REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.
N1-457-89-7

DATE RECEIVED
3/10/89

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

9/25/89
Date

Archivist of the United States

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

5. TEL. EXT.

(b)(3)
[redacted]

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
3/9/89

(b)(3)
[redacted]

7. ITEM NO.

TAKEN

RECORDS RELATING TO RESEARCH AND ENGINEERING

238 ITEMS TOTAL

49 ITEMS PERMANENT

PERMANENT MEDIA INCLUDES PAPER, MICROFORMS, AND DRAWINGS.

CLASSIFIED JOB FILE RETAINED AT AGENCY INCLUDES

APPRAISAL MEMO DATED

PERMANENT SERIES WILL BE TRANSFERRED TO THE NATIONAL ARCHIVES AFTER 50 YEARS IF DECLASSIFIED. SERIES NOT DECLASSIFIED AFTER 50 YEARS WILL BE RE-REVIEWED EVERY 10 YEARS UNTIL DECLASSIFIED.

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

NSA RECORDS DISPOSITION
SCHEDULE FOR
R
OPERATIONS

N1-457-89-7

NSA RECORDS DISPOSITION
SCHEDULE FOR
R
OPERATIONS

NSA RECORDS DISPOSITION
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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 audio-visual, to the NSA Records Center for temporary or permanent storage the office records monitor needs to follow the following procedures.

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

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

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

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

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

REFERENCE SERVICE ON RETIRED RECORDS

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

USEFUL INFORMATION

THE UNLAWFUL REMOVAL OR DESTRUCTION OF RECORDS

Federal law requires the Director of the National Security Agency to establish safeguards against the unlawful removal or loss of agency records, and to make known to NSA personnel the penalties provided for the unlawful removal or destruction of such records. 44 USC 3106 provides that the Director, with the assistance of the Archivist of the United States, initiate action through the Attorney General for the recovery of records believed to be unlawfully removed from the

Agency. 44 USC 3314 also states that no records of the United States Government may be altered or destroyed except as stipulated under 44 USC Chapter 31. Penalties for the willful and unlawful destruction, damage, or alteration of Federal records are stipulated in the U.S. Criminal Code (18 USC 2071).

OFFICIAL AND PERSONAL RECORDS

Records and papers of a private or nonofficial nature which pertain only to an individual's personal affairs but are maintained in a Federal office must be clearly designated as nonofficial and will at all times be filed and maintained separately from the official records of the office. In cases where matters requiring thetransaction 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.

NATIONAL SECURITY AGENCY

CENTRAL SECURITY SERVICE

NSA/CSS

NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE

CREATION AND AUTHORITY

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

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

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

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

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

PURPOSE

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

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

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

ORGANIZATION

[redacted] 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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RESEARCH AND ENGINEERING ORGANIZATION

R

RESEARCH AND ENGINEERING ORGANIZATION

DEPUTY DIRECTOR FOR RESEARCH AND ENGINEERING (DDR)

The Deputy Director for Research and Engineering is responsible to the Director, NSA/Chief, CSS, for directing the Research and Engineering Program to meet SIGINT system requirements and the technology program for SIGINT, INFOSEC and support to military operations.

Primary functions include:

1. Serving as the principal U.S. SIGINT systems acquisition authority for the Director, NSA/Chief, CSS, and the system's components with responsibility for system design, development, testing and installation.

2. Serving as the NSA/CSS focal point for establishing and maintaining a technology program that will satisfy future SIGINT, INFOSEC and tactical program needs and ensuring that this investment in the future is properly balanced between near- and long-term needs.

3. Developing the RDT&E and procurement components of the Consolidated Cryptologic Program (CCP) and the RDT&E component of the Tactical Cryptologic Program (TCP); the COMSEC Resources Program (CRP); and the Computer Security (COMPUSEC) Program in accordance with applicable program guidance, procedures and schedules.

4. Serving as the NSA/CSS focal point for Research and Engineering activities and exchange of SIGINT and INFOSEC technical information for the government, academic and industrial communities.

5. Directing the Communications Research Division (CRD) and Supercomputing Research Center (SRC) of the Institute of Defense Analysis (IDA).

6. Developing and maintaining a broad base of technical expertise as required to carry out Research and Engineering's systems acquisition and technology program missions.

7. Developing and maintaining an in-house research and engineering capability of support of quick reaction requirements, the technology program, and development of resident technical expertise.

8. Providing operations research and management science analysis and support to Agency elements requiring these services.

9. Providing engineering shop services and related support to Agency elements requiring these activities.

R06

OPERATIONS RESEARCH AND MANAGEMENT SCIENCES

Administrative File

This file contains information pertaining to personnel, budgets, procurement, security, and related general office administration matters.

DATE SPAN: UNAVAILABLE

LOCATION: R06

STORAGE MEDIA: Paper

VOLUME: 9 cu. ft. ✓

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION:

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

B. Non-OPI Manuals and Reference Materials: Destroy when superseded, revised, rescinded, obsolete or when no longer needed for operations.

C. Purchase Requests: Destroy upon completion or termination. (GRS 3-3c)

D. All Other Records: Cut off annually. Destroy when 3 years old or sooner if no longer needed for operations.

DISPOSITION NO.: R06–1A, B, C and D

Reference and Regulatory Documents File

This file contains monthly operational summaries, published research reports, training catalogs, classification guidelines, and Agency directives.

DATE SPAN: 1979 to Present

LOCATION: R06

STORAGE MEDIA: Paper - Microfiche of Published Research reports (NSA-91-C-R0600L)

VOLUME: 8 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when superseded, obsolete, or when no longer needed for reference purposes. PAPER Reduction achieved thru MICROfiche

DISPOSITION NO.: R06–2

R07

ACQUISITION SUPPORT

Administrative File

This file includes personnel, budget, awards, security, training and related office administrative records.

DATE SPAN:	1980 to Present
LOCATION:	R07
STORAGE MEDIA:	Paper/Disk
HARDWARE:	Xerox 6085 PC Ethernet
SOFTWARE:	M204
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. Security Records: Destroy when superseded or obsolete. C. All Other Records: Cut off annually. Destroy when 3 years old.
DISPOSITION NO.:	R07–1A, B and C

Project File

This file contains all budget records used to keep track of R & E projects. It contains documents pertaining to costs incurred in performance of Research and Engineering task area and work units, and data for fiscal reporting and cost accounting.

DATE SPAN:	1980 to Present
LOCATION:	R07
STORAGE MEDIA:	Paper
VOLUME:	24 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Destroy when no longer needed for operations.
DISPOSITION NO.:	R07–2

R08

TACTICAL STUDIES AND ANALYSIS

SSAS Data Base

This data base contains simulated signal environments, sensor models, analytic results, and cartographic files used to support studies and analysis missions.

DATE SPAN:	1980 to Present
LOCATION:	R08
STORAGE MEDIA:	Disk/Tape
HARDWARE:	SSAS/VAX-Cluster
SOFTWARE:	RDB/ Ingress
VOLUME:	3.3 Gigabytes/200 tapes
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Destroy when superseded, revised, rescinded, obsolete, or when no longer needed for operations.
DISPOSITION NO.:	R08–1

Cryptologic Architectures File

This file contains United States Commands Wartime requirements and U.S. SIGINT System responses and capabilities.

DATE SPAN:	1983 to Present
LOCATION:	R081
STORAGE MEDIA:	Paper/Disk
HARDWARE:	IBM PC/SUN
SOFTWARE:	SMART
VOLUME:	12 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Permanent. Retire to NSA Archives.
DISPOSITION NO.:	R08–2

Signal Projection Studies Reports File

This file contains Signal Projection Studies technical reports pertaining to communications and non-communications for approximately 90 countries.

DATE SPAN:	1983 to Present
LOCATION:	R082
STORAGE MEDIA:	Paper/Floppy Disk
HARDWARE:	VAX-Cluster PC
SOFTWARE:	SPS Data Base D Base III
VOLUME:	206 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	A. Hard Copy: Permanent. Retire to NSA Archives. B. Electronic Copy: Destroy when no longer needed for operations.
DISPOSITION NO.:	R08–3A and B

Signal Projection Studies Tech Reference Library File

This file contains reference materials for Signal Projection Studies baseline emitter holdings and order of battle information.

DATE SPAN:	1983 to Present
LOCATION:	R082
STORAGE MEDIA:	Paper
VOLUME:	64 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Destroy when superseded, revised, rescinded, obsolete, or when no longer needed for reference purposes.
DISPOSITION NO.:	R08–4

R09

OPERATIONS, PLANNING, AND RESOURCES MANAGEMENT

Administrative File

This file includes personnel, budget, awards, security, training, and related office administrative matters.

DATE SPAN:	1982 to Present
LOCATION:	R07 ?
STORAGE MEDIA:	Paper/Disk
HARDWARE:	Xerox 6085 PC Ethernet
SOFTWARE:	M204
VOLUME:	9 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. Security Records: Destroy when superseded or obsolete. C. All Other Records: Cut off annually. Destroy when 3 years old.
DISPOSITION NO.:	R09–1A, B and C

*R Registry File

This file is used to serialize all DDR, ADDR(S), ADDR (T), DDR C/S, and R Exec outgoing correspondence and consists of log books as well as correspondence.

DATE SPAN: 1985 to Present

LOCATION: R091

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft./year

CLASSIFICATION: TOP SECRET CODEWORD NOFORN VRK

DISPOSITION: Permanent. Retain locally for 3 years. Retire to NSA/CSS Records Center.

DISPOSITION NO.: R091-1

R1

MICROELECTRONICS

R1

MICROELECTRONICS

The Chief, R1, is responsible to DDR for developing and operating a microelectronics organization that will provide the National Security Agency the ability to exploit microelectronics to achieve its goals.

Primary functions include:

1. Providing the capability to design and manufacture microelectronic chips that cannot be obtained contractually.
2. Providing support to Agency organizations using contractors who use R1 provided CAD tools and/or VLSI technologies.
3. Providing testing capability in those microelectronics technologies in which R1 designs.
4. Identifying vendors who are technically capable of designing and/or processing R1 technologies.
5. Examining COMSEC and SIGINT requirements to advise where microelectronics exploitation can improve achievement of goals.
6. Performing advanced development work in microelectronics design, computer-aided tools, fabrication, and test in order to maintain a capability to satisfy COMSEC and SIGINT requirements.
7. Providing remote work station chip level design capability, including training to Agency organizations.
8. Maintaining a fundamental microelectronics expertise in microelectronics design, fabrication and test technologies and techniques through close association with industry and academic work in these areas.
9. Establishing and coordinating specific security processing and implementation plans that are of extreme importance to the Agency and R1.
10. Developing a sound security program, providing information and guidance on all related issues.

*Microelectronics Purchase Orders

This file consists of purchaseerequests and purchase orders (procurement orders/contractse)

DATE SPANe	1 fiscal year (Oct 1-Sep 30)
LOCATIONe	R109
STORAGE MEDIAe	Paper
VOLUMEe	4.5 cu. ft.
CLASSIFICATIONe	UNCLASSIFIED
DISPOSITIONe	Retain at OPI for 1 year after end of fiscal year then retire to Records Center. Destroy 3 years from the date that the order is closed oute
DISPOSITION NOe:	R109-1

R11

MICROELECTRONICS OPERATIONS

FOR OFFICIAL USE ONLY

R11

MICROELECTRONICS OPERATIONS

The Chief, R11, is responsible to the Chief, R1, for providing product and materials source management, requirements forecasting, planning, customer development, productivity analysis, and equipment/facilities maintenance to other R1 organizations and for providing program product support to Agency organizations and contractors using R1-provided tools and technologies.

Primary functions include:

1. Examining COMSEC and SIGINT requirements to advise where microelectronics exploitation can improve achievement of goals: translation of future user requirements into production technology and capacity requirements on R1.
2. Providing production statistics, productivity analysis, capacity accounting, and capacity planning information to R1.
3. Assisting user groups in the evaluation/approval of vendor processing facilities.
4. Providing for the maintenance of R1 process and test equipment, computer hardware systems, and providing R1 facilities maintenance.
5. Providing for the configuration management of all products, software and hardware systems, and documentation provided to Satellite Design Work Stations (SDWD) and contractors.
6. Providing materials resource management for R1 including ordering, shipping, and reporting.
7. Providing Agency customer and vendor interface for R1; coordinating, scheduling, and reporting R1 activities in support of customers.
8. Implementing the R1 microelectronics training program for users of R1-provided tools and technologies.
9. Maintaining current state-of-the-art knowledge and expertise through attendance at conferences, seminars, users groups, and through liaison with industry and academia.

Administrative File

This file includes personnel, budget, awards, security, training, and related office administrative records.

DATE SPAN: 1987 to Present

LOCATION: R11

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. Security Records: Destroy when superseded or obsolete.

C All Other Records: Cut off annually. Destroy when 3 years old.

DISPOSITION NO.: R11–1A, B and C

Office Management Project File

This file contains technical data for microelectronic projects for office management purposes.

DATE SPAN: 1977 to Present

LOCATION: R11

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: SECRET

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

DISPOSITION NO.: R11–2

LSI Logic Corporation File

This file contains the LSI Logic Corporation's contracts, security and personnel information.

