters in S223.

DATE SPAN: 1986 to Present

LOCATION: S223

STORAGE MEDIA: Disks

HARDWARE: IBM PC

SOFTWAREe PFS Write/PRO Write

VOLUMEe 2.25 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: A. NSA Regulations and Publications: Destroy
when superseded or obsolete.

B. Administrative Recordse Destroy after 2
yearse

DISPOSITION NO.: S22-11A and B

DISCONTINUEDe 920512

UNCLASSIFIED

UNCLASSIFIED

~~Background File~~ *

~~This file contains general law enforcement directives concerning COMSEC, and information relative to publications that reflect COMSEC procedures, doctrine, policies and applications~~

~~DATE SPAN:~~ 1985 to Present

~~LOCATION:~~ S223

~~STORAGE MEDIA:~~ Paper

~~VOLUME:~~ 6 cu ft.

~~CLASSIFICATION:~~ TOP SECRET CODEWORD, NOFORN

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

~~DISPOSITION NO.:~~ S22-12

~~DISCONTINUED:~~ 920512

*●bsolete. No longer created. See 6/12/201
email. MPB

UNCLASSIFIED

~~CONFIDENTIAL~~

Project File

This file consists of memoranda, reports, disks, and other project records documenting the assignments, progress, and completion of projectse

DATE SPAN:	1985 to Present
LOCATION:	S223
STORAGE MEDIA:	Paper/Disk/Microfiche
HARDWAREe	PC
SOFTWAREe	PFS Write/PRO Write
VOLUMEe	3 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	A. Microfichee Permanente Retire to NSA Ar- chivee B. Paper: Destroy upon verification of mi- crofichee
DISPOSITION NO.:	S22-13A and B
DISCONTINUEDe	920512

~~CONFIDENTIAL~~

Agency Background File

This file is a central subject matter file of documents accumulated and used as reference material relative to COMSEC activities of significance by other agencies

DATE SPAN: 1985 to Present

LOCATION: S223

STORAGE MEDIA: Paper/Microfiche/Disks

HARDWAREe PC

SOFTWAREe PFS Write/PRO Write

VOLUMEe 1.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Microfiche: Permanente Retire to NSA Archive
B. All Other Recordse Destroy when no longer needed for operationse

DISPOSITION NO.: S22-14 A and B

DISCONTINUEDe 920512

UNCLASSIFIED

S23

**OFFICE OF PRIVATE INDUSTRY
INFOSEC ASSESSMENTS**

UNCLASSIFIED

UNCLASSIFIED

S23

**OFFICE OF PRIVATE INDUSTRY INFORMATION
SECURITY ASSESSMENTS**

The Chief, S23, is responsible for assessing the security and protection provided to classified and sensitive unclassified national security-related information by the telecommunications systems of private industry.

Primary functions include:

1. Identify sensitive activities of commercial and industrial organizations, including NSA contractors, and the telecommunications systems which support them in order to perform assessments of the security posture of the systems.
2. Determine the intelligence value to an adversary of the information carried on or in each system.
3. Identify, analyze, and evaluate the security vulnerabilities of each system.
4. Identify, analyze, and evaluate the threat to the security of each system.
5. Perform comprehensive assessments of the telecommunications systems of individual companies, including NSA contractors, to identify and rank INFOSEC deficiencies in order of their severity and prepare reports documenting the results of the assessments.
6. Participate in evaluating INFOSEC insecurities of private industries' telecommunications and information processing systems.
7. In coordination with V, C, and Y, and other elements, as appropriate, identify corrective actions to be applied against identified INFOSEC deficiencies.
8. Prepare an annual assessment report of the overall INFOSEC posture of private industry telecommunications systems.

UNCLASSIFIED

UNCLASSIFIED

S23 Administrative File

DISPOSITION NO.: S23-1A, B, and C

TRANSFERRED TOe X44-1 920512

Administrative File

DISPOSITION NO.: S23-2A and B

TRANSFERRED TOe X44-2 920512

Reference File

This file contains a compendium of classified and open-source publications generated by various organizations and are essential in discharging the assigned missions and functions of the element concerned.

DATE SPANe 1980 to Present

LOCATION: S23

STORAGE MEDIA: Paper

VOLUMEe 45 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when no longer needed for reference purposes

DISPOSITION NO.: S23-3

DISCONTINUEDe 920512

UNCLASSIFIED

UNCLASSIFIED

Operational Materials File

This file consists of equipment manuals, regulations, memoranda, correspondence, and related records pertaining to the day-to-day operations of S23.

DATE SPAN: 1984 to Present

LOCATION: S23

STORAGE MEDIA: Paper

VOLUME: 45 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.: S23-4

DISCONTINUEDe 920512

UNCLASSIFIED

UNCLASSIFIED

S24

OFFICE OF TACTICAL MILITARY INFOSEC ASSESSMENTS

UNCLASSIFIED

UNCLASSIFIED

S24

OFFICE OF TACTICAL MILITARY SECURITY ASSESSMENTS

The Chief, S24, is responsible for assessing the adequacy of security afforded the telecommunications systems of tactical military organizations.

Primary functions include:

1. Identify sensitive missions and activities of tactical military organizations and the telecommunications systems which support them in order to perform assessments of the security posture of the systems.
2. Determine the intelligence value to an adversary of the information carried on or in each system.
3. Identify, analyze, and evaluate the security vulnerabilities of each system.
4. Identify, analyze, and evaluate the threat to the security of each system.
5. Perform comprehensive assessments of each tactical military organization's telecommunications system and prepare reports documenting the results of the assessments.
6. Participate in evaluating INFOSEC insecurities of tactical military organizations' telecommunications and information processing systems.
7. In coordination with V, C, Y, and other elements, as appropriate, identify corrective actions to be applied against identified INFOSEC insecurities.
8. Perform quick reaction INFOSEC assessments of regional hostile SIGINT capabilities arrayed against U.S. tactical military units preparing to deploy to the region.
9. Perform field INFOSEC assessments and OPSEC surveys as required to furnish an empirical basis for more comprehensive assessments.

UNCLASSIFIED

UNCLASSIFIED

Administrative File

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

DATE SPAN: 1985 to Present

LOCATION: S24

STORAGE MEDIA: Paper/Floppy Disk

VOLUMEe 16. cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

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

B. Formse Destroy when superseded or obsolete

C. Administrative Recordse Destroy when 5 years old or sooner if no longer needed for operationse

D. Correspondence Filee Permanente Retire to NSA Archivese

DISPOSITION NO.: S24-1A, B, C, and D

DISCONTINUEDe 920513

UNCLASSIFIED

UNCLASSIFIED

Reference Publications File

This file contains directives, regulations, and publications affecting S24 and maintained in organized collections for reference purposes

DATE SPAN: 1980 to Present

LOCATION: S24

STORAGE MEDIA: Paper

VOLUMEe 5.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

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

DISPOSITION NO.: S24-2

S241 Exercise Analysis File

This file contains information on worldwide joint U.S./NATO exercises and the COMSEC analytic studies derived from these exercises

DATE SPAN: 1984 to Present

LOCATION: S241

STORAGE MEDIA: Paper/Floppy Disk

VOLUMEe 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

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

DISPOSITION NO.: S241-1

DISCONTINUEDe 920513

UNCLASSIFIED

UNCLASSIFIED

~~NTDS/NATO Operation File~~ *

~~This file contains copies of the rules and regulations for the Naval Tactical Data Systems (NTDS) employed by the U.S. and NATO military forces~~

~~DATE SPAN:~~ 1979 to Present
~~LOCATION:~~ S241
~~STORAGE MEDIA:~~ Paper
~~VOLUMEe~~ 16 cue fte
~~CLASSIFICATION:~~ SECRET
~~DISPOSITION:~~ Permanente Retire to NSA Archives
~~DISPOSITION NOe:~~ S241-2
~~DISCONTINUEDe~~ 920513

~~Country Threat/SPECAT File~~ *

~~This file contains information collected on threats from countries/terrorists and communications systems and materials relative to SPECAT programs~~

~~DATE SPAN:~~ 1979 to Present
~~LOCATION:~~ S241
~~STORAGE MEDIA:~~ Paper/Floppy Disk
~~HARDWAREe~~ PC
~~SOFTWAREe~~ PFS WRITE
~~VOLUMEe~~ 4 cu. ft.
~~DISPOSITION:~~ Permanente Retire to NSA Archives
~~DISPOSITION NO.:~~ S241-3
~~DISCONTINUEDe~~ 920513

*●bsolete. No longer created. See 6/12/201
email. MPB

UNCLASSIFIED

UNCLASSIFIED

Projects File

This file consists of memoranda, reports, background papers, and other records documenting assignments, progress, and completion of projectse

DATE SPANe	1983 to Present
LOCATION:	S241
STORAGE MEDIA:	Paper/Floppy Disks
HARDWAREe	PC
SOFTWAREe	PFS WRITE
VOLUMEe	6 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Destroy when no longer required for operationse
DISPOSITION NO.:	S241-4
DISCONTINUEDe	920513

UNCLASSIFIED

UNCLASSIFIED

Administrative File

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

DATE SPAN: 1981 to Present

LOCATION: S241

STORAGE MEDIA: Paper/Floppy Disks/Slides

HARDWAREe PC

SOFTWAREe PFS WRITE

VOLUMEe 24 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

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

B. Reference Filese Destroy when no longer of reference valuee

C. Administrative Recordse Destroy after 5 years or when no longer needed for operations, whichever is sooner.

D. Briefing Materialse Destroy when superseded or obsoletee

DISPOSITION NO.: S241-5A, B, C, and D

DISCONTINUEDe 920513

UNCLASSIFIED

UNCLASSIFIED

Assessments File

This file contains records of completed INFOSEC assessments of tactical military commands and exercises as well as files to assist in identifying equipments employed by U.S. military and future COMSEC programme

DATE SPAN:	1984 to Present
LOCATIONNe	S241
STORAGE MEDIA:	Paper/Floppy Disks
HARDWAREe	PC
SOFTWAREe	PFS WRITE
VOLUMEe	6 cu. ft.
CLASSIFICATIONe	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	A. Assessment Information: Permanente Retire to NSA Archivese
	B. Working Aids Destroy when no longer needed for operationse *
DISPOSITION NO.:	S241-6A and B
DISCONTINUEDe	920513

*●bsolete. No longer created. See 6/12/201
email. MPB

UNCLASSIFIED

UNCLASSIFIED

S242 Genigraphics File

The Genigraphics system is a self-contained digital hard disk system which produces floppy disks from which 35 mm slides are made

DATE SPAN:	1987 to Present
LOCATION:	S242
STORAGE MEDIA:	Hard Disk
HARDWAREe	Genigraphics/PC
SOFTWAREe	Genigraphics
VOLUMEe	25 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Destroy when no longer needed for operationse
DISPOSITION NO.:	S242-1
DISCONTINUEDe	920513

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains pertinent documentation relevant to the administrative management of the organization, including all facets of personnel administration, project management, support, and security which are required to fulfill missions and functions. Also included are briefing records.

DATE SPAN: 1986 to Present

LOCATION: S242

STORAGE MEDIA: Paper/Slides

VOLUME: 4 cu. ft.

CLASSIFICATION: UNAVAILABLE

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

B. Briefing Records: Destroy when superseded or obsolete

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

DISPOSITION NO.: S242-2A, B and C

DISCONTINUED: 920513

UNCLASSIFIED

UNCLASSIFIED

35mm Slide Library File

This is a library of 35 mm slides produced and used by S24 and produced for other S2 officese

DATE SPAN: 1988 to Present

LOCATION: S242

STORAGE MEDIA: 35 mm Slides

VOLUMEe 12 cue fte

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when no longer needed for operationse

DISPOSITION NOe: S242-3

DISCONTINUEDe 920513

Video Tape Library File

This file consists of VHS video tapes related to S2 functionse

DATE SPANe 1988 to Present

LOCATION: S242

STORAGE MEDIA: Video Tapes (VHS)

VOLUMEe 1.5. cu. ft.

CLASSIFICATION: SECRET, NOFORN

DISPOSITION: Destroy when no longer needed for operationse

DISPOSITION NO.: S242-4

DISCONTINUEDe 920513

UNCLASSIFIED

UNCLASSIFIED

Visual Color Print File

This file contains multiple copies of 8 x 10 color prints of 35 mm slides kept primarily for distribution to attendees of briefings given by S2e

DATE SPANe	1988 to Present
LOCATION:	S242
STORAGE MEDIA:	Paper
VOLUMEe	5 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Destroy when no longer needed for operationse
DISPOSITION NO.:	S242-5
DISCONTINUEDe	920513

UNCLASSIFIED

UNCLASSIFIED

Reference Publications File

This file contains copies of publications issued by NSA elements, U.S. government agencies or non-government organizations, maintained in organized collections for reference purposes

DATE SPAN: 1986 to Present

LOCATION: S242

STORAGE MEDIA: Paper

VOLUMEe 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

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

DISPOSITION NOe: S242-6

DISCONTINUEDe 920513

UNCLASSIFIED

UNCLASSIFIED

~~S243 TAC Air Force INFOSEC Assessment File~~ *

~~This file contains memoranda, correspondence, and analytical studies/reports of U.S. communications and reports on threat to U.S. communications by various countries, as well as reference materials and working aids~~

~~DATE SPAN:~~ 1983 to Present

~~LOCATION:~~ S242

~~STORAGE MEDIA:~~ Paper/Floppy Disk

~~VOLUME:~~ 12 cu. ft.

~~CLASSIFICATION:~~ TOP SECRET CODEWORD, NOFORN, GAMMA

~~DISPOSITION:~~ A. Working Aids and Reference Materials* Destroy when no longer needed for reference purposes

~~B. Assessments and Related Records* Permanent Retire to NSA Archives when no longer needed for operations~~

~~DISPOSITION NO.:~~ S243-1A and B

~~DISCONTINUED:~~ 920513

*Obsolete. No longer created. See 6/12/201 email. MPB

UNCLASSIFIED

UNCLASSIFIED

S25

**OFFICE OF STRATEGIC INFORMATION
SECURITY ASSESSMENTS**

UNCLASSIFIED

S25

OFFICE OF STRATEGIC INFORMATION SECURITY ASSESSMENTS

The Chief, S25, is responsible for assessing the adequacy of security afforded to telecommunications and automated information systems of the National Command Authority, White House Military Office, Nuclear Command and Control activities, NASA, Defense Agencies, SDIO, specific U & S Commands, Space and Weapons RDT&E, Intelligence Community and Strategic Treaty activities.