DATE SPAN: 1986 to Present

LOCATION: R11

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

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

DISPOSITION NO.: R11–3

Microelectronic Vendor/Technology File

This file contains information relative to microelectronic vendor technology and vendor contract documentation.

DATE SPAN: 1971 to Present

LOCATION: R11

STORAGE MEDIA: Paper/Slides/Vugraphs

VOLUME: 11 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

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

DISPOSITION NO.: R11–4

Product Engineering File

This file contains technical data and project historical data for microelectronic projects and internal documentation of technologies and capabilities.

DATE SPAN:	1984 to Present
LOCATION:	R112
STORAGE MEDIA:	Paper
VOLUME:	16 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Permanent. Retire to NSA Archives when no longer required for operations.
DISPOSITION NO.:	R11-5

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R11
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. OPI Copy: Permanent. Close when completion report is written. B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.
DISPOSITION NO.:	R11-6A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN:	UNAVAILABLE
LOCATION:	R11
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R11–7

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R11–8

R112 Microelectronic Vendor File

This file contains technical data concerning vendor companies' microelectronic related capabilities and products.

DATE SPAN:	1986 to Present
LOCATION:	R112
STORAGE MEDIA:	Paper
VOLUME:	15 cu. ft.
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Destroy when superseded, revised, rescinded, obsolete, or when no longer needed for operations.
DISPOSITION NO.:	R11–9

RMOSIS File

This file contains documents necessary to support the operation of the R1 "R" Metal Oxide Semi-Conductor Information Systems (RMOSIS) Program.

DATE SPAN:	1988
LOCATION:	R113
STORAGE MEDIA:	Paper
VOLUME:	10 cu. ft.
CLASSIFICATION:	TOP SECRET, NOFORN
DISPOSITION:	Destroy when superseded, revised, rescinded, obsolete, or when no longer needed for operations.
DISPOSITION NO.:	R11–10

R113 Operational File

The records are used to support the operations of R113 program.

DATE SPAN:	1985 to Present
LOCATION:	R113
STORAGE MEDIA:	Paper
VOLUME:	15 cu. ft.
CLASSIFICATION:	TOP SECRET, NOFORN
DISPOSITION:	Destroy when superseded, revised, rescinded, obsolete, or when no longer needed for operations.
DISPOSITION NO.:	R11–11

RMOSIS Software Data Base

This data base contains all of the operational RMOSIS program (R113) Vendor and Technology run-closing files.

DATE SPAN:	1985 to Present
LOCATION:	R113
STORAGE MEDIA:	On-Line
HARDWARE:	R1 VAX Cluster
SOFTWARE:	Digital equipment VAX - VMS
VOLUME:	2.4 Gigabytes (Disk Tower)
CLASSIFICATION:	TOP SECRET, NOFORN
DISPOSITION:	Delete when no longer needed for operations.
DISPOSITION NO.:	R11–12

RMOSIS Magnetic Tape File

This file consists of magnetic tapes containing information maintained to provide actions taken in the development of the RMOSIS program.

DATE SPAN: 1985 to Present

LOCATION: R113

STORAGE MEDIA: Tapes

VOLUME: 200 tapes

CLASSIFICATION: TOP SECRET, NOFORN

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

DISPOSITION NO.: R11-13

COMSEC Account File

This file reflects current COMSEC material charged to account. They are maintained by short title and register number. Also contained is correspondence and memoranda relative to COMSEC material accounts.

DATE SPAN: 1985 to Present

LOCATION: R113

STORAGE MEDIA: Paper

VOLUME: 15 cu. ft.

CLASSIFICATION: TOP SECRET, NOFORN

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

DISPOSITION NO.: R11-14

Applications Engineering Directory File

This computer file contains information pertaining to R1 projects, including meeting agendas and minutes, requirements specifications, tasking and schedules.

DATE SPAN:	1988
LOCATION:	R114
STORAGE MEDIA:	On-Line
HARDWARE:	VAX Cluster
SOFTWARE:	VMS
VOLUME:	5,000 blocks
CLASSIFICATION:	TOP SECRET
DISPOSITION:	Destroy when superseded, revised, rescinded, obsolete, or when no longer needed for operations.
DISPOSITION NO.:	R11–15

Project Management File

This file contains information and documentation for current chip development efforts.

DATE SPAN:	1986 to Present
LOCATION:	R114
STORAGE MEDIA:	Paper
VOLUME:	13 cu. ft.
CLASSIFICATION:	TOP SECRET
DISPOSITION:	Destroy when superseded, revised, rescinded, obsolete, or when no longer needed for operations.
DISPOSITION NO.:	R11–16

R12

INTEGRATED CIRCUIT ENGINEERING

R12

INTEGRATED CIRCUIT ENGINEERING

The Chief, R12, is responsible to the Chief, R1, for performing investigations and analysis of advanced semiconductor technologies, system design techniques, and architectures, and for developing, enhancing, and applying the technologies, tools, and concepts to COMSEC and SIGINT user community requirements.

Primary functions include:

1. Responsible for coordinating and planning the development of advanced semiconductor technologies for subsequent transfer to other elements of R1 to ensure the continual availability of state-of-the-art microelectronics technologies.

2. Responsible for assessing the impact of new technologies and system architectures to meet anticipated system requirements.

3. Responsible for the investigation and evaluation from a design standpoint of advanced Computer-Aided Design (CAD) tools and techniques necessary for VLSI design.

4. Responsible for the investigation and evaluation of semiconductor technologies and recommending candidate technologies to meet COMSEC and SIGINT requirements.

5. Responsible for evaluating and recommending in conjunction with R14 and R15 alternative design approaches, new design tools, workstations, system testability techniques, and system fault tolerant design techniques.

6. Maintains an awareness of the state-of-the-art in microelectronics through attendance and participation in conferences, user group meetings, and internal/external seminars and courses.

7. Responsible for the development of VLSI design building blocks (cell families, macros, gate arrays, etc.); design and evaluation of circuit type test vehicles, custom VLSI chip designs, initial evaluation of vendor semiconductor technology processes; and establishment of initial multiple source vendor bases for these technologies.

8. Responsible for supporting Operations, R11, in coordinating, training, and supporting the in-house user/design community and contractors utilizing technologies and tools developed by the Microelectronics Organization, R1.

9. Responsible for coordinating with Operations, R11, in the evaluation/certification of vendor processing facilities.

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R12
STORAGE MEDIA:	UNAVAILABLE
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. OPI Copy: Permanent. Close when completion report is written. Transfer To the NCRC within 1 year after closing B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference. ~~value~~.
DISPOSITION NO.:	R12–1A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN:	UNAVAILABLE
LOCATION:	R12
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R12–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: UNAVAILABLE

LOCATION: R12

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO.: R12–3

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: UNAVAILABLE

LOCATION: R12

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

B. Administrative Records: Destroy when 3 years old.

DISPOSITION NO.: R12–4A and B

R13

MICROELECTRONICS FABRICATION

R13

MICROELECTRONICS FABRICATION

The Chief, R13, is responsible to the Chief, R1, for producing integrated circuit (IC) devices for the COMSEC and SIGINT user community and for providing the R1 Safety Officer, Security Officer, and Quality Control Circle Facilitator.

Primary functions include:

1. Responsible for all phases of current microelectronics fabrication processes, including mask making, wafer fabrication, assembly, device and process engineering and maintenance.

2. Investigating, developing, and implementing semiconductor processes in emerging technologies to meet future SIGINT and COMSEC requirements.

3. Interfacing with and providing data to R15 for the developing of a computer-aided manufacturing (CAM) system for tracking, reporting, and controlling products in the fabrication area.

4. Developing IC producing processes; maintaining and improving processes; implementing state-of-the-art techniques into the manufacturing system; and scheduling of all operations in microelectronics fabrication.

5. Developing and maintaining the quality circle process in all areas of the R1 Microelectronics Organization. This function includes the coordination and direction of teams whose primary objective is the implementation of quality and productivity improvements. This is accomplished by the application of data-based statistical techniques to investigate, analyze and find viable solutions to work-related problems.

6. Maintaining liaison with the NSA Safety Officer and Staff Security Officer for providing guidance to ensure compliance with current safety and security practices in the working environment.

7. Maintaining an awareness of the latest techniques, technologies, and equipments in microelectronics through attendance and participation in conferences, user group meetings, and internal/external seminars and courses.

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R13

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R13–1A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R13

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R13–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: UNAVAILABLE

LOCATION: R13

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO.: R13–3

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: UNAVAILABLE

LOCATION: R13

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

B. Administrative Records: Destroy when 3 years old.

DISPOSITION NO.: R13–4A and B

R14

PRODUCT ASSURANCE

R14

PRODUCT ASSURANCE

The Chief, R14, is responsible to the Chief, R1, for providing product assurance of COMSEC and SIGINT microelectric devices and other electronic components.

Primary functions include:

1. Providing automated test capability for Agency organizations and contractors.
2. Providing analytical and reliability test capability for Agency organizations and contractors.
3. Developing and managing a quality assurance and control program.
4. Maintaining a fundamental expertise and performing advanced development in product assurance.

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R14

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R14–1A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R14

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R14–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R14
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R14–3

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R14
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records: Destroy when 3 years old.
DISPOSITION NO.:	R14–4A and B

R15

SOFTWARE ENGINEERING

R15

SOFTWARE ENGINEERING

The Chief, R15, is responsible to Chief, R1, for developing and maintaining software tools and methods to exploit microelectronics for the benefit of the microelectronics community and for providing computer and software services for R1.

Primary functions include:

1. Responsible for coordination with R1 elements to derive a complete set of requirements and for defining a mutually agreed upon set of criteria to evaluate the satisfaction of those requirements. These requirements include the design, development, implementation, integration, documentation, training, maintenance, and enhancement of:

    a. Computer-Aided Engineering (CAE) tools to support R1 and the microelectronics user community.

    b. A Computer-Integrated Manufacturing (CIM) system to support the tracking, reporting, and control requirements of R1's microelectronics fabrication facility.

    c. A Computer-Aided Test (CAT) system to support the functional and parametric testing requirements of R1's microelectronics test facilities.

    d. Software to support Software Configuration Management (SCM) and control, Data Base Management (DBM) and control, Management Information Systems (MIS), a Quality Assurance/Quality Control (QA/QC) program, and other purpose software requirements particular to R1's functions.

2. Responsible for coordinating with other R1 elements to establish project priorities.

3. Responsible for capacity planning, configuration planning, procurement, maintenance, training, operation, and management for the computers, related hardware, and interfaces to other computers required to support R1 and the microelectronics user community.

4. Responsible for maintaining an awareness of the state-of-the-art in microelectronics tools for CAE/CIM/CAT/SCM/DBM/MIS and software engineering practices through attendance and participation in conference use group meetings, and internal/external seminars and courses.

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R15
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing. B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.
DISPOSITION NO.:	R15–1A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN:	UNAVAILABLE
LOCATION:	R15
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R15–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: UNAVAILABLE

LOCATION: R15

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R15–3

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: UNAVAILABLE

LOCATION: R15

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

B. Administrative Records: Destroy when 3 years old.

DISPOSITION NO.: R15–4A and B

R2

INFOSEC
RESEARCH
AND
TECHNOLOGY

R2
INFOSEC RESEARCH AND TECHNOLOGY

The Chief, R2, is responsible to the DDR for research and technology development in support of Information Security (INFOSEC) and for the development of concepts, methods, and architectures for achieving secure communication and computer systems.

Primary functions include:

1. Formulating and implementing a program of research and technology development necessary to generate and evaluate technical innovations and reduce to practical utility those of significant value to meet INFOSEC needs.

2. Demonstrating the feasibility of new concepts, techniques, and technologies for application to INFOSEC programs.

3. Supporting the scientific disciplines required for INFOSEC programs.

4. Serving as the focal point between the Agency and applicable portions of the scientific community (academic/industrial/government) for the evaluation and infusion of new technologies and techniques into the INFOSEC programs.

5. Advising the DDR and other appropriate Agency management of the implications of new technologies to the INFOSEC programs.

6. Formulating and managing the execution of the CRP and CSP technology programs.

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: UNAVAILABLE

LOCATION: R2

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO.: R2-1

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: UNAVAILABLE

LOCATION: R2

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION:
A. Administrative Records: Destroy when 3 years old.
B. Correspondence File: Destroy when 5 years old.
C. Program Management Records: Destroy when no longer needed for operations.
D. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)

DISPOSITION NO.: R2-2 A, B, C and D

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans. schematics, specifications, test data, and related records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R2
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing. B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.
DISPOSITION NO.:	R2-3 A and B

Contract File

This file consists of copies of contract paperwork (record copy is located in L4).

DATE SPAN:	UNAVAILABLE
LOCATION:	R2
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R2-4

R21

INFOSEC

CRYPTOLOGY

R21

INFOSEC CRYPTOLOGY

The Chief, R21, is responsible to the Chief, R2, for conducting a program of mathematical and cryptographic research in support of INFOSEC programs, and developing cryptographic principles and keying methods, and providing technical guidance for their implementation in INFOSEC systems.