Primary functions include:

1. Identify sensitive missions and activities of strategic activities and the telecommunications and automated information systems which support them in order to perform assessments of the security posture of the systems.
2. Determine the intelligence value to an adversary of the information carried on or in each system.
3. Identify, analyze, and evaluate the security vulnerabilities of each system to hostile exploitation.
4. Identify, analyze, evaluate and document the threat of exploitation to these communications.
5. Perform comprehensive field assessments and participate in OPSEC surveys as required to furnish empirical data for more comprehensive assessments.
6. Compile the data on telecommunications and automated information systems used by the organization and INFOSEC measures employed.
7. Express INFOSEC assessments in terms of operational shortfalls and to the extent possible, with INFOSEC prioritized.
8. Participate in evaluating INFOSEC insecurities of strategic organizations.

FOR OFFICIAL USE ONLY

UNCLASSIFIED

Administrative File

DISPOSITION NO.: S25-1A, B, C, and D

TRANSFERRED TOe X43-1

UNCLASSIFIED

UNCLASSIFIED

S251

UNCLASSIFIED

UNCLASSIFIED

S251 File

This file contains S251's main operational files. Each related data base entry describes each file, subject, classification, title, and listed topic.

DATE SPAN: 1979 to Present

LOCATION: S251

STORAGE MEDIA: Paper/Hard Disk

HARDWAREe IBM-AT PC

SOFTWAREe DBase III

VOLUMEe 37.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Hard Copye Permanente Retire to NSA Archives when no longer needed for operationse

B. Data Base Indexe Permanente Retain by OPI.

DISPOSITION NO.: S251-1A and B

DISCONTINUEDe 920513

UNCLASSIFIED

UNCLASSIFIED

Project Data Base

This data base planning system is used to record, track and recall S251 projectse

DATE SPAN:	1988 to Present
LOCATION:	S251
STORAGE MEDIA:	Floppy Disks
HARDWAREe	IBM-AT PC
SOFTWAREe	DBase III
VOLUMEe	600 K bytes
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Destroy when no longer needed for operationse
DISPOSITION NO.:	S251-2
DISCONTINUEDe	920513

UNCLASSIFIED

UNCLASSIFIED

S252 Administrative File

This file includes memoranda, forms, and correspondence relating to personnel, travel, security, and other office related administrative matterse

DATE SPAN: 1985 to Present

LOCATION: S252

STORAGE MEDIA: Paper

VOLUMEe 1.5 cu. ft.

CLASSIFICATION: SECRET

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

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

DISPOSITION NO.: S252-1A and B

DISCONTINUEDe 920513

UNCLASSIFIED

UNCLASSIFIED

Reference Publications and Working Aids File

This file consists of reference material and working aid publications pertaining to all facets of processing within S252, such as copies of orders, NSA Regulations, NSA and DoD directives.

DATE SPAN: 1985 to Present

LOCATION: S252

STORAGE MEDIA: Paper

VOLUMEe 4.5 cu. ft.

CLASSIFICATIONe TOP SECRET CODEWORD, NOFORN

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

DISPOSITION NO.: S252-2

DISCONTINUEDe 920513

~~Port Security Vulnerability Assessment Program (PSVAP) File *~~

~~This file contains various Port Security assessment of Navy facilities~~

~~DATE SPAN: 1985 to Present~~

~~LOCATION: S252~~

~~STORAGE MEDIA: Paper~~

~~VOLUMEe 3 cu. ft.~~

~~CLASSIFICATION: SECRET~~

~~DISPOSITION: Permanente Retire to NSA Archives when no longer needed for operationse~~

~~DISPOSITION NO.: S252-3~~

~~**DISCONTINUEDe 920513**~~

*●obsolete. No longer created. See 6/12/201
email. MPB

UNCLASSIFIED

UNCLASSIFIED

~~Threat File~~ *

~~This file contains information on threats to Port Security, sea-borne, Soviet merchant, Warsaw Pact SIGINT sites, and Communist shipping.~~

~~DATE SPAN:~~ 1985 to Present

~~LOCATION:~~ S252

~~STORAGE MEDIA:~~ Paper

~~VOLUMEe~~ 1.5 cu. ft.

~~CLASSIFICATION:~~ SECRET, NOFORN

~~DISPOSITION:~~ ~~Permanente~~ ~~Retire to NSA Archives when no longer needed for operationse~~

~~DISPOSITION NO.:~~ S252-4

~~DISCONTINUEDe~~ 920513

Assessments File

This file contains information security assessments created by defense agenciese

DATE SPAN: 1985 to Present

LOCATION: S252

STORAGE MEDIA: Paper

VOLUMEe 1.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: ~~Permanente~~ ~~Retire to NSA Archives when no longer needed for operationse~~

DISPOSITION NO.e S252-5

DISCONTINUEDe 920513

*●bsolute. No longer created. See 6/12/201
email. MPB

UNCLASSIFIED

UNCLASSIFIED

Communications File

This file contains communications records on different agencies such as DCA, DIA, MAC, and JCS, and include COMSEC and other information related to communication in generale

DATE SPAN: 1985 to Present

LOCATION: S252

STORAGE MEDIA: Paper

VOLUMEe 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanente Retire to NSA Archivese

DISPOSITION NO.: S252-6

DISCONTINUEDe 920513

UNCLASSIFIED

UNCLASSIFIED

S253

DoD, RDT&E,

WEAPONS AND RANGES

TELECOMMUNICATIONS ASSESSMENTS

UNCLASSIFIED

UNCLASSIFIED

Reference File

This file consists of staff notes, background studies, and other reference material relating to all facets of processing within S253e

DATE SPAN: 1984 to Present

LOCATION: S253

STORAGE MEDIA: Paper

VOLUMEe 4.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

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

DISPOSITION NO.: S253-1

DISCONTINUEDe 920513

Research Information File

This file contains background information on U.S. research, development test and evaluation facilities, ranges, COMSEC equipment descriptions, and past assessmentse

DATE SPAN: 1984 to Present

LOCATION: S253

STORAGE MEDIA: Paper

VOLUMEe 7.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanente Retire to NSA Archives when no longer required for operationse

DISPOSITION NO.: S253-2

DISCONTINUEDe 920513

UNCLASSIFIED

UNCLASSIFIED

Range Information File

This file consists of test range information.

DATE SPANe 1984 to Present
LOCATION: S253
STORAGE MEDIA: Paper
VOLUMEe 3 cu. ft.
CLASSIFICATION: TOP SECRET, NOFORN
DISPOSITION: Destroy when no longer needed for operationse
DISPOSITION NO.: S253-3
DISCONTINUEDe 920513

TK File

This file consists of various TK materials which complement non-compartmented information in threat assessmentse

DATE SPAN: 1985 to Present
LOCATION: S253
STORAGE MEDIA: Paper
VOLUMEe 1.5 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN
DISPOSITION: Permanente Retire to NSA Archives when no longer needed for operationse
DISPOSITION NO.: S253-4
DISCONTINUEDe 920513

UNCLASSIFIED

UNCLASSIFIED

~~Strategic Defense Initiative Materials File~~ *

~~This file consists of SDI Organization studies, memos, project descriptions, and research materials.~~

~~DATE SPAN:~~ 1985 to Present

~~LOCATION:~~ S253

~~STORAGE MEDIA:~~ Paper

~~VOLUMEe~~ 4 cu. ft.

~~CLASSIFICATION:~~ TOP SECRET CODEWORD, NOFORN

~~DISPOSITION:~~ Permanente Retire to NSA Archivese

~~DISPOSITION NO.:~~ S253 5

~~DISCONTINUEDe~~ 920513

*●bsolute. No longer created. See 6/12/201
email. MPB

UNCLASSIFIED

UNCLASSIFIED

START - INF Treaties File

This file contains assessment data, threat information and reports concerning CONUS inspection sites.

DATE SPAN:	1980 to Present
LOCATION:	S254
STORAGE MEDIA:	Paper/Diskettes
HARDWAREe	PC
SOFTWAREe	DBase III and PFS WRITE
VOLUMEe	20 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Permanente Retire to NSA Archivese
DISPOSITION NO.:	S254-1
DISCONTINUEDe	920513

UNCLASSIFIED

~~Other Treaties File~~ *

~~This file relates to threats and assessments as they pertain to the Threshold Test Ban Treaty, the Chemical/Biological treaty, and the Peaceful Nuclear Explosions Treaty.~~

~~DATE SPAN:~~ 1980 to Present

~~LOCATION:~~ S254

~~STORAGE MEDIA:~~ Paper/Diskette

~~HARDWARE:~~ PC

~~SOFTWARE:~~ DBase III/PFS WRITE

~~VOLUME:~~ 5 cu. ft.

~~CLASSIFICATION:~~ TOP SECRET CODEWORD, NOFORN

~~DISPOSITION:~~ Permanente Retire to NSA Archivese

~~DISPOSITION NO.:~~ S254-2

~~DISCONTINUEDe~~ 920513

*●bsolete. No longer created. See 6/12/201
email. MPB

SALMONFLY File

This file contains a compilation of all services/all military units to include location tenant units and other general information derived from open source

DATE SPAN:	1980 to 1985
LOCATION:	S254
STORAGE MEDIA:	Computer Paper/Diskette
HARDWAREe	PC
SOFTWAREe	DBase III/PFS WRITE
VOLUMEe	2 cu. ft.
CLASSIFICATION:	CONFIDENTIAL
DISPOSITION:	Destroy after 5 years or when no longer of reference valuee
DISPOSITION NO.:	S254-3
DISCONTINUEDe	920513

UNCLASSIFIED

OPSEC File

This file contains materials relevant to CY-320 National OPSEC Course.

DATE SPAN: UNAVAILABLE
LOCATION: S94
STORAGE MEDIA: Paper
VOLUME: 36 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when superseded or obsolete.
DISPOSITION NO.: S94-3

Training File (INFOSEC Courses)

This file contains INFOSEC Course materials.

DATE SPAN: UNAVAILABLE
LOCATION: S941
STORAGE MEDIA: Paper and 35 mm
VOLUME: 215 cu. ft.

UNCLASSIFIED

UNCLASSIFIED

S26

COMSEC MONITORING AND ANALYSIS

UNCLASSIFIED

Administrative File

DISPOSITION NO.: S26-1 A, Beand C

TRANSFERRED TOe C92-1

Procurement Request File

DISPOSITION NO.: S26-2

TRANSFERRED TOe C92-2

Signals File

DISPOSITION NO.: S26-3

TRANSFERRED TOe C92-3

Operations File

DISPOSITION NO.: S26-4

TRANSFERRED TOe C92-4

Electromagnetic Compatibility Analysis Center (ECAC) File

This file contains listings of U.S., DoD and civil government agencies. Includes locations, equipments, organizational designators, and computer information.

DATE SPAN: 1980 to Present

LOCATION: S263

STORAGE MEDIA: Hard Disk

HARDWAREe MARMOSET PC II

SOFTWARE: MARMOSET - INGRES

VOLUMEe 1 million records

CLASSIFICATION: SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when no longer needed for operationse

DISPOSITION NO.: S26-5

DELETEDe 20 NOV. 1991

SIGSEC Technical Analysis Report File

DISPOSITION NO.: S26-6

TRANSFERRED TO: C92-6

Adversary SIGINT Targeting Data Base

DISPOSITION NO.: S26-7

TRANSFERRED TOe C92-7

Assessment Data Base

DISPOSITION NO.: S26-8

TRANSFERRED TOe C92-8

Equipment Data Base

DISPOSITION NO.: S26-9

TRANSFERRED TOe C92-9

UNCLASSIFIED

S5

TECHNICAL SECURITY

UNCLASSIFIED

S5

TECHNICAL SECURITY

The mission of the Technical Security Organization is to provide leadership and management direction for all technical security matters for which NSA has or will be given responsibility.

Primary functions include:

1. Acting as the principal NSA focal point, DDI spokesman and management organization for the development and conduct of technical security plans, policy research and development, resources, and operations.
2. Advising the DDI on technical security matters on a periodic and as-required basis.
3. Developing plans for technical security operations, and coordinating all aspects of logistics, security, cover, communications, and reporting to support the conduct of those operations.
4. Issuing appropriate tasking to and soliciting necessary information from Agency organizations for the development, planning, and conduct of technical security operations.
5. Developing prioritized list of U.S. overseas facilities to be assessed for technical security vulnerabilities.
6. Acting as the principal NSA organization to secure inter-agency coordination, approval, and support for technical security operations.
7. Establishing appropriate security controls over technical security operations, methods, or vulnerabilities.
8. Developing and ensuring the implementation of technical security policy.
9. Developing the Technical Security Program (TSP) containing all technical security resources; assuring that the TSP is balanced and responsive to the threat.
10. Advise and assist the DDI in allocating TSP resources consistent with plans, current threat, and operational requirements.
11. Ensuring that technical security capabilities are improved, developed, and implemented consistent with the threat.
12. Advising the DDI on the assignment of personnel to serve on technical security-related committees, instructional assignments, and on other special TSCM missions with other departments and agencies.
13. Representing the DDI, as appropriate, in TSCM committees and other fora.

~~CONFIDENTIAL~~

14. Providing appropriate support and assisting U.S. departments and agencies in developing and implementing programs and measures for improving their technical security posture.
15. Providing appropriate support to other government departments and agencies.

~~CONFIDENTIAL~~

UNCLASSIFIED

S5 Administrative File

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

DATE SPAN: 1987 to Present

LOCATION: S5

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

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

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

DISPOSITION NO.: S5-1A and dB

S5 Threat File

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

DATE SPAN: 1972 to Present

LOCATION: S5

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Retire to NSA Archives.