Primary functions include:

1. Developing cryptographic algorithms, principles and key management techniques and efficient methods for their implementation.
2. Conducting cryptomathematical research and cryptanalytic studies in support of INFOSEC developments; maintaining and extending a foundation of cryptomathematical theory.
3. Providing cryptographic principles and key management techniques for the design of specific INFOSEC systems to meet security standards, operational requirements, and engineering objectives.
4. Supporting the design and development of INFOSEC systems to ensure that the security principles are validly implemented.
5. Developing security models for access control, authentication, key management, and data integrity.
6. Serving as the technical focal point for INFOSEC cryptography and key management with other government agencies, contractors, and allied governments.
7. Providing recommendations for and supporting the development of cryptographic architectures and key management techniques for INFOSEC systems.

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R21
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing. B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.
DISPOSITION NO.:	R21-1 A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN:	UNAVAILABLE
LOCATION:	R21
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R21-2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R21
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R21-3

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R21
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. Personnel Records. Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records. Destroy when 3 years old.
DISPOSITION NO.:	R21-4 A and B

R22

INFOSEC

ENGINEERING

R22

INFOSEC ENGINEERING

The Chief, R22, is responsible to the Chief, R2, for conducting a program of research and technology development in support of Information Security (INFOSEC).

Primary functions include:

1. Developing cryptosystem engineering concepts, techniques, and components, and demonstrating their feasibility for application to INFOSEC systems.
2. Demonstrating the feasibility of new cryptographic principles and algorithms for application to INFOSEC systems.
3. Developing protective technology including anti-tamper and TEMPEST for application to INFOSEC systems.
4. Developing secure voice and data communications techniques, architectures, and concepts.
5. Providing computer-aided design and other tools applicable to design, development, and manufacture of INFOSEC productse
6. Promoting the timely transfer of new technology to the DDI and other customers.
7. Providing technical guidance and consultation to Agency and other Government customers.
8. Maintaining a working relationship with the scientific community, including industry, universities, and other Government laboratories and research centers, to stimulate and capitalize on technology applicable to INFOSEC.

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R22

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R22-1 A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R22

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R22-2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R22
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R22-3

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R22
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. Personnel Records. Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records. Destroy when 3 years old.
DISPOSITION NO.:	R22-4 A and B

R23

INFOSEC

COMPUTER

SCIENCE

R23

INFOSEC COMPUTER SCIENCE

The Chief, R23, is responsible to the Chief, R2, for conducting a program of computer science research and technology development in support of Information Security (INFOSEC) systems.

Primary functions include:

1. Conducting research and identifying and developing computer science technology to meet INFOSEC needs.
2. Demonstrating the feasibility of new computer science concepts, techniques, and technology applicable to INFOSEC systems.
3. Promoting the timely transfer and integration of computer science technology to enhance the security of INFOSEC systems.
4. Providing computer science technical consultations related to INFOSEC systems to customers.
5. Maintaining a working relationship with the scientific community (academic/industry/government) for computer science technologies into the INFOSEC program.

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN.	UNAVAILABLE
LOCATION.	R23
STORAGE MEDIA.	Paper
VOLUME.	UNAVAILABLE
CLASSIFICATION.	UNAVAILABLE
DISPOSITION.	Destroy when no longer of reference value.
DISPOSITION NO.:	R23-1

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN.	UNAVAILABLE
LOCATION.	R23
STORAGE MEDIA.	Paper
VOLUME.	UNAVAILABLE
CLASSIFICATION.	UNAVAILABLE
DISPOSITION.	A. Administrative Records. Destroy when 3 years old. B. Correspondence File. Destroy when 5 years old. C. Program Management Records. Destroy when no longer needed for operations. D. Personnel Records. Destroy 1 year after separation or transfer of employee. (GRS 1-18a)
DISPOSITION NO.:	R23-2 A, B, C and D

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R23

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R23-3 A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L40.

DATE SPAN: UNAVAILABLE

LOCATION: R23

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R23-4

R3

ADVANCED RECONNAISSANCE AND TELECOMMUNICATIONS SYSTEMS

R3

ADVANCED RECONNAISSANCE AND TELECOMMUNICATIONS SYSTEMS

The Chief, R3, is responsible to the DDR for executing in coordination with other NSA organizations, NSA's responsibilities in systems requirements definition, program and technical systems planning, to include resource estimating, development, acquisition, testing, and support for advanced SIGINT reconnaissance and related telecommunications systems. He is the principal agent for dealing with governmental elements, including military services, and contractors to ensure NSA's interests in these systems are known and protected.

Primary functions include:

1. Serving as the principal agent for Agency planning, acquisition, coordination and support to advanced reconnaissance and related telecommunications programs, projects, and tasks.
2. Serving as the principal agent for stating systems requirements, and providing for coordination within NSA and interface between NSA and external government elements, contractors and associated efforts in related advanced SIGINT programs.
3. Ensuring that all evolving and new advanced SIGINT program initiatives represent a balanced, complimentary cross-program approach to validated requirements. Ensuring that the appropriate portions of these systems requirements are provided and adhered to by the developer, to include data transmission and other essential system parameters.
4. Maintaining awareness of end-to-end system integrity, for all plans and developments, and their relationship to the larger SIGINT system.
5. Preparing resource estimates and justification data required for Agency budget and program submissions, as well as participating in coordination and supporting their defense throughout the resource review cycle.
6. Formulating and executing, in coordination with other NSA organizations, those portions of the financial plan required to acquire and support advanced reconnaissance and related telecommunications systems.
7. Approving the release of funds allocated to the advanced programs which are to be passed to other government organizations for execution. These actions will be coordinated with other Agency elements.
8. Planning, developing, acquiring, integrating, and testing required advanced SIGINT program related processing, reporting and forwarding systems in accordance with established directives and regulations.
9. Performing technical studies, research, and modeling necessary to drive and support advanced SIGINT program systems concepts, trade-off studies, and techniques development. Ensuring the availability of adequate systems management and engineering support tools.

10. Providing long-range system architecture, plans, and coordinating systems requirements development for advanced reconnaissance and related telecommunications systems.

11. Ensuring the planning and coordination required for life cycle support to all advanced reconnaissance and related telecommunications systems.

12. Establishing and maintaining a program for exchange of technology for advanced reconnaissance and related telecommunications systems with other agencies.

13. Developing and acquiring assigned non-advanced program telecommunications systems in response to DDT requirements.

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: 1987 to Present

LOCATION: R3

STORAGE MEDIA: Paper

VOLUME: 22 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: Cut off annually. Destroy after 5 years.

DISPOSITION NO.: R3-1A and B

R3GSPO

GEOSYNCHRONOUS SPECIAL PROGRAM OFFICE

GEOSPO Administrative File

This file consists of project management, security, budget, and related general office administrative records.

DATE SPAN:	1987 to Present
LOCATION:	R3
STORAGE MEDIA:	Paper
VOLUME:	15 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records: Cut off annually. Destroy when 5 years old.
DISPOSITION NO.:	R3GSPO-1A and B

R302

PROGRAMS AND RESOURCES MANAGEMENT FILE

*Contract Management Files

This file contains contracts, purchase requests, etc. for every system contract initiated by R3.

DATE SPAN:	1984 to Present
LOCATION:	R302
STORAGE MEDIA:	Paper
VOLUME:	5 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD VRK
DISPOSITION:	A. Transactions of more than $25,000 and all construction contracts exceeding $2,000: Destroy 6 years and 3 months after final payment. (GRS 3-3a(1)). B. Transactions of $25,000 or less and construction contracts under $2,000: Destroy 3 years after final payment. (GRS 3-3a (2)).
DISPOSITION NO.:	R302-1

R306

GEO PROGRAM MANAGEMENT STAFF

R307

SYSTEMS ENGINEERING STAFF

R308

SPECIAL PROGRAMS

R309

ADMINISTRATIVE AND MANAGEMENT STAFF

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R309
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records: Destroy when 3 years old.
DISPOSITION NO.:	R309–1A and B

R31

ARCHITECTURE, TECHNOLOGY AND PERFORMANCE

R31

ARCHITECTURE, TECHNOLOGY AND PERFORMANCE

The Chief, R31, is responsible to the Chief, R3, for the analysis and development of technology as related to advanced reconnaissance systems for the optimum architecture for the Advanced Reconnaissance Program, periodically assessing the system performance and ensuring that the best applicable technology is employed.

Primary functions include:

A. Architecture:

1. Maintaining and operating the necessary facilities, equipment, and tools to study, assess and evaluate how the individual components of the Advanced Reconnaissance Program contribute to the productivity of the total program.
2. Assessing inter- and intra-system capability and providing analysis/evaluation of the overall capability of the system to respond to user requirements.
3. Analyzing requirements from the DDO determining what component(s) of the program can best satisfy the requirement and to what level of satisfaction.

B. Technology:

1. Responsible for advanced technology development within the Advanced Reconnaissance Program.
2. Preparing the R3 program for technology development and administering that portion of the R Technology Program that is allocated to R3.
3. Maintaining a capability to study, develop and deploy prototype experimental systems that exploit new technology ensuring inherent capabilities of the program are fully employed.

C. Performance:

1. Establishing and maintaining a capability to assess performance of various parts of the Advanced Reconnaissance Program, and evaluating system performance periodically.
2. Maintaining a combined engineering/analysis capability to ensure existing system capabilities are fully understood and employed by users and analyst.

High Data Rate File

This file contains hardware and software technical papers as well as requests for signal analysis.

DATE SPAN: 1977 to Present

LOCATION: R31

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Retire to NSA Archives.

DISPOSITION NO.: R31–1

R31 Office File

This file consists of copies of Agency rules and regulations; intra- and inter-agency memoranda, contractor information, and contract paperwork.

DATE SPAN: 1985 to Present

LOCATION: R31

STORAGE MEDIA: Paper

VOLUME: 46 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Contractor Information: Destroy when superseded or obsolete.

B. Contract Paperwork: Destroy upon termination or completion. (GRS 3-3c)

C. Agency Rules and Regulations: Destroy when revised, superseded or obsolete.

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

DISPOSITION NO.: R31–2A, B, C and D

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R31
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing. B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.
DISPOSITION NO.:	R31–3A and B

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R31
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records: Destroy when 3 years old.
DISPOSITION NO.:	R31–4A and B

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R31
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R31–5

R32

MULTI-PROGRAM AND ADVANCED TELECOMMUNICATIONS

R32

MULTI-PROGRAM AND ADVANCED TELECOMMUNICATIONS

The Chief, R32, is responsible to Chief, R3, for all matters pertaining to the program management, system engineering, acquisition, deployment, integration, testing, and support planning for systems related to advanced reconnaissance and telecommunications systems which NSA acquires. The systems primarily relate to RUFFER, RAMROD, and ROSTER sites but may also include other sites.

Primary functions include:

1. Translating of SIGINT requirements into program initiatives and implementable tasks.

2. Developing and defending of program budgets including maintenance and modification of budgets as needed.

3. Performing the planning, organizing and coordinating of all aspects of assigned system or subsystem acquisitions including system engineering, system design, development, contracting, hardware and software configuration management testing, system acceptance by the Government and the required support functions.

4. Interacting and participating with other elements in budgeting, definition studies, system architecture, program planning, system engineering, and system acquisition as well as support functions.

5. Serving as the Program Manager and/or Systems Acquisition Manager for specially designated projects. These would include systems related to collectors other than the above specified ones and may include conventional sites.

Program Description File

This file contains descriptions of R32 programs, including budget and planning information as well as technical data.

DATE SPAN:	UNAVAILABLE
LOCATION:	R32
STORAGE MEDIA:	Paper
VOLUME:	1 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy when 5 years old.
DISPOSITION NO.:	R32–1

Organization Data File

This file contains administrative information regarding R32.

DATE SPAN:	UNAVAILABLE
LOCATION:	R32
STORAGE MEDIA:	Paper
VOLUME:	.5 cu. ft.
CLASSIFICATION:	SECRET
DISPOSITION:	Destroy when no longer needed for operations.
DISPOSITION NO.:	R32–2

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R32

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R32–3A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R32

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R32–4

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: UNAVAILABLE

LOCATION: R32

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO.: R32–5

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: UNAVAILABLE

LOCATION: R32

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

B. Administrative Records: Destroy when 3 years old.

DISPOSITION NO.: R32–6A and B

R34

COLLECTION MANAGEMENT SYSTEMS

R34

COLLECTION MANAGEMENT SYSTEMS

The Chief, R34, is responsible to the Chief, R3, for those program management actions necessary to plan and acquire the advanced SIGINT collection management system. These actions will encompass all required planning, concept development, design, engineering, resource estimation, acquisition, installation, integration, testing, and support. He is responsible for serving as the principal agent for providing the necessary planning and acquisition coordination interfaces with other Agency organizations and with external organizations for the collection management system.