DISPOSITION NO.: S5-2

UNCLASSIFIED

UNCLASSIFIED

S5 Technical File

This file contains programs and operational data.

DATE SPAN: 1987 to Present
LOCATION: S5
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: TOP&SECRET&CODEWORD,&NOFORN,&VRK
DISPOSITION: Permanent. Retain in office 5 years. Retire to NSA Archives.
DISPOSITION NO.: S5-3

S5 Program/Project File

This file contains individual analyst project/current operation records.

DATE SPAN: 1987 to Present
LOCATION: S5
STORAGE MEDIA: Paper
VOLUME: 39 cu. ft.
CLASSIFICATION: TOP&SECRET&CODEWORD,&NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: S5-4

UNCLASSIFIED

UNCLASSIFIED

A/DDI/BD

**ASSISTANT DEPUTY DIRECTOR FOR INFORMATION
SECURITY FOR BUSINESS DEVELOPMENT**

UNCLASSIFIED

**ASSISTANT DEPUTY DIRECTOR
FOR INFORMATION SECURITY
FOR BUSINESS DEVELOPMENT (A/DDI/BD)**

The A/DDI/BD is responsible to the Deputy Director for Information Security (DDI) for providing overall guidance and direction to the Information Security Organization (ISO) through the development of strategic plans and oversight of the organizational progress made against the plans, for providing a central focal point for customer support and services throughout the Information Security Organization and for developing and managing the business methods and relationships with industry necessary for the development of INFOSEC products and services needed to meet customer needs.

Primary functions include:

1. Develop strategic and near term business plans to guide the ISO toward satisfying customer needs for INFOSEC products and services.
2. Evaluate the progress of programs and the effectiveness of the corporate process in meeting customer needs and recommend changes as appropriate.
3. Provide the central focal point for customer support and service for all U.S. Government entities, contractors, and the private sector as appropriate to assess their needs and advise them on how to protect their information through the effective use of INFOSEC products and services.
4. Translating customer needs into requirements for INFOSEC products and services.
5. Developing and managing an effective internal and national INFOSEC awareness and education program.
6. Developing and managing the industrial relations program to establish business relationships with industry to promote the development, production and use of INFOSEC products and services.

FOR OFFICIAL USE ONLY

UNCLASSIFIED

Administrative File

This file contains information to identify administrative functions/requirements employed by the Business Development Organization.

DATE SPAN: 1987 to Present
LOCATION: ADDI/BD
STORAGE MEDIA: Paper
VOLUME: 36 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy after 2 years
DISPOSITION NO.: ADDI/BD-1
DISCONTINUED 920505

BD Functional Correspondence File

This file contains information needed to run the day-to-day activities/operations of the Business Development Organization.

DATE SPAN: 1987 to Present
LOCATION: ADDI/BD
STORAGE MEDIA: Paper
VOLUME: 15 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Permanent Transfer to the NCRC.
DISPOSITION NO.: ADDI/BD-2
DISCONTINUED 920505

UNCLASSIFIED

UNCLASSIFIED

S6

STRATEGIC PLANNING

UNCLASSIFIED

STRATEGIC PLANNING

The Strategic Planning Office is responsible to the A/DDI for Business Development for development of strategic and near term business plans, for facilitating their implementation, for oversight of the effectiveness of the plan, and for recommending improvements in the ISO structure and processes to help achieve the strategic objectives.

Primary functions include:

1. Developing and maintaining the strategic and near term business plans for the INFOSEC Organization(ISO).
2. Providing overall guidance and direction to the ISO to help the organization best achieve its objectives.
3. Conducting reviews of corporate progress toward achieving its strategic objectives and recommending changes as appropriate.
4. Reviewing major new program initiatives to ensure consistency with strategic objectives.

UNCLASSIFIED

Technical Support File

This file concerns technical support for Business Development, which includes System Security Enhancement Reviews (SSER) and any other technical programs support by S6.

DATE SPAN: 1984 to Present
LOCATION: S6
STORAGE MEDIA: Paper/Floppy Disk
VOLUME: 15 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN
DISPOSITION: Destroy when 5 years old.
DISPOSITION NO.: S6-1

Strategic Planning File

This file contains all the information used to establish the Information Security Directorate (ISD) Strategic Business Plan.

DATE SPAN: 1987 to Present
LOCATION: S6
STORAGE MEDIA: Paper/Floppy Disk
VOLUME: 30 cu. ft.
CLASSIFICATION: SECRET, NOFORN
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: S6-2

UNCLASSIFIED

UNCLASSIFIED

S7

DoD CUSTOMER SUPPORT

UNCLASSIFIED

DoD CUSTOMER SUPPORT

The DoD Customer Support Office is responsible to the A/DDI for Business Development, for providing direct customer support and service for the Military Departments, Joint Commands, Defense Agencies, and other DoD entities to ensure the customer's individual needs are met and that there is an overall improvement in the customer INFOSEC posture.

Primary functions include:

1. Providing advice, guidance, and assistance to the customer in the applications of INFOSEC products and services.
2. Assisting the customer in the identification of his INFOSEC needs including the prioritization of those needs.
3. Translating the customer's current and projected future needs into requirements for new INFOSEC products and services.
4. Developing annual customer market assessments that can be used to measure the effectiveness of the INFOSEC products and services in improving his overall INFOSEC posture.
5. Providing direct support to non-DoD INFOSEC field representatives.
6. Providing feedback to the ISO and strategic planners on the customers INFOSEC posture and needs.

UNCLASSIFIED

Organization Mission File

DISPOSITION NO.: S7-1

TRANSFERRED TO: X41-1 920513

Administrative File

DISPOSITION NO.: S7-2

TRANSFERRED TO: X41-2 920513

Reading File

DISPOSITION NO.: S7-3

TRANSFERRED TO: X41-3 920513

General Correspondence File

DISPOSITION NO.: S7-4

TRANSFERRED TO: X41-4 920513

Field Information Bulletin File (FIBFILE)

DISPOSITION NO.: S7-5

TRANSFERRED TO: X41-5 920513

INFOSEC Project Data Base

DISPOSITION NO.: S7-6

TRANSFERRED TOe X41-6 920513

S7 OA File

DISPOSITION NO.: S7-7

TRANSFERRED TOe X41-7 920513

Management Records File

DISPOSITION NO.: S7-8A and B

TRANSFERRED TOe X41-8 920513

UNCLASSIFIED

UNCLASSIFIED

DDI History and Museum File

DISPOSITION NO.: S7-9

TRANSFERRED TOe X41-9 920513

Special Projects File

DISPOSITION NO.: S7-10

TRANSFERRED TOe X41-10 920513

Business Development Data Base

DISPOSITION NO.: S7-11

TRANSFERRED TOe X41-11 920513

Briefing File

DISPOSITION NO.: S7-12A and B

TRANSFERRED TOe X41-12 920513

Working Papers/Convenience File

DISPOSITION NO.: S7-13

TRANSFERRED TOe X41-13 920513

Operational Summaries and Status Reports File

DISPOSITION NO.: S7-14A and B

TRANSFERRED TOe X41-14 920513

Project Control File

DISPOSITION NO.: S7-15

TRANSFERRED TOe X41-15 920513

UNCLASSIFIED

Conferences and Committee File

DISPOSITION NO.: S7-16A and B

TRANSFERRED TO: X41-16 920513

Department of Defense Liaison File

DISPOSITION NO.: S7-17A and B

TRANSFERRED TO: X41-17 920513

UNCLASSIFIED

S8

**CIVIL AGENCY AND SPECIAL
CUSTOMER SUPPORT**

UNCLASSIFIED

CIVIL AGENCY AND SPECIAL CUSTOMER SUPPORT

The Civil Agency and Special Customer Support Office is responsible to the A/DDI for Business Development, for providing direct customer support and service for the civil agencies, NSA and the Intelligence Community, Drug Interdiction/Enforcement entities, and the private sector to ensure the customer's individual needs are met and that there is an overall improvement in the customer's INFOSEC posture.

Primary functions include:

- 1. Providing advice, guidance, and assistance to the customer in the applications of INFOSEC products and services.**
- 2. Assisting the customer in the identification of his INFOSEC needs including the prioritization of those needs.**
- 3. Translating the customer's current and projected future needs into requirements for new INFOSEC products and services.**
- 4. Developing annual customer market assessments that can be used to measure the effectiveness of the INFOSEC products and services in improving his overall INFOSEC posture.**
- 5. Providing direct support to non-DoD INFOSEC field representatives.**
- 6. Providing feedback to the ISO and strategic planners on the customer's INFOSEC posture and needs.**

UNCLASSIFIED

S8 Administrative File

This file includes correspondence, customer information, budget, cash awards, security, training, travel, and other administrative data originated and used by the S8 Chief, D/Chief, and secretary.

DATE SPAN: 1988

LOCATION: S8

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Chief's Correspondence File: Permanent. Retain in Office 5 years. Retire to NSA Archives.

B. All Other Records: Retain for 5 years and thereafter destroy.

DISPOSITION NO.: S8-1A and B

UNCLASSIFIED

UNCLASSIFIED

S81
CIVILAGENCY

UNCLASSIFIED

CIVIL AGENCY DIVISION

The Chief, Civil Agency Division, is responsible to the Chief, Civil Agency and Special Customer Support Office, for providing direct customer support and service for the Civil Agencies, to ensure the customer's individual needs are met and that there is an overall improvement in the customer's INFOSEC posture.

Primary functions include:

1. Designating customer service representatives responsible for serving as the focal point for ISO matters relating to all the Civil Agencies.
2. Providing advice, guidance, and assistance to the customer in the application of INFOSEC products and services.
3. Assisting the customer in the identification of his INFOSEC needs including the prioritization of those needs.
4. Translating the customer's current and projected future needs into requirements for new INFOSEC products and services.
5. Developing annual customer market assessments that can be used to measure the effectiveness of the INFOSEC products and services in improving his overall INFOSEC posture.
6. Providing feedback to the ISO and strategic planners on the customer's INFOSEC posture and needs.
7. Reviewing various Civil Agency directives and regulations for the DDI.
8. Presenting briefings on the ISO mission and support functions.

UNCLASSIFIED

S81 Administrative File

This file contains all incoming/outgoing correspondence pertaining to the S81 mission.

DATE&SPAN: 1987 to Present

LOCATION: S81

STORAGE MEDIA: Paper

VOLUME: 5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Administrative Records: Cut off annually. Destroy when 3 years old.
B. Correspondence File: Cutoff annually. Destroy when 5 years old.

DISPOSITION NO.: S81-1A and B

S81 Personnel File

This file contains data on all S81 personnel.

DATE&SPAN: UNKNOWN to Present

LOCATION: S81

STORAGE MEDIA: Paper

VOLUME: 2.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

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

DISPOSITION NO.: S81-2

UNCLASSIFIED

UNCLASSIFIED

S83

SPECIAL CUSTOMER SUPPORT

UNCLASSIFIED

SPECIAL CUSTOMER SUPPORT

The Chief, Special Customer Support, is responsible to the Chief, Civil Agency and Special Customer Support Office, for providing direct customer support and service for NSA, the Intelligence Community, and the Private Sector to ensure the customer's individual needs are met and that there is an overall improvement in the customer's INFOSEC posture.

Primary functions include:

1. Designating customer service representatives responsible for serving as the focal point for ISO matters relating to NSA, the Intelligence Community, and the Private Sector.
2. Providing advice, guidance, and assistance to the customer in the applications of INFOSEC products and services.
3. Assisting the customer in the identification of his INFOSEC needs including the prioritization of those needs.
4. Translating the customer's current and projected future needs into requirements for new INFOSEC products and services.
5. Developing annual customer market assessments that can be used to measure the effectiveness of the INFOSEC products and services in improving his overall INFOSEC posture.
6. Providing feedback to the ISO and strategic planners on the customer's INFOSEC posture and needs.
7. Reviewing various directives and regulations, dealing with NSA, the Intelligence Community, and the Private Sector for the DDI.
8. Present briefings on the ISO mission and support functions.

UNCLASSIFIED

S83 Division File

This file contains correspondence, administrative records, notes and other material received, generated and transmitted by the S83 Division staff.

DATE SPAN: 1983 to Present

LOCATION: S83

STORAGE MEDIA: Paper

VOLUME: 30 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Administrative Records: Cut off annually. Destroy when 3 years old.

B. Correspondence File: Cut off annually. Destroy when 5 years old.

DISPOSITION NO.: S83-1A and B

UNCLASSIFIED

UNCLASSIFIED

S84

DRUG ENFORCEMENT AND INTERDICTION

UNCLASSIFIED

DRUG ENFORCEMENT AND INTERDICTION DIVISION

The Chief, Drug Enforcement and Interdiction Division, is responsible to the Chief, Civil Agency and Special Customer Support Office, for providing direct customer support and service for Drug Interdiction/Enforcement entities to ensure the customer's individual needs are met and that there is an overall improvement in the customer's INFOSEC posture.

Primary functions include:

1. Designating customer service representatives responsible for servicing as the focal point for ISO matters relating to the Drug Interdiction/Enforcement entities.
2. Providing advice, guidance, and assistance to the customer in the application of INFOSEC products and services.
3. Assisting the customer in the identification of his INFOSEC needs including the prioritization of those needs.
4. Translating the customer's current and projected future needs into requirements for new INFOSEC products and services.
5. Developing annual customer market assessments that can be used to measure the effectiveness of the INFOSEC products and services in improving his overall INFOSEC posture.
6. Providing feedback to the ISO and strategic planners on the customer's INFOSEC posture and needs.
7. Reviewing various directives and regulations, dealing with Drug Interdiction/Enforcement entities, for the DDI.
8. Present briefings on the ISO mission and support functions.

UNCLASSIFIED

S84 Office File

This file contains incoming/outgoing correspondence pertinent to S84's mission to provide INFOSEC customer support to U.S. Drug Enforcement agencies.