Primary functions include:

1. Translating approved requirements and concepts into appropriate plans, to include system acquisition, installation integration, testing, and other support plans as required.
2. Ensuring that requirements are properly specified for appropriate governmental organizations and contractors.
3. Performing and supporting technical studies, and prototyping activities, to develop trade-offs and approaches.
4. Developing system concept options for implementing approved collection management requirements, concepts of operations, and functional capabilities, and recommending a preferred option for development and/or acquisition.
5. Developing alternative acquisition strategies for collection management systems or enhancements and selecting that strategy which is to be executed.
6. Serving as Systems Acquisition Manager for those products which are executed by the Office.
7. Assuring requirements compliance, resource schedule coherence for those acquisitions contracted via other Agency or government organizations.
8. Providing the necessary business management to ensure maintenance of schedule, cost, and technical performance.
9. Preparing, in coordination with other Agency and government elements, necessary program and budget requirements for studies, concept definitions, and acquisitions, including shared costs with other government organizations, and supporting the defense of these submissions.
10. Maintaining detailed knowledge of current collection management capabilities, performance, operating characteristics, and shortcomings.
11. Advising the Chief, R3, concerning the release of funds for collection management projects to other Agency or government organizations for execution, and coordinating with other Agency elements.

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	Jan 1987 to Present
LOCATION:	R34
STORAGE MEDIA:	Paper
VOLUME:	56 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	A. Administrative Records: Destroy when 3 years old. B. Correspondence File: Destroy when 5 years old. C. Program Management Records: Destroy when no longer needed for operations.
DISPOSITION NO.:	R34–1A, B and C

Technical Support File

This file consists of technical records regarding RAMP. CENU, RAMPAGE, and EMBANKMENT, including System Engineering Integration records and Interface Control Documents.

DATE SPAN:	1983 to Present
LOCATION:	R34
STORAGE MEDIA:	Paper
VOLUME:	162 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Permanent. Retire to NSA Archives.
DISPOSITION NO.:	R34–2

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R34
STORAGE MEDIA:	Paper
VOLUME:	4 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing. B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.
DISPOSITION NO.:	R34–3A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN:	N/A
LOCATION:	R34
STORAGE MEDIA:	Paper
VOLUME:	None
CLASSIFICATION:	N/A
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R34–4

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	1984 to Present
LOCATION:	R34
STORAGE MEDIA:	Paper
VOLUME:	2 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R34–5

R35

ADVANCED SYSTEMS DEVELOPMENT

R35

ADVANCED SYSTEMS DEVELOPMENT

The Chief, R35, is responsible to the Director, Geosynchronous Special Program Office (GEO/SPO), for acquisition of processing systems which will support the geosynchronous programs. The primary functions of the organization are designing, developing, installing, and testing of COMINT, ELINT, FOREIGN instrumentation, Search and Mission Management systems for deployment to geosynchronous sites and providing appropriate facilities and support mechanisms.

Primary functions include:

1. Translation of requirements into systems design, development and enhancements including preparation of PBS-II documents.

2. Evaluation of alternative approaches to satisfying validated requirements, recommending courses of action, and obtaining corporate NSA approval through the NSA/CSS Circular 25-5 process.

3. Management of execution-year funds. This function includes preparation of the FINPLAN which supports acquisition.

4. Management of all GEO/SPO system acquisitions, regardless of the means by which they are executed. This function includes the following specific activities.

    a. Cost and schedule estimating.

    b. Preparation of procurement documentation.

    c. Selection of potential sources for acquisitions.

    d. Evaluation of proposals.

    e. Assisting in negotiations.

    f. Providing overall contract or task management.

    g. Conduct of the design review process.

    h. Monitoring of cost, schedule, and technical performance of on-going contracts/tasks.

    i. Reviewing and approving contract/task plans and procedures.

    j. Conducting configuration management audits, and ensuring adequacy of quality assurance and acceptance testing.

    k. Ensuring that both systems and program level integrated logistic support matters are adequately addressed.

l. Planning for and participation in Operational Acceptance Test and Evaluation.

m. Ensuring that transportation, installation, integration, and transition to operational status are conducted efficiently and effectively.

Administrative File

This file consists of personnel, security, project meeting notes, training, project files, and other administrative files originated and used by the R35 office and division personnel.

DATE SPAN: 1988 to Present

LOCATION: R35

STORAGE MEDIA: Paper

VOLUME: 30 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Administrative Records: Destroy when 2 years old.

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

C Project Records: Permanent. Retire to NSA Archives.

DISPOSITION NO.: R35–1A, B and C

HIGHLIGHTER Proposals File

This file consists of proposals submitted in response to the HIGHLIGHTER RFP from BOOZ ALLEN, SAIC, ARC/Interim, and Northrop.

DATE SPAN: 1988 to Present

LOCATION: R35

STORAGE MEDIA: Paper

VOLUME: 20 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A. Successful Bids and Proposals: Destroy with related contract case file. (GRS 3-5a)

B. Unsuccessful Bids and Proposals: Destroy when related contract is completed (if filed separately from contract case file) or destroy with related contract case file (when filed with contract case file.) (GRS 3-5b)

DISPOSITION NO.: R35–2rA andrB

GEOSPO Project Material File

This file consists of documentation relative to Geosynchronous Special Program projects.

DATE SPAN: 1986 to Present

LOCATION: R35

STORAGE MEDIA: Paper

VOLUME: 24 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Permanent. Retire to NSA Archives.

DISPOSITION NO.: R35–3

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: 1986 to Present

LOCATION: R35

STORAGE MEDIA: Paper

VOLUME: 36 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R35–4A and B

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	1985 to Present
LOCATION:	R35
STORAGE MEDIA:	Paper
VOLUME:	24 cu. ft.
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R35–5

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN:	1987 to Present
LOCATION:	R35
STORAGE MEDIA:	Paper
VOLUME:	48 cu. ft.
CLASSIFICATION:	SECRET
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R35–6

GEOSPO Site Services File

This file contains documentation reflecting the coordination, guidance and exchange of SIGINT and RET&E information between NSA and the field sites.

DATE SPAN: 1985 to Present

LOCATION: R351

STORAGE MEDIA: Paper/Disk

HARDWARE: IBM XT PC

SOFTWARE: OFFICEWRITER

VOLUME: 94 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

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

DISPOSITION NO.: R35–7

R351 GEOSPO Project Materials File

This file contains data required to support Geosynchronous Special Program project acquisitions and field sites.

DATE SPAN: 1986 to Present

LOCATION: R351

STORAGE MEDIA: Paper/Floppy Disk/Hard Disk

HARDWARE: IBM PC

SOFTWARE: OFFICEWRITER/DOS

VOLUME: 120 CU. FT./258 floppy disks/50 Mb

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

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

DISPOSITION NO.: R35–8

R352 GEOSPO Project Material File

This file contains data required to support GEOSPO project acquisitions and field sites.

DATE SPAN:	1987 to Present
LOCATION:	R352
STORAGE MEDIA:	Paper/Hard
HARDWARE:	IBM PC
SOFTWARE:	OFFICEWRITER
VOLUME:	400 cu. ft./600 Megabytes
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy when superseded, revised, rescinded, obsolete or no longer needed for operations.
DISPOSITION NO.:	R35-9

R353 Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	1987 to Present
LOCATION:	R353
STORAGE MEDIA:	Paper
VOLUME:	10 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy after 2 years.
DISPOSITION NO.:	R35–10

R353 GEOSPO Project Material File

This file contains data required to support Geosynchronous Special Program projects.

DATE SPAN: 1987 to Present

LOCATION: R353

STORAGE MEDIA: Paper/Floppy Disks

HARDWARE: PC

SOFTWARE: OFFICEWRITER

VOLUME: 60 cu. ft./30 floppy disks

CLASSIFICATION: TOP SECRET CODEWORD

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

DISPOSITION NO.: R35–11

R354 GEOSPO Project Material File

This file contains data required to support GEOSPO project acquisitions and field sites.

DATE SPAN: 1985 to Present

LOCATION: R354

STORAGE MEDIA: Paper/Hard Disk

HARDWARE: IBMrPC

SOFTWARE: OFFICEWRITER

VOLUME: 100 cu. ft./50 Megabytes

CLASSIFICATION: TOP SECRET CODEWORD

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

DISPOSITION NO.: R35–12

R355 GEOSPO Project Materials File

This file contains data required to support GEOSPO project acquisitions and field sites.

DATE SPAN:	1987 to Present
LOCATION:	R355
STORAGE MEDIA:	Paper/Hard Disk/Floppy Disks
HARDWARE:	IBMPC
SOFTWARE:	OFFICEWRITER
VOLUME:	60 cu. ft./100 floppy disks/300 Megabytes
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy when superseded, revised, rescinded, obsolete or when no longer needed for operations.
DISPOSITION NO.:	R35-13

12 MAY '91
R355 disestab. -
incorporated with
R353 + R357

R355 DISESTABLISHED

R4

JOINT PROGRAMS

R4

JOINT PROGRAMS

The Chief, R4, is responsible to the Deputy Director for Research and Engineering (DDR) for providing program management for SIGINT systems as tasked.

Primary functions include:

1. Representing the DDR on matters dealing with the assigned programs, i.e. BSU, Spread Spectrum, High Data Rate, the GUESTMASTER Training Program [redacted]

NSA25X1
NSA25X3
NSA25X6

2. Serving as R&E focal point for requirements on assigned projects.

3. Developing architectural and planning concepts for assigned projects which ensure the compatibility, balance, and coherence of tasked systems and ensure their effective interface with other SIGINT systems.

4. Formulating those portions of the program, budget, and financial plan required to support assigned SIGINT systems development and acquisition.

5. Tasking line organizations for acquisition of subsystems.

6. Establishing project baselines, monitoring milestones, and reporting status of assigned projects to DDR.

7. Providing top level system engineering, configuration management, and configuration control of assigned systems.

8. Ensuring that adequate system level testing and support are planned and executed.

9. Identifying technology developments necessary for completion of assigned mission.

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	1985 to Present
LOCATION:	R4
STORAGE MEDIA:	Paper/Slides
VOLUME:	13 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records: Destroy after 3 years or when no longer required for operations, whichever is sooner.
DISPOSITION NO.:	R4–1A and B

Correspondence File

This file contains the record of R4's correspondence, as well as briefing files.

DATE SPAN:	UNAVAILABLE
LOCATION:	R4
STORAGE MEDIA:	Paper/Vugraphs/Slides
HARDWARE:	MacIntosh PC (ENDSHEET under development)
SOFTWARE:	Apple Proprietary
VOLUME:	12 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Cut off annually. Destroy when 5 years old.
DISPOSITION NO.:	R4–2

R42

SPREAD SPECTRUM SIGNALS PROGRAM MANAGEMENT OFFICE

R42

SPREAD SPECTRUM SIGNALS PROGRAM MANAGEMENT OFFICE

The Chief, R42, is responsible to the Chief, R4, for providing Spread Spectrum Collection and Processing Systems to satisfy SIGINT system requirements.

Primary functions include:

1. Representing the Deputy Director for Research and Engineering, NSA/CSS on matters dealing with the Spread Spectrum Signals Programs.

2. Maintaining cognizance of user requirements for detecting, collecting and processing spread spectrum signals.

3. Developing architectural and planning concepts for Spread Spectrum Collection and Processing Systems in accordance with customer requirements.

4. Planning, programming and budgeting as necessary to ensure proper funding levels for Spread Spectrum initiatives.

5. Establishing and maintaining technical expertise in the Spread Spectrum field and accomplishing system, technique and technology assessments, and tasking for technology development.

6. Developing and promulgating policy and guidance on SIGINT Spread Spectrum system acquisition matters.

7. Ensuring the compatibility, balance, and coherence of planned and existing Spread Spectrum Systems and ensuring the effective interface of the assigned systems with other SIGINT systems.

8. Tasking acquisition projects to appropriate NSA and SCE acquisition organizations.

9. Reviewing System Acquisition Plans, test plans, ILS documents, etc., to ensure that proposed system solutions meet the functional requirements stated by the operations customer.

10. Establishing project baselines, monitoring milestones and reporting status of assigned systems.

11. Ensuring the development of appropriate Integrated Support plans and provision of other support documentation for all systems required.

12. Ensuring that all DT&E and OT&E functions are suitably planned and executed for all systems acquired.

13. Coordinating, as required, technical aspects of SIGINT Spread Spectrum system development with Second and Third Parties.

14. Coordinating and monitoring, as applicable, SCE/MIL DEP development and acquisition of Spread Spectrum signal systems.

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R42

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R42–1A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R42

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R42–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: UNAVAILABLE

LOCATION: R42

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO.: R42–3

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: UNAVAILABLE

LOCATION: R42

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

B. Administrative Records: Destroy when 3 years old.

DISPOSITION NO.: R42–4A and B

R43

SHORT DURATION SIGNALS SPECIAL PROJECT OFFICE

NSA25X1
NSA25X3
NSA25X6

R43

SHORT DURATION SIGNALS SPECIAL PROJECT OFFICE

[redacted]

Correspondence File

This file contains the record of R43's correspondence. Also included is incoming mail, memoranda and quarterly reports regarding travel, personnel, training, and related office administrative subjects.

DATE SPAN: UNAVAILABLE

LOCATION: R43

STORAGE MEDIA: Paper

VOLUME: 36 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Administrative Records: Destroy when 3 years old.

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

C. Correspondence File: Destroy when 5 years old.

DISPOSITION NO.: R43–1A, B and C

R43 Project File

This file contains documents reflecting a history of each project relative to the SDS program. Information includes initiation, research, development, design, and testing to completion.

DATE SPAN: 1984 to Present

LOCATION: R43

STORAGE MEDIA: Paper

VOLUME: 30 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

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

DISPOSITION NO.: R43–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R43
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R43–3

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN:	UNAVAILABLE
LOCATION:	R43
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R43–4

R44

HIGH DATA RATE SIGNALS SPECIAL PROJECT OFFICE

R44

HIGH DATA RATE SIGNALS SPECIAL PROJECT OFFICE

The Chief, R44, is responsible to the Director, through DDR, and the Chief, R4, for the execution of the program management functions for the High Data Rate Program, the Bauded Signals Collection and Processing Program, and the GUESTMASTER Training Program to satisfy SIGINT requirements.

Primary functions include:

1. Representing the Director, NSA/CSS, on matters dealing with the assigned programs (HDR, BSU, and Training Programs).
2. Managing and developing architectural and planning concepts and system specifications in accordance with customer requirements.
3. Managing the assigned programs' budgets to include providing information required in preparing proposals and estimates for the programs, budgets, and financial plans to support development, acquisition, and life-cycle support and ensuring proper funding levels for the respective initiatives.
4. Maintaining control over the assigned programs to include project baselines within the program, monitoring milestones and reporting status of assigned programs to internal and external reviewers.
5. Developing program schedules.
6. Tasking for technology developments and acquisitions, as required.
7. Managing systems and subsystem interfaces and ensuring compatibility with other SIGINT systems.
8. Ensuring that all DT&E and OT&E functions are suitably planned and executed.
9. Ensuring that life-cycle support planning and implementation of the assigned systems takes place.
10. Developing and executing program level transition plans to operations and life-cycle support organizations.

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records. Also included are reference files.

DATE SPAN: 1986 to Present

LOCATION: R44

STORAGE MEDIA: Paper

VOLUME: 16 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

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

B. Administrative Records: Destroy when 2 years old.

C. Reference Files: Destroy when no longer of reference value.

DISPOSITION NO.: R44–1A, B and C

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R44

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 3 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R44–2A and B

Project Management File

This file contains project information on current R44 projects.

DATE SPAN:	1983 to Present
LOCATION:	R44
STORAGE MEDIA:	Paper
VOLUME:	10 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy when no longer needed for operations.
DISPOSITION NO.:	R44–3

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN:	UNAVAILABLE
LOCATION:	R44
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R44–4

R45

JOINT PROGRAMS ENGINEERING

R45

JOINT PROGRAMS ENGINEERING

The Chief, R45, is responsible to the Chief, R4, for system engineering support to all programs assigned to R4 for program management.

Primary functions include:

1. Developing systems architectural and planning concepts.

2. Ensuring the compatibility, balance, and coherence of all planned and existing systems and projects associated with programs under R4 purview, and ensuring the effective technical and operational interface of the assigned systems and projects with other SIGINT systems.

3. Providing system engineering to analyze requirements and develop tasking for project acquisitions.

4. Program management or program management support of the acquisition of those projects which are tasked.

5. Ensuring that all Development Test and Evaluation (DT&E) and Operational Test and Evaluation (OT&E) functions are suitably planned and executed for all projects acquired.

Project Reference File

This file contains reference materials for each of the projects in the Joint Programs Engineering Office.

DATE SPAN: 1986 to Present

LOCATION: R45

STORAGE MEDIA: Paper

VOLUME: 300 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy 2 years after completion of project.

DISPOSITION NO.: R45–1

Correspondence File

This file contains memoranda, messages, and security information sent out by the Joint Programs Engineering Office.

DATE SPAN: 1981 to Present

LOCATION: R45

STORAGE MEDIA: Paper

VOLUME: 200 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy after 5 years.

DISPOSITION NO.: R45–2

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R45
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing. B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.
DISPOSITION NO.:	R45–3A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN:	UNAVAILABLE
LOCATION:	R45
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R45–4

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: UNAVAILABLE

LOCATION: R45

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

B. Administrative Records: Destroy when 3 years old.

DISPOSITION NO.: R45–5A and B

R46

SYSTEMS MANAGEMENT

R46

SYSTEMS MANAGEMENT

The Chief, R46, is responsible to the Chief, R4, for providing a wide range of system level management functions for the R4 programs to include site management, schedule management, configuration and data management, and integrated logistic support management. Responsibilities also include contract management and administration, development and support of management information systems, and security.

Primary functions include:

1. Developing system level planning objectives and concepts which allow R4 to effectively manage and transition major Agency programs to operations and life-cycle support organizations.
2. Establishing system level program management and support policies and guidelines for R4 programs.
3. Ensuring consistency (relative to R4 programs) in dealings with Service Cryptologic Elements, sites, and other external Agency organizations.
4. Managing contracts which provide level of effort, engineering, and support activities to the R4 programs.

Management Administrative Files

This file consists of site, data, and configuration management records, as well as general office administrative records.

DATE SPAN: 1987 to Present

LOCATION: R46

STORAGE MEDIA: Disk

HARDWARE: IBMrPC

SOFTWARE: OFFICE WRITER

VOLUME: 12 floppy disks

CLASSIFICATION: TOP SECRET CODEWORD

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

B. Office Administrative Records: Destroy when no longer needed for operations.

C. Management Administrative Records: Destroy when no longer needed for operations.

DISPOSITION NO.: R46–1A, B and C

Reference File

This file contains reference material relative to NSA policy and procedures and acquisition of programs/systems for operations.

DATE SPAN: 1986 to Present

LOCATION: R46

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

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

DISPOSITION NO.: R46–2

Word Processing File

This file contains word processor directions and consists of memoranda drafts, action item responses, contractor performance evaluation.

DATE SPAN:	1987 to Present
LOCATION:	R46
STORAGE MEDIA:	Disk
HARDWARE:	IBMrPC
SOFTWARE:	OFFICE WRITER
VOLUME:	15 files
CLASSIFICATION:	SECRET
DISPOSITION:	Delete when no longer needed to create hard copy. (GRS 23-2a)
DISPOSITION NO.:	R46–3

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN:	UNAVAILABLE
LOCATION:	R46
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R46–4

R5

RESEARCH

R5

RESEARCH

The Chief, R5, is responsible to the DDR for developing and implementing a program of research and exploratory development necessary to generate and evaluate technical innovations and reduce to practical utility those of significant value to the SIGINT (both strategies and tactical) and INFOSEC needs.

Primary functions include:

1. Formulating and implementing a program of research and exploratory development necessary to generate and evaluate technical innovations and reduce to practical utility those of significant value to the SIGINT, both strategic and tactical, and INFOSEC needs.

2. Characterizing and demonstrating feasibility of new techniques/technologies for application to SIGINT and INFOSEC problems.

3. Providing support in scientific disciplines needed in on-going SIGINT/INFOSEC programs.

4. Serving as the focal point for research programs of the intelligence community.

5. Supports ADDR(T) in the management of TRP, and executes assigned portions of the Tactical SIGINT Technology program.

6. Serving as the principal channel of communications between the Agency and major portions of the scientific community (academic/industrial/government) for the infusion and evaluation of new technology and techniques into NSA.

7. Advising DDR and other appropriate Agency management of the implications of new technological developments to the SIGINT/INFOSEC systems.

8. Formulating those portions of the CCP, TCP, CRP and CSP programs which derive from the research base.

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	1985 to Present
LOCATION:	R5
STORAGE MEDIA:	Paper
VOLUME:	122 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	A. Administrative Records: Destroy when 2 years old. B. Correspondence File: Destroy when 5 years old. C. Reference Files: Destroy when no longer needed for reference purposes.
DISPOSITION NO.:	R5–1A, B and C

R509

OPERATIONS AND MANAGEMENT SUPPORT STAFF

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	Current Year plus 2
LOCATION:	R509A
STORAGE MEDIA:	Paper
VOLUME:	78 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: Destroy when 3 years old.
DISPOSITION NO.:	R509–1A and B

Resources Management File

This file contains information regarding acquisitions, programming, budgeting, and facilities used in supporting R5 operations.

DATE SPAN:	Current Year plus 3
LOCATION:	R509B
STORAGE MEDIA:	Paper
VOLUME:	80 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy when 3 years old.
DISPOSITION NO.:	R509–2

Systems Contract File

This file contains supporting documentation for contracts which consist of procurement documentation for technology research efforts.

DATE SPAN:

LOCATION: R509

STORAGE MEDIA: Paper

VOLUME: cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Transactions of $25,000 or less and construction contracts under $2,000: Destroy 3 years after final payment. (GRS 3-3a (2)).

B. Transactions of more than $25,000 and all construction contracts exceeding $2,000: Destroy 6 years and 3 months after final payment. (GRS 3-3a(1)).

DISPOSITION NO.: R509-3 A or B (previously R509-1B)

R51

MATHEMATICS

R51

MATHEMATICS

The Chief, R51, is responsible to the Chief, R5, for developing and implementing a program of cryptomathematical research and experimentation necessary to generate and evaluate technical innovations and reduce to practical utility those of significant value to the SIGINT and COMSEC needs.

Primary functions include:

1/ Formulating and implementing research efforts in the mathematical sciences appropriate for SIGINT/COMSEC needs, documenting appropriate results, and disseminating results to appropriate elements of NSA/CSS.

2. Evaluating the potential impact of new mathematical techniques on problems in SIGINT and COMSEC, and assisting in the introduction into appropriate elements of those which appear to offer significant advantages over older methods.

3. Serving as the focal point for mathematical research efforts of the intelligence community, and for providing consultative services in mathematics and statistics to all elements of NSA/CSS.

4. Providing technical and administrative coordination of the IDA-CRD research efforts with NSA/CSS elements.

5. Serving as the principal channel of communications between the Agency and major portions of the scientific community (academic/government) for the evaluation and infusion into NSA of mathematical knowledge.

6. Aiding in the formulation of those portions of the CCP and CRP programs which derive from the research base.

Mathematical Reference File

This file contains the most complete collection of classified mathematics within NSA and houses documents relating to mathematics written by Agency personnel. IDA-CRD, GCHQ and the outside. They also provide mathematicians with a valuable source of readily obtainable information.

DATE SPAN: 1918 to Present

LOCATION: R5

STORAGE MEDIA: Paper

HARDWARE: Xerox Star 860/SUN-3

SOFTWARE: Xerox Star 860/SUN-3

VOLUME: 347 cu. ft. (4 cu. ft. per year)

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

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

DISPOSITION NO.: R51–1

Mathematical Research Administrative File

This file includes personnel, budget awards, security, training, travel, and related information. Also included are contracts, correspondence and various math and technical papers.

DATE SPAN: 1986 to Present

LOCATION: R51

STORAGE MEDIA: Paper✓

VOLUME: 126 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION:
A. Administrative File: Destroy when 3 years old.
B. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)
C. Contracts File: Destroy upon termination or completion. (GRS 3-3c)
D. Math and Technical Papers Not Filed in Reference File: ✓ Permanent. Retire to NSA Archives.
E. Extra Copies of Math Technical Papers: Destroy when no longer needed for reference purposes.

DISPOSITION NO.: R51–2A, B, C, D and E

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: 1972 to Present

LOCATION: R51

STORAGE MEDIA: Paper

VOLUME: 568 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R51–3A and B

Monthly Reports File

This file contains reports which have monthly technical findings not documented anywhere else.

DATE SPAN: 1970 to Present

LOCATION: R51

STORAGE MEDIA: Paper /micro.

VOLUME: cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanente Transfer hardcopy to NCRC. microf.?

DISPOSITION NO.: R51-4

PL 86-36/50 USC 3605

[redacted]

3/3/92

R52

COMMUNICATIONS SCIENCE

R52

COMMUNICATIONS SCIENCE

The Chief, R52, is responsible to the Chief, R5, for developing and implementing a program of research and exploratory development in the areas of signal theory, radio science, and voice research.

Primary functions include:

1. Using in-house or contracted resources to formulate and implement research programs directed at developing new or improved techniques.
2. Using in-house or contracted resources to formulate and implement research programs in communication science for SIGINT and COMSEC applications.
3. Providing technical consultation to operational elements.
4. Evaluating new communication technology in the scientific community as to its impact on SIGINT/COMSEC operations.
5. Developing through purchases and in-house designs and deploying experimental technology demonstration systems to facilitate the transfer of new technology to operational use.

Office File

This file contains record copies of R52 memoranda, correspondence, messages and monthly reports.

DATE SPAN:	1984 to Present
LOCATION:	R52
STORAGE MEDIA:	Paper/Disk and/or Computer, Disk
VOLUME:	54 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Destroy when 5 years old.
DISPOSITION NO.:	R52–1

Contract File

This file contains records relating to current and past contracts.