DATE SPAN: 1986 to Present

LOCATION: S84

STORAGE MEDIA: Paper

VOLUME: 7.5 cu. ft. per year

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

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

DISPOSITION NO.: S84-1

UNCLASSIFIED

UNCLASSIFIED

S9

INDUSTRIAL RELATIONS

UNCLASSIFIED

INDUSTRIAL RELATIONS

The Industrial Relations Office is responsible to the A/DDI for Business Development, for providing a single ~~ISO~~ focal point for industry relations, for developing and managing effective business policies, procedures, and methods, and for developing and implementing an overall INFOSEC awareness program and education in support of improving the National INFOSEC posture through the development, production and use of INFOSEC products and resources.

Primary functions include:

1. Acting as the single focal point/front door for industry.
2. Developing and managing business policies, procedures and methods for industry and customer relationships to support the development, production, and use of INFOSEC products and services.
3. Conducting periodic reviews of programs in the Commercial COMSEC Endorsement program and other programs to evaluate the effectiveness of the different business methods.
4. Providing advice, assistance and guidance to government contractors in the use of INFOSEC products and services.
5. Developing and managing an INFOSEC awareness program including public forums, conferences, etc.
6. Developing and managing a comprehensive INFOSEC education program to meet both internal and external INFOSEC education requirements.

UNCLASSIFIED

S9 Administrative File

This file includes personnel records and material concerning awards, security, training, budget and other related items.

DATE SPAN: 1985 to 1988

LOCATION: S9

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: UNCLASSIFIED

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

B. Administrative Records: Cut off annually. Destroy when 2 years old.

DISPOSITION NO.: S9-1A and B

UNCLASSIFIED

UNCLASSIFIED

S91

VENDOR SUPPORT

UNCLASSIFIED

VENDOR SUPPORT DIVISION

The Vendor Support Division is responsible to the Chief of the Office of Industrial Relations for establishing and maintaining working relationships with U.S. industry for the purpose of developing programs to secure telecommunications and information processing systems.

Primary functions include:

1. Providing the single NSA focal point to U.S. industry for the purpose of disseminating information and establishing partnership programs to develop secure telecommunications and information processing systems.
2. Establishing the process and procedures for and directing INFOSEC Organization initiatives necessary to implement industrial partnership programs such as the Commercial COMSEC Endorsement Program, the Evaluation Program for Trusted Computer Products, the User Partnership Program, the Authorized Vendor Program, and the Industrial TEMPEST Program.
3. Approving all Memoranda of Understanding and Memoranda of Agreement which relate to INFOSEC industrial programs.
4. Directing and guiding INFOSEC Program Managers and support organizations responsible for the execution of INFOSEC industrial programs.
5. Developing product marketing projections for secure telecommunications and information processing systems to serve as direction and guidance to the Strategic Planning Office, Program Management Offices and industry.
6. Establishing and maintaining a list of evaluated INFOSEC products available to customers.

UNCLASSIFIED

S91 Data Base

This data base contains information concerning companies that are part of or have inquired about the Commercial COMSEC Endorsement Program, Authorized Vendor Program and Trusted Product Evaluation Program.

DATE SPAN:	1985 to Present
LOCATION:	S91
STORAGE MEDIA:	Hard Disk
HARDWARE:	PC
SOFTWARE:	PFS
VOLUME:	7b5 Records (2 disks)
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Delete or destroy when superseded or obsolete.
DISPOSITION NO.:	S91-1

Company Data Base

This data base is used to track all the contractual information for companies listed on the Preferred Products List.

DATE SPAN:	1984 to Present
LOCATION:	S91
STORAGE MEDIA:	Hard Disk
HARDWARE:	IBM®PS-II
SOFTWARE:	D Base®II®Plus
VOLUME:	242 records (2 disks)
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Delete or destroy when no longer needed for operations.
DISPOSITION NO.:	S91-2

UNCLASSIFIED

UNCLASSIFIED

Equipment Data Base

This data base is used to track products that are listed on the Preferred Products List. Data base also generates a print program that actually prints the PPL four times a year.

DATE SPAN: 1984 to Present
LOCATION: S91
STORAGE MEDIA: HardDisk
HARDWARE: IBMPC
SOFTWARE: DBase III Plus
VOLUME: 629 records
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when superseded or obsolete.
DISPOSITION NO.: S91-3

Vendor and Company File

This file consists of information on companies involved in the Commercial COMSEC Endorsement Program, Trusted Products Evaluation Program and/or the Authorized Vendor Program. A typical folder includes correspondence, records of phone inquiries, requests for information, signed legal agreements, and company brochures.

DATE SPAN: UNAVAILABLE
LOCATION: S91
STORAGE MEDIA: Paper
VOLUME: 30 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: S91-4

UNCLASSIFIED

UNCLASSIFIED

**TEMPEST Endorsed Products and Test Services
and ADRL Tracking Data Base**

This data base is used to track products and services participating in the TEMPEST Endorsement Programs. The data base generates the TEP, PETPL, and the ETTS. It also tracks data deliverables required for endorsement.

DATE SPAN:	1988 to Present
LOCATION:	S91
STORAGE MEDIA:	Hard Disk
SOFTWARE:	DBase III Plus (using Clipper Compiler)
VOLUME:	310 Records
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Delete or destroy when superseded or obsolete.
DISPOSITION NO.:	S91 -5

UNCLASSIFIED

UNCLASSIFIED

S92

GOVERNMENT CONTRACTOR SUPPORT

UNCLASSIFIED

GOVERNMENT CONTRACTOR SUPPORT

The Government Contractor Support Division is responsible to the Chief, Office of Industrial Relations for acting as the NSA central point of contact for U.S. Government contractors on all matters concerning their acquisition and use of Information Security products and services.

Primary functions include:

1. Providing advice, assistance, and encouragement to the U.S. Government contractors on the acquisition, control, use, and disposition of Information Security (INFOSEC) products and services.
2. Implementing Government policies pertaining to INFOSEC (e.g., NACSI 6002 and NTISSP 200).
3. Providing for customer support services such as education, awareness, and development of a certification program for industrial security officers.
4. Coordinating with other NSA organizations on the development of policies and procedures affecting INFOSEC in the U.S. Government Contractor community.

UNCLASSIFIED

~~Sensitive Contractor File *~~

~~This file contains sensitive Government Contractor correspondence concerning INFOSEC products and services users.~~

~~DATE SPAN: 1977 to Present~~
~~LOCATION: S92~~
~~STORAGE MEDIA: Paper~~
~~VOLUME: 3 cu. ft.~~
~~CLASSIFICATION: SECRET~~
~~DISPOSITION: Permanent. Retire to NSA Archives.~~
~~DISPOSITION NO.: S92-1~~

Contractor File

This file contains Government Contractor correspondence concerning INFOSEC products and services users.

DATE SPAN: 1980 to 1988
LOCATION: S92
STORAGE MEDIA: Paper
VOLUME: 9 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded or obsolete.
DISPOSITION NO.: S92-2

*Obsolete. No longer created. See 6/12/201
email. MPB

UNCLASSIFIED

UNCLASSIFIED

INFOSEC Policies, Directives, and Bulletins File

This file contains data on INFOSEC policies and directives impacting on Government Contractors

DATE SPAN: 1987to1988
LOCATION: S92
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy when superseded or obsolete.
DISPOSITION NO.: S92-3

Government/Industrial Organizations File

This file contains information relating to government/industrial organizations (AIA, NSTAC, NOSAC) which includes correspondence, charters, memberships and meeting minutes.