DATE SPAN:	1984 to Present
LOCATION:	R522, R523
STORAGE MEDIA:	Paper/Disk
VOLUME:	52 cu. ft.
CLASSIFICATION:	CONFIDENTIAL
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R52–2

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R52

STORAGE MEDIA: Paper/Disk

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R52–3A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R52

STORAGE MEDIA: Paper/Disk

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R52–4

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R52
STORAGE MEDIA:	Paper/Disk and/or Computer, Disk
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R52–5

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R52
STORAGE MEDIA:	Paper/Disk and/or Computer,Disk
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records: Destroy when 3 years old.
DISPOSITION NO.:	R52–6A and B

Ordering Officer File

This file consists of the official records of purchases made by the L4 Ordering Officer colocated in the R52 organization.

DATE SPAN: 1985 to Present

LOCATION: R52

STORAGE MEDIA: Paper/Disk and/or Computer,Disk

VOLUME: 6 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A. Transactions of More Than $25,000: Destroy 6 years and 3 months after final payment.

B. Transactions of $25,000 or Less: Destroy 3 years after final payment. (GRS-3a(1))

DISPOSITION NO.: R52-7A and B

Operating System File

This file consists of the basic operating systems located on computer or magnetic media which are used in the day-to-day operation of the research organization.

DATE SPAN: UNAVAILABLE

LOCATION: R52, R522, R523

STORAGE MEDIA: Magnetic Tape/Computer

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Retain by OPI for life of system.

DISPOSITION NO.: R52-8

Data Base Files

These files consist of various data bases on which basic research is conducted to assist collectors, transcribers, and analysts with priority target communications through the use of "wordspotting" and speaker identification.

DATE SPAN: UNAVAILABLE

LOCATION: R522, R523

STORAGE MEDIA: Magnetic Tape/Computer

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Master copy not destroyable. ✓

DISPOSITION NO.: R52-9

Purchase Request File

This file consists of records of purchases for R521 and R522.

DATE SPAN: 1985 to Present

LOCATION: R52

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: SECRET

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

DISPOSITION NO.: R52-10

Order File

This file consists of orders placed for R52 by the Ordering Officer.

DATE SPAN:	1986 to Present
LOCATION:	R52
STORAGE MEDIA:	Paper
VOLUME:	4 cu. ft.
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	A. Transactions of More Than $25,000: Destroy 6 years and 3 months after final payment. (GRS 3a(1)) B. Transactions of $25,000 or Less: Destroy 3 years after final payment. (GRS-3a(2))
DISPOSITION NO.:	R52-11A and B

R54

LABORATORY AND PHYSICAL SCIENCES

R54

LABORATORY AND PHYSICAL SCIENCES

The Chief, R54, is responsible to the Chief, R5, for developing a program of in-house and contractual research in the Physical Sciences which assures that NSA has the necessary technological posture to meet current and future SIGINT/COMSEC challenges.

Primary functions include:

1. Ensuring that NSA development programs are founded on a solid physical science foundation.
2. Identifying, formulating, and implementing both in-house and contractual programs which could have an important impact on future collection, communication, and processing demands of the SIGINT/COMSEC community.
3. Providing direct physics support and guidance to NSA system designers working on current development objectives.
4. Serving as the focal point for physical science research programs in the intelligence community.
5. Serving as the principal channel of communication between NSA and the scientific community (academic, industrial, and government) for the evaluation and infusion of new physical science technology and techniques into NSA/CSS.
6. Maintaining a vigorous and original in-house research program in the physical sciences with supplemental contracted research efforts.
7. Providing independent evaluations of physical science technologies and programs for R&D management.
8. Aiding in the formulation of programs which derive from a physical sciences research base.

R54 Beachhead File

This file contains reports, project information, papers, and other material classified higher than Secret which cannot be forwarded to the laboratory at College Park, Maryland.

DATE SPAN: 1979 to Present

LOCATION: R54

STORAGE MEDIA: Paper

VOLUME: 24 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Agency Reports and Read Folders: Destroy after 5 years or when no longer needed for reference.

B. Special Collection and Academic Liaison Records: Permanent. Retain by OPI.

DISPOSITION NO.: R54–1A and B

Cryptographic Logics and Systems File

This file contains cryptographic descriptions, evaluations and supporting cryptomathematical research papers.

DATE SPAN: 1958 to Present

LOCATION: R54

STORAGE MEDIA: Paper

VOLUME: 50 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Retire to NSA Archives.

DISPOSITION NO.: R54–2

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R54

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R54–3A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R54

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R54–4

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: UNAVAILABLE

LOCATION: R54

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO.: R54–5

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: UNAVAILABLE

LOCATION: R54

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

B Administrative Records: Destroy when 3 years old.

DISPOSITION NO.: R54–6A and B

R57

TACTICAL SYSTEMS TECHNOLOGY DEVELOPMENT

R57

TACTICAL SYSTEMS TECHNOLOGY DEVELOPMENT

The Chief, R57, is responsible to the Chief, R5, for providing, under the auspices of the Technology Review Panel (TRP), the technology required to ameliorate current and projected tactical SIGINT system performance deficiencies.

Primary functions include:

1. Supporting the TRP Chairman in the formulation and management of the TCP TST Program.
2. Executing TRP assigned exploratory and advanced technology programs within the TST.
3. Maintaining an awareness of signals environment and trends as they affect TCP systems' performance and technology development needs.
4. Maintaining an awareness of TCP, CCP, CRP and CSP technology development programs, advising the TRP on duplication and technology transfer opportunities.
5. Evaluating proposed TCP technology development initiatives and making recommendations to Chief, R5, and ADDR(T).
6. Tracking the industrial community IR&D effort and working to orient applicable portions of the R&D to satisfy tactical needs.
7. Developing and maintaining a tactical technology data base that describes current and projected technology product demonstration dates.

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R57
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records: Destroy when 3 years old.
DISPOSITION NO.:	R57–1A and B

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R57
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing. B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.
DISPOSITION NO.:	R57–2A and B

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R57
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R57–3

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN:	UNAVAILABLE
LOCATION:	R57
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R57–4

R6

HIGH FREQUENCY (HF) SYSTEMS

9207

R6 + 7 DISESTAB. → R4

R6

HIGH FREQUENCY (HF) SYSTEMS

The Chief, R6, is responsible to the DDR for all aspects of the SIGINT system devoted to the High Frequency Electro-Magnetic Spectrum and below.

Primary functions include:

1. Developing the overall Agency HF architecture.
2. Serving as the focal point for translation of operational needs and concepts into architectural plans for new HF systems or major upgrades to existing HF systems.
3. Developing the planning for systems concepts and obtaining approval of projects, acquiring the systems and planning for their life cycle support.
4. Formulating those portions of the CCP required to support the HF systems planning, acquisition and life-cycle support and to include the technology program appropriate for HF system development.
5. Reviewing, monitoring and reporting status of assigned systems through planning, acquisition and support phases.
6. Maintaining liaison with other NSA/CSS elements, SCEs. contractors, Second and Third Parties on developments they may be undertaking which impact on or interface with U.S. HF SIGINT field site operations.
7. Designing, developing, acquiring (in-house, in other Government laboratories or on contract), integrating, installing and performing testing of HF SIGINT equipment and systems.
8. Formulating and executing a program of techniques and component development to ensure the availability of appropriate technology for HF SIGINT systems applications.
9. Formulating and developing interoperability concepts and recommending implementation methods and associated standards for the HF system.

R606

ADVANCED DEVELOPMENT STAFF

R609

OPERATIONS AND MANAGEMENT STAFF

R61

FIELD SYSTEM ACQUISITION

R61

FIELD SYSTEM ACQUISITION

The Chief, R61, is responsible to the Chief, R6, for the planning, reviewing, design, development, acquisition, installation, and testing of HF Field Systems. It includes coordination with the SCEs and Second and Third Parties on assigned HF efforts. Responsibilities also include those remoted collection system requirements targeted against above-HF signals on a Quick Reaction Capability (QRC) basis.

Primary functions include:

1. Developing architectural and planning concepts within the scope of the assigned mission.
2. Assisting in preparation of necessary program submissions on assigned projects for inclusion in the CCP.
3. Developing documentation required by NSA Circular 25-5 for assigned projects.
4. Translating operational requirement for assigned systems into functional designs of new systems of redesigns of existing systems.
5. Performing cost effectiveness and trade-off analysis on assigned systems, as required.
6. Designing, developing, acquiring, fabricating, installing and performing test and evaluation of assigned equipment and systems in response to the specifications.
7. Maintaining control over assigned projects, establishing project baselines, monitoring milestones and reporting status of assigned systems.
8. Ensuring the effective interface of assigned systems with other SIGINT systems.
9. Ensuring the development of technical documentation and configuration management for assigned systems.
10. Developing antenna design and collection system enhancements that will lead to improved signal collection by QRC and non-QRC deployed systems.
11. Executing system and equipment design, acquisition and installation of QRC Collection Systems.

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: 1987 to Present

LOCATION: R61

STORAGE MEDIA: Paper

VOLUME: 200 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

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

B. Administrative Records: Destroy when 3 years old.

DISPOSITION NO.: R61–1A and B

Current Contracts File

This file contains current contractual data for a number of existing contracts, including GFE/GFM Equipment Location Logs and Commercial Equipment Documentation.

DATE SPAN: 1985 to Present

LOCATION: R61

STORAGE MEDIA: Paper

VOLUME: 148 cu. ft.

CLASSIFICATION: SECRET CODEWORD

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

DISPOSITION NO.: R61–2

R61 Security Documentation File

This file contains all R61 courier, security, and safety records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R61
STORAGE MEDIA:	Paper
VOLUME:	2 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy when superseded or obsolete.
DISPOSITION NO.:	R61–3

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R61
STORAGE MEDIA:	Paper
VOLUME:	20 cu. ft.
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R61–4

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R61
STORAGE MEDIA:	Paper
VOLUME:	40 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing. B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.
DISPOSITION NO.:	R61–5A and B

R62

SPECIAL SYSTEMS

R62

SPECIAL SYSTEMS

The Chief, R62, is responsible to the Chief, R6, for the planning, review, design, development, acquisition, systems management and life-cycle support planning for assigned HF SIGINT systems. This activity encompasses assigned fixed site field modernization, S&W systems, Morse, voice collection systems, and selected automation systems. It includes coordination with the SCEs and Second and Third Parties on assigned HF efforts.

Primary functions include:

1. Developing architectural and planning concepts within the scope of the assigned mission.
2. Assisting in preparation of necessary program submissions on assigned projects for inclusion in the CCP.
3. Developing documentation required by NSA Circular 25-5 for assigned projects.
4. Translating operational requirements for assigned systems into functional designs of new systems or redesigns of existing systems.
5. Performing cost effectiveness and trade-off analysis on assigned systems, as required.
6. Designing, developing, acquiring, fabricating, installing and performing test and evaluation of assigned equipment and systems in response to the specifications.
7. Maintaining control over assigned projects, establishing project baselines, monitoring milestones and reporting status of assigned systems.
8. Ensuring the development of the support concept, life-cycle costing of the system, and preparation of the ILSP based on the approved support/maintenance concept to include determining the support deliverables with each system.
9. Ensuring the effective interface of assigned systems with other SIGINT systems.
10. Ensuring the development of technical documentation and configuration management for assigned systems.

Reference File

This file includes information regarding personnel, financial planning, procurement actions, and related records.

DATE SPAN: 1987 to Present

LOCATION: R62

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION:
A. Administrative Records: Destroy when 2 years old.
B. Personnel Information: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)
C. Procurement Records: Destroy upon termination or completion. (GRS 3-3c)
D. Reference Materials: Destroy when no longer of reference value.

DISPOSITION NO.: R62–1A, B, C and D

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R62

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION:
A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R62–2A and B

R63

ADVANCED HF CONCEPTS DEVELOPMENT, ENGINEERING AND SUPPORT

R63

ADVANCED HF CONCEPTS DEVELOPMENT, ENGINEERING AND SUPPORT

The Chief, R63, is responsible to the Chief, R6, for a technology program, acquisition and testing, systems support and facilities planning, and product assurance engineering.

Primary functions include:

1. Preparing necessary budget and program submission on assigned projects for inclusion in the CCP.
2. Performing cost effectiveness and trade-off analysis on assigned systems, as required.
3. Acquiring, evaluating and delivering assigned components in response to HF systems and, as tasked, R&E requirements.
4. Developing, acquiring and deploying HF site common systems and, as tasked, other HF systems.
5. Developing and executing an advance technology program to provide collection, signals analysis and processing recording techniques, components, and subsystems, radio frequency distribution, receivers, recorders and antennas for inclusion in HF systems. Recording techniques, components, and subsystems, radio frequency distribution, receivers, recorders and antennas for inclusion in HF systems.
6. Maintaining control over assigned projects, establishing project baselines, monitoring milestones and reporting status of assigned systems.
7. Ensuring the development of the support concept, ILS products, life-cycle cost estimates of the system, and preparation of the ILSP based on the approved support/maintenance concept for all HF systems.
8. Providing consulting services to the SCEs/MILDEPs on problem areas during design and construction/modification of the required facilities.
9. Serving as Responsible Action Office (RAO) for all support planning at specified locations.
10. Developing and implementing an effective product assurance program.
11. Serving as mail and message distribution center for R63.

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R63

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R63–1A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R63

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R63–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: 1986 to 1989

LOCATION: R63

STORAGE MEDIA: Paper

VOLUME: 80 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO.: R63–3

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: 1986 to 1989

LOCATION: R63

STORAGE MEDIA: Paper

VOLUME: 59 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

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

B. Administrative Records: Destroy when 3 years old.

DISPOSITION NO.: R63–4A and B

R631 Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: 1986 to 1989

LOCATION: R631

STORAGE MEDIA: Paper

VOLUME: 12.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R631–1A and B

R631 Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: 1986 to 1989

LOCATION: R631

STORAGE MEDIA: Paper

VOLUME: 2.5 cu. ft.

CLASSIFICATION: SECRET- CCO

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

DISPOSITION NO.: R631–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: 1986 to 1989

LOCATION: R631

STORAGE MEDIA: Paper

VOLUME: 179.5 cu. ft.

CLASSIFICATION: SECRET- CCO

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO.: R631–3

R631 Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: 1986 to 1989

LOCATION: R631

STORAGE MEDIA: Paper

VOLUME: 32.5 cu. ft.

CLASSIFICATION: SECRET- CCO

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

B. Administrative Records: Destroy when 3 years old.

DISPOSITION NO.: R631–4A and B

R632 Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: 1984 to 1989

LOCATION: R632

STORAGE MEDIA: Paper

VOLUME: 70 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R632-1A and B

R632 Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: 1984 to 1989

LOCATION: R632

STORAGE MEDIA: Paper

VOLUME: 34 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

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

DISPOSITION NO.: R632–2

R632 Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: 1984 to 1989

LOCATION: R632

STORAGE MEDIA: Paper

VOLUME: 141 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO.: R632–3

R632 Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: 1984 to 1989

LOCATION: R632

STORAGE MEDIA: Paper

VOLUME: 15 Cu. Ft.

CLASSIFICATION: TOP SECRET CODEWORD, TK

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

B. Administrative Records: Destroy when 3 years old.

DISPOSITION NO.: R632–4A and B

R633 Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN:	1986 to 1989
LOCATION:	R633
STORAGE MEDIA:	Paper
VOLUME:	75.6 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing. B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.
DISPOSITION NO.:	R633-1A and B

R633 Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN:	1986 to 1989
LOCATION:	R633
STORAGE MEDIA:	Paper
VOLUME:	4.72 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R633-2

R633 Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	1986 to 1989
LOCATION:	R633
STORAGE MEDIA:	Paper
VOLUME:	4.72 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R633–3

R633 Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	1986 to 1989
LOCATION:	R633
STORAGE MEDIA:	Paper
VOLUME:	9.45 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, TK
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records: Destroy when 3 years old.
DISPOSITION NO.:	R633–4A and B

R64

SPECIAL SIGNALS

R64

SPECIAL SIGNALS

The Chief, R64, is responsible to the Chief, HF Systems Group (R6) for the development and the initial deployment of special signals search, collection, and direction finding (DF) systems. This is to include the translation of operational needs into system performance parameters and system configurations which are compatible with the overall HF system architecture and their subsequent implementations. It also includes the fostering and development of technologies critical to this mission.

Primary functions include:

1. Conducting research and technology studies/developments supporting HF special signals search, collection, and DF.
2. Translation of operational needs into system performance parameters and system configurations.
3. Performance of design trade-off studies.
4. Developing system designs and effecting their accomplishment through in-house or contractual efforts.
5. Providing/obtaining assessments of environmental factors and their impact on special signal system design and utilization.
6. Integration of special signal systems into HF field sites.
7. Integration of HF special signal systems into the entire special signals system.
8. Representing the technical arm of the PMO organization (R4) relative to the overall (including Services) HF special signals activities to ensure compatibility with the HF architecture, to ensure maximum commonality and system modularity, as feasible and appropriate.
9. Maintaining close liaison and coordination with related industrial IR&D programs and Service programs to avoid unnecessary duplications in efforts and to ensure interoperability and commonality of systems, as may be appropriate, include the translation of operational needs into system performance parameters and system.

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R64

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R64–1A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R64

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R64–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R64
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R64–3

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R64
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records: Destroy when 3 years old.
DISPOSITION NO.:	R64–4A and B

R7

LINE-OF-SIGHT (LOS) SYSTEMS

R7

LINE-OF-SIGHT (LOS) SYSTEMS

The Chief, R7, is responsible to DDR for the overall technology, architecture, design, planning, program development, life-cycle support planning, costs, engineering development and management acquisition, technological services and related support of LOS systems for the Cryptologic Community. He is additionally responsible for the development of SIGINT systems in support of tactical operations.

Primary functions include:

1. Serving as the DDR focal point for translation of operational needs and concepts into the plans, designs, cost development and acquisition of new LOS systems and significant upgrades to existing LOS systems.
2. Ensuring the compatibility, balance and coherence of all planned and existing LOS systems throughout R&E and the Cryptologic Community.
3. Organizing, managing, and controlling activities concerned with the planning and execution of LOS programs within NSA and guiding the efforts of the Cryptologic Community.
4. Formulating and managing those portions of the program and budget required to support LOS areas of work.
5. Providing for the development of overall Systems Architecture and plans in support of line-of-sight target collection and field processing, and formulating and executing a technology development program.
6. Providing for the coordination and interface between LOS systems planning and development and the related efforts in Second and Third Party, Special Source, Covert, Mobile, and Communications Processing.
7. Participating with SCEs as primary R focal point for all LOS related activities executed by the SCEs, to include review, monitoring, and reporting functions on SCE LOS projects, budget preparation, justification, architecture and planning.
8. Providing for coordination with certain HF systems and certain overhead systems working against common targets, as required.
9. Developing Integrated Logistics Support Plans and providing engineering support on LOS systems and equipments during the planning and acquisition process.
10. Assisting in providing cross-program systems engineering management support to NSA principals and to Service systems commands for those capabilities being developed to provide SIGINT support to military operations.

11. Evaluating Support to Military Operations (SMO) system development and acquisition programs in the TCP by identifying and documenting system deficiencies, recommending system modifications and procedural changes, and by providing programmatic and technical assessments.

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R7
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records: Destroy when 3 years old.
DISPOSITION NO.:	R7–1A and B

R701

PERSONNEL RESOURCES STAFF

R702

FINANCIAL RESOURCES STAFF

R71

ECHELON SYSTEMS

R71

ECHELON SYSTEMS

The Chief, R71, is responsible to the Chief, R7, for the overall architecture, program development, budget formulation, design, planning, engineering development, acquisition, and related support planning of ILC FROSTING (ECHELON) systems. ECHELON systems are those systems dedicated to collection, field processing, and forwarding of signals from non-Soviet communications satellites.

Primary functions include:

1. Translating operational needs and concepts into the plans, designs, development, and acquisition of second-generation ECHELON systems and significant upgrades to existing ECHELON systems.
2. Ensuring the compatibility, balance and coherence of all planned and existing ECHELON systems.
3. Organizing, managing, and controlling activities concerned with the planning, budgeting, and execution of ECHELON programs.
4. Developing Integrated Logistics Support Plans and providing engineering support on ECHELON systems and equipments during the planning and acquisition process.
5. Maintaining current detailed information on the physical, technical, and operational status of the CARBOY, GERANIUM, JACKKNIFE, and TIMBERLINE systems and related site characteristics.
6. Developing studies and analysis to support related Second Party ILC activities and as requested for Third Party special projects.
7. Maintaining expertise, and conducting necessary research and development, in antenna and RF engineering disciplines required for the current and future R7 mission.
8. Developing new antenna and collection system techniques and related subsystems or components for application of SIGINT systems.
9. Supporting other R7 elements in antenna and RF engineering disciplines.

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R71

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R71–1A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R71

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R71–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: UNAVAILABLE

LOCATION: R71

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO.: R71–3

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: UNAVAILABLE

LOCATION: R71

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

B. Administrative Records: Destroy when 3 years old.

DISPOSITION NO.: R71–4A and B

R72

TRANSIENT SYSTEMS

NSA25X1
NSA25X3
NSA25X6

R72

TRANSIENT SYSTEMS

The Chief, R72, is responsible to the Chief, R7, for the overall architecture, program development, budget formulation/management, design, planning, engineering development, acquisition, and related support planning of TRANSIENT systems and equipment. TRANSIENT systems are those systems dedicated to collection, field processing, and forwarding of signals [redacted]

Primary functions include:

1. Serving as the R&E focal point for translation of operational needs and concepts into the plans, designs, development and acquisition of new TRANSIENT systems and significant upgrades to existing TRANSIENT systems.

2. Ensuring the compatibility, balance and coherence of all planned and existing TRANSIENT systems.

3. Organizing, managing and controlling activities concerned with the planning and execution of TRANSIENT programs.

4, Developing Integrated Logistics Support Plans and providing engineering support to TRANSIENT systems and equipments during the planning and acquisition process.

5. Ensuring the maintenance of detailed information on the physical, technical and operational status of TRANSIENT systems and related site characteristics.

6. Maintaining expertise and conducting necessary research and development, in signal demodulation, demultiplexing, and detection disciplines required for the current and future R7 mission.

7. Supporting other R7 elements in signal recovery technology.

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R72

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R72–1A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R72

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R72–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: UNAVAILABLE

LOCATION: R72

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO.: R72–3

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: UNAVAILABLE

LOCATION: R72

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

B. Administrative Records: Destroy when 3 years old.

DISPOSITION NO.: R72–4AeandeB

R73

SIGINT SYSTEMS

R73

SIGINT SYSTEMS

The Chief, R73, is responsible to the Chief, R7, for the overall architecture, program development, budget formulation/management, design, planning, engineering development, acquisition and related support planning of ground-based Line-of-Site (LOS) SIGINT systems, including COMINT and ELINT equipments throughout the Cryptologic Community.

Primary functions include:

1. Serving as the R&E focal point for translation of operational needs and concepts into the plans, designs, development and acquisition of new systems and significant upgrades to existing ground-based LOS SIGINT systems.
2. Ensuring the compatibility, balance, and coherence of all planned and existing ground-based LOS SIGINT systems.
3. Organizing, managing and controlling activities concerned with the planning, budgeting, and execution of ground-based LOS SIGINT programs.
4. Developing Integrated Logistics Support Plans and providing engineering support to ground-based LOS SIGINT systems during the planning and acquisition process.
5. Organizing and conducting an assessment of an ongoing technology development program in support of field collection, processing and analysis applications for LOS systems.
6. Maintaining expertise, and conducting necessary research and development, in digital processing, artificial intelligence, and millimeter wave disciplines.
7. Supporting other R7 elements in areas of expertise.

Administrative File

This file contains records pertaining to general office administration as well as correspondence files and security pass records.

DATE SPAN: 1984 to Present

LOCATION: R73

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. Administrative File: Destroy when 3 years old.

B. Correspondence File: Destroy when 5 years old.

C. Security Pass Records: Destroy when superseded or obsolete.

DISPOSITION NO.: R73–1A, B and C

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R73

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R73–2A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R73

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R73–3

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: UNAVAILABLE

LOCATION: R73

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO.: R73–4

R74

ADVANCED SIGNAL SYSTEMS

R74

ADVANCED SIGNAL SYSTEMS

The Chief, R74, is responsible to the Chief, R7, for overall program planning, design budget formulation, engineering development, management and systems acquisition activities for advanced, complex and difficult-to-detect Line-of-Site (LOS) signals such as the Spread Spectrum Signal Set.

Primary functions include:

1. Translating operational requirements and concepts into the plans, designs, development and acquisition methods and activities for advanced signal system and significant upgrades to existing systems.
2. Ensuring compatibility, balance and coherence of planned and existing advanced signal systems.
3. Organizing, managing and controlling resources and activities concerning the fiscal program, system planning and execution.
4. Developing the appropriate support concept and plans for advanced signal systems.
5. Organizing and conducting an in-house technology development program to support field collection, processing and analysis for advanced signals.
6. Providing project and task reporting, task reviews, briefing and project planning milestones.
7. Contributing as required to other R7 activities.

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R74

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R74–1A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R74

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R74–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R74
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R74–3

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R74
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records: Destroy when 3 years old.
DISPOSITION NO.:	R74–4A and B

R75

SPECIAL SOURCE SYSTEMS

NSA25X1
NSA25X3
NSA25X6
NSA25X7

R75

SPECIAL SOURCE SYSTEMS

The Chief, R75, is responsible to the Chief, R7, for system architecture, functional design, programming, budgeting and project management, including planning, acquisition, support and life-cycle configuration management [redacted], in addition to being the R interface with DDO for these programs.

Primary functions include:

1. Developing architectural and planning concepts within the scope of the mission of R75.
2. Translating operational requirements assigned to R75 into functional designs for new systems or redesigns of existing systems.
3. Developing specifications based on functional designs.
4. Performing feasibility studies, including exploratory development, fabrication and test of state-of-the-art techniques in response to R75 mission requirements.
5. Providing a Quick Response Capability (QRC) for requirements that are unique to R75 and the programs R75 supports.
6. Maintaining cognizance of state-of-the-art and advanced technology in the antenna, processing photonic and special hardware areas.
7. Providing consultative technical expertise in the areas of the antenna, advanced signal processing (to include high capacity multi-channeled COMINT systems), photonic and special hardware techniques and their application to SIGINT systems.
8. Designing, developing, acquiring, fabricating, installing and performing development tests and evaluations of Special Source equipment and systems in response to the specifications.
9. Provisioning professional hardware/software system engineering services for certain programs.
10. Performing cost effectiveness and trade-off analysis on Special Source systems.
11. Preparing necessary budget and program submission on assigned programs for the inclusion in the CCP.
12. Maintaining control over assigned R75 projects, establishing project baselines, monitoring milestones and reporting status of assigned systems to the Chief, R7.

NSA25X1
NSA25X3
NSA25X6
NSA25X7

13. Developing the support concept and preparing the ILSP based on the approved support/maintenance concept to include determining the support deliverables with each system.

14. Ensuring the compatibility, balance and coherence of all planned and existing Special Source systems.

15. [redacted]

16. Ensuring the effective interface of the assigned systems with other SIGINT systems.

17. Ensuring the development of the technical documentation and configuration management for assigned systems.

18. Ensuring appropriate space, power and utilities are included [redacted]

19. Providing technical planning liaison with external departments and agencies, [redacted]

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: 1985 to Present

LOCATION: R75

STORAGE MEDIA: Paper/Floppy Disk/Vugraphs

HARDWARE: Xerox 860

SOFTWARE: Xerox Proprietary

VOLUME: 58.5 cu. ft.

CLASSIFICATION: UNAVAILABLE

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

B. Administrative Records: Destroy when 3 years old.

C. Blank Forms: Destroy when superseded or obsolete.

DISPOSITION NO.: R75–1A, B and C

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R75

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R75–2A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN:	UNAVAILABLE
LOCATION:	R75
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R75–3

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R75
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R75–4

R76

SYSTEMS DEVELOPMENT

R76

SYSTEMS DEVELOPMENT

The Chief, R76, is responsible to the Chief, Line-of-Sight Systems, R7, for the development of SIGINT systems that maintain and strengthen the capability required to support tactical operations. He is responsible for planning and executing all phases of designated acquisition programs. He is also responsible for the engineering management and planning of assigned System Decision Units in the CCP. He has the responsibility to provide all program management functions necessary for the successful execution of Joint Programs. He maintains continuity on selected military SIGINT programs and provides assessments, when required, to assist senior decision makers in making judgments.

Primary functions include:

1. Evaluating when requested, Support to Military Operations (SMO) system development and acquisition programs in the TCP by identifying and documenting system deficiencies, recommending system modifications, procedural changes, and by providing programmatic and technical assessments.

2. Maintaining close coordination with the R&D organizations of other agencies and military departments.

3. Representing R7 to DoD and other agencies on collection system engineering development matters.

4. Assisting in providing cross-program systems engineering ,management support to NSA principals and to Service systems commands for those capabilities being developed to provide SIGINT support to military operations.

5. Managing System Decision Unit (SDU) 20 in the CCP, as assigned by Chief, R7.

6. Performing research, development, test, evaluation, and systems acquisition, as approved by Chief, R7. Primary responsibilities include: engineering developments and operational systems developments, including product improvements and Quick Reaction Capabilities (QRC).

Xerox Network Service File

These computer files contain Project Working and Graphics files, Automated Forms files, and Automated Administrative files.

DATE SPAN: 1984 to Present

LOCATION: R76

STORAGE MEDIA: On-Line

HARDWARE: Xerox XNS – APS V

SOFTWARE: Viewpoint XNS

VOLUME: 300 Megabytes

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when no longer needed to produce hard copy (GRS 23-2a)

DISPOSITION NO.: R76–1

Operational File

This file contains information on projects, training, security procedures, organization, and other related office administration subjects, as well as office correspondence.

DATE SPAN: 1985 to Present

LOCATION: R76

STORAGE MEDIA: Paper

VOLUME: 24 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION:
A. Administrative Records: Destroy when 3 years old.
B. Correspondence File: Destroy when 5 years old.
C. Procedures File: Destroy when superseded or obsolete.
D. Project Case Records: Permanent. Retire to NSA Archives.

DISPOSITION NO.: R76–2A, B, C and D

Resources Management File

This file contains information on financial plans, budgets, program builds, project acquisitions, budget estimates, Congressional budget justifications, purchase requests, manpower, space, and facilities.

DATE SPAN:	1985 to Present
LOCATION:	R76
STORAGE MEDIA:	Paper
VOLUME:	21 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	A. PR and Acquisition Records: Destroy upon termination or completion. (GRS 3-3c) B. All Other Records: Destroy when 5 years old.
DISPOSITION NO.:	R76–3A and B

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R76
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R76–4

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R76

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R76–5

R8

PROCESSING SYSTEMS

R8

PROCESSING SYSTEMS

The Chief, R8, is responsible to DDR for providing SIGINT Processing Systems to satisfy SIGINT system requirements.

Primary functions include:

1. Providing system architecture and plans for SIGINT Processing Systems.
2. Providing design, development, engineering, integrated logistic support planning, acquisition, installation and development test and evaluation of SIGINT Processing Systems.
3. Developing the technology required to support SIGINT processing activities.
4. Acting as the R&E focal point for the technical and architectural aspects of SIGINT processing planning.
5. Defining, managing and controlling SIGINT systems interfaces between Telecommunications Processing Systems and other SIGINT systems.
6. Defining, managing and controlling SIGINT system technical standards which are required for follow-on SIGINT processing, analysis and reporting.
7. Establishing and maintaining customer relations for SIGINT Processing Systems.
8. Formulating and managing those portions of the program, budget and financial plan required to support the SIGINT processing area of work.
9. Providing configuration management for SIGINT Processing Systems.
10. Providing a QRC capability for the design, development and acquisition of selected SIGINT processing equipments and systems.
11. Providing program management for all assigned tasks.
12. Provide status reports to DDR as required on all assigned work.

Operational File

This file contains R8's general office administrative files as well as its project files.

DATE SPAN: UNAVAILABLE

LOCATION: R8

STORAGE MEDIA: Paper

VOLUME: 100 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Administrative Records: Destroy when 3 years old.

B. Project Case Files: Permanent. Retire to NSA Archives.

DISPOSITION NO.: R8–1A and B

R801

ADMINISTRATIVE STAFF

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: UNAVAILABLE

LOCATION: R801

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

B. Administrative Records: Destroy when 3 years old.

DISPOSITION NO.: R801–1A and B

R809

MANAGEMENT AND OPERATIONS STAFF

R81

SPECIAL PURPOSE SYSTEMS

R81

SPECIAL PURPOSE SYSTEMS

The Chief, R81, is responsible to the Chief, R8, for providing cryptanalytic data processing systems to satisfy SIGINT requirements in a cost effective manner.

Primary functions include:

1. Performing system architecture including planning, programming and review: requirements development, feasibility estimates, design procurement, fabrication, documentation, training, installation, testing and provisioning for a wide variety of cryptanalytic diagnostic and exploitation systems; which include enciphered speech exploitation systems, enciphered text exploitation systems, and analytic and diagnostic systems.

2. Developing and executing an applied technology program to improve hardware circuitry, interconnect architecture, software architecture, cryptanalytic algorithms and tools to shorten development cycle times.

3. Performing acquisition support including documentation, budgeting coordination, security coordination, reporting coordination and travel.

4. Providing engineering assistance to other R elements where expertise in high speed logic design is required for solution of a particular Agency requirement.

5. Ensuring effective interface of delivered systems with other SIGINT systems.

6. Assisting R809 and target decision unit managers in preparation of budget and program submissions.

7. Providing status report to Chief, R8, as required on all assigned work.

Operational File

This file contains R8's general office administrative files as well as its project files.

DATE SPAN:	UNAVAILABLE
LOCATION:	R81
STORAGE MEDIA:	Paper
VOLUME:	100 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	A. Administrative Records: Destroy when 3 years old. B. Project Case Files: Permanent. Retire to NSA Archives.
DISPOSITION NO.:	R81–1A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN:	UNAVAILABLE
LOCATION:	R81
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.:	R81–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R81
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R81–3

R82

SIGNAL PROCESSING SYSTEMS

R82

SIGNAL PROCESSING SYSTEMS

The Chief, R82, is responsible to the Chief, R8, for providing Signal Processing to satisfy SIGINT system requirements.

Primary functions include:

1. Participating in the development of system architecture, plans and requirements for SIGINT Signal Processing Systems assigned.
2. Assisting in the formulation of those portions of the program, budget and financial plan required to support SIGINT signal processing development and acquisition.
3. Providing the translation of operational requirements assigned to R82 into functional designs for new systems or redesigns of existing systems.
4. Ensuring the development of the support concept during the concept development phase and preparing the ILSP based on the approval maintenance/support concept. Also responsible for determining the support deliverables with each system.
5. Ensuring the effective interface, compatibility, balance and coherence of all planned Signal Processing systems with related existing and planned SIGINT systems.
6. Designing, developing, acquiring, fabricating, installing, and performing development test and evaluation of the Signal Processing equipment and systems in response to the design specifications.
7. Ensuring the development of technical documentation and configuration management for assigned systems.
8. Developing and executing a technology program required to support the Signal Processing activity and maintaining the expertise required to satisfy new requirements.
9. Providing management reports to Chief, R8, as required.
10. Acting as focal point for management of SCE/MIL Department execution of SIGINT Signal Processing systems.

Office File

This file includes R82's correspondence files as well as records regarding promotions, cash awards, reference files, subject files, and regulatory document files.

DATE SPAN: 1988 to Present

LOCATION: R82

STORAGE MEDIA: Paper

VOLUME: 50 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, VRK

DISPOSITION:
A. Administrative and Subject Records: Destroy when 2 years old.
B. Correspondence Files: Destroy when 5 years old.
C. Reference Files: Destroy when no longer of reference value.
D. Regulatory Documents File: Destroy when revised, superseded or obsolete.

DISPOSITION NO.: R82–1A, B, C and D

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R82

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION:
A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.
B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R82–2A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R82

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R82–3

R821 Technical Support Files

This file includes information to support RDT&E in signal processing, engineering drawings, technical reports and summaries.

DATE SPAN: 1982 to Present

LOCATION: R821

STORAGE MEDIA: On-Line

HARDWARE: VAXn8650

SOFTWARE: FORTRAN

VOLUME: 170 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, VRK

DISPOSITION: Destroy after 2 years or when no longer required for operational purposes, whichever is later.

DISPOSITION NO.: R82–4

Project File

This file contains hardcopy of all R821 project information.

DATE SPAN:	1980 to Present
LOCATION:	R821
STORAGE MEDIA:	Paper
VOLUME:	175 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	A. Original Project Case Files: Permanent. Retire to NSA Archives. B. All Other Information: Destroy when 5 years old.
DISPOSITION NO.:	R82–5A and B

R822 Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	1986 to Present
LOCATION:	R822
STORAGE MEDIA:	Paper
VOLUME:	1.25 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records: Destroy when 3 years old.
DISPOSITION NO.:	R82–6A and B

R822 RDT&E Project File

This file reflects a complete history of each R822 project from initiation through research, design, development and testing to completion. They consist of requirement papers, planning documents, development plans, equipment and software specifications, contractual papers, test data, technical reports and related correspondence.

DATE SPAN:	1978 to Present
LOCATION:	R822
STORAGE MEDIA:	Paper
VOLUME:	30 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Permanent. Retire to NSA Archives when no longer needed for operations.
DISPOSITION NO.:	R82–7

R822 Technical Support File

This file includes DD1423s, DID tailoring instructions, in-house engineering drawings, technical reports and financial execution summaries.

DATE SPAN:	1983 to Present
LOCATION:	R822
STORAGE MEDIA:	Paper
VOLUME:	7.5 cu. ft.
CLASSIFICATION:	TOP SECRET
DISPOSITION:	Destroy when superseded, revised, rescinded, obsolete or when no longer needed for operations.
DISPOSITION NO.:	R82–8

R822 Signal Analysis File

This file consists of analog and digital tapes and disk packs used in signal analysis research, software maintenance programs and source code for each computer.

DATE SPAN:	1970 to Present
LOCATION:	R822
STORAGE MEDIA:	Tape/Disk/Paper
HARDWARE:	Various equipment configurations
VOLUME:	10 cu. ft.
CLASSIFICATION:	TOP SECRETnCODEWORD,nNOFORN
DISPOSITION:	Destroy when superseded, revised, rescinded, obsolete, or when no longer needed for operations.
DISPOSITION NO.:	R82–9

R83

COMMUNICATIONS PROCESSING SYSTEMS

R83

COMMUNICATIONS PROCESSING SYSTEMS

The Chief, R83, is responsible to the Chief, R8, for providing Speech and Telecommunications Processing Systems to satisfy SIGINT System requirements.

Primary functions include:

1. Participating in the development of system architecture, long-range plans, and requirements for SIGINT processing systems assigned.
2. Conducting technical studies in support of system architecture, long-range plans