DATE SPAN: 1985to 1988
LOCATION: S92
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: S92-4

UNCLASSIFIED

UNCLASSIFIED

S92 Project File

This file contains information on NACSI 6002, FIDFAR, Cable Policy, INFOSEC studies.

DATE SPAN:	1980 to 1988
LOCATION:	S92
STORAGE MEDIA:	Paper
VOLUME:	8cu. ft.
CLASSIFICATION:	SECRET
DISPOSITION:	Destroy when obsolete or upon completion of project.
DISPOSITION NO.:	S92-5

UNCLASSIFIED

UNCLASSIFIED

S93

INFOSEC AWARENESS

UNCLASSIFIED

S93

INFOSEC AWARENESS DIVISION

S93 manages all ISO information systems security (INFOSEC) awareness activities. The intent of this effort is to improve the level of awareness of INFOSEC issues in the DoD and its contractors, and to assist other agencies in accomplishing this goal in their communities. To accomplish centralization of this program S93 coordinates interactions of ISO personnel outside the NSA community; reviews unclassified speeches, publications, advertisements, and press releases prior to publication/release; administers programs designed to disseminate information on INFOSEC programs and issues; and serves as the DDI program office for ISO input to the NSA information security program required by PL 100-235.

Primary functions include:

1. **EXTERNAL PRESENTATIONS:** Provides direct support and guidance to ISO personnel involved in preparing and delivering information which is delivered to non-NSA audiences.
2. **PREPUBLICATION REVIEW:** Provides DDI-directed review and approval of presentations by all personnel which are external to the ISO. Serves as the DDI representative to DDPP for all such matters.
3. **CONFERENCE ADMINISTRATION:** Provide logistical support to ISO elements, as well as direct support to the DDI and his staff, in orchestrating internal and external conferences and symposia.
4. **MASS MEDIA AWARENESS:** Provide guidance and expertise to ISO elements involved in producing awareness video. Operates INFOSEC awareness exhibit booth used to project NSA presence at national conferences.
5. **PRINTED MEDIA AWARENESS:** Provides ISO elements guidance and services for preparation and distribution of INFOSEC awareness bulletins, factsheets, posters, etc.
6. **ELECTRONIC INFORMATION SERVICES:** Provides for maintenance of Project OPEN AIR.

FOR OFFICIAL USE ONLY

UNCLASSIFIED

Prepublication Review File

This file contains documents submitted for review by DDI prior to public release and related supporting documentation.

DATE SPAN: Oct1987 to Present
LOCATION: S93
STORAGE MEDIA: Paper
VOLUME: 30 cu. ft.
CLASSIFICATION: TOP~~S~~ECRET
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: S93-1

S93 Administrative and Working File

This file contains background data for speeches, administrative material and technical information.

DATE SPAN: Oct 1987 to Present
LOCATION: S93
STORAGE MEDIA: Paper
HARDWARE: PC
VOLUME: 18 cu. ft.
CLASSIFICATION: TOP~~S~~ECRET~~C~~ODEWORD,~~C~~NOFORN
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: S93-2

UNCLASSIFIED

UNCLASSIFIED

INFOSEC Awareness Publication File

This file consists of data bases for the distribution of same and data for administrative operations of the Branch.

DATE SPAN: Oct 1987 to Present
LOCATION: S9324(Airport SquaredII)
STORAGE MEDIA: Paper/Hard Disk
HARDWARE: PC
SOFTWARE: DOCKMASTER
VOLUME: 30 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: A. OPI Originated Record Copy of Publication:
Permanent. Retire to NSA Archives.
B. Electronic Copies, Background Materials and Other
Copies: Destroy when superseded or obsolete.
DISPOSITION NO.: S93-3A and B

EXTERNAL PUBLICATIONS FILE

This file includes data bases for the distribution of external bulletins.

DATE SPAN: 1985 to Present
LOCATION: S932
STORAGE MEDIA: Paper/Hard Disk
HARDWARE: RAPPER
SOFTWARE: M204
VOLUME: 30 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: A. OPI Originated Record Copy of Publication:
Permanent. Retire to NSA Archives.
B. Electronic Copies, Background Materials and Other
Copies: Destroy when superseded or obsolete.
DISPOSITION NO.: S93-4A and B

UNCLASSIFIED

UNCLASSIFIED

OPENAIR File

This file includes information from the OPENAIR data base as well as administrative operations records.

DATE SPAN:	Oct 1988 to Present
LOCATION:	S932
STORAGE MEDIA:	Paper/Hard Disk
HARDWARE:	PC
SOFTWARE:	DOCKMASTER
VOLUME:	30 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	A. OPENAIR Information: Destroy when superseded or obsolete.
	B. Administrative Records: Destroy when 2 years old.
DISPOSITION NO.:	S93-5A and B

UNCLASSIFIED

UNCLASSIFIED

S94

INFOSEC EDUCATION

UNCLASSIFIED

INFOSEC EDUCATION DIVISION

The Chief of the Education Division is responsible to the Office of Industrial Relations for increasing the level of knowledge about INFOSEC by providing education services and products to ISO personnel, to the customer community and to academia.

Primary functions include:

1. Organizing, developing and conducting workshops, seminars, and conferences to ensure information exchange with the customer community and to develop educational material.
2. Developing and providing to customers INFOSEC teaching materials such as course outlines, bibliography, handbooks, and videotapes.
3. Encouraging INFOSEC education initiatives throughout U.S. Government and academia.
4. Developing and implementing INFOSEC training requirements and program plans.
5. Presenting INFOSEC briefings in formal and informal courses.
6. Providing technical assistance to Government departments and agencies in developing INFOSEC educational courses and programs of instruction.
7. Writing and producing INFOSEC video program scripts for Agency and U.S. Government use.
8. Designing and building INFOSEC educational exhibits and displays.
9. Coordinating with counterpart education organizations throughout U.S. Government to share programs and products and to assure the technical adequacy of all U.S. Government INFOSEC, COMSEC, and COMPUSEC Education Programs.

UNCLASSIFIED

INFOSEC Video and TV Materials File

This file contains TV production material, copies of video tapes, additional material related to production of INFOSEC videos.

DATE SPAN: UNAVAILABLE

LOCATION: S94

STORAGE MEDIA: Paper and Video Tapes

VOLUME: 45 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: A. Record Copy: Permanent. Retire to NSA Archives.
(See instruction for special records in introduction.)

B. All Other Copies: Destroy when superseded or obsolete.

DISPOSITION NO.: S94-1A and B

General Office File

This file contains general office administration records as well as a read file.

DATE SPAN: UNAVAILABLE

LOCATION: S94

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when 2 years old.

DISPOSITION NO.: S94-2

UNCLASSIFIED

~~TOP SECRET~~

~~Handle via COMINT channels only~~
~~TOP SECRET~~

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/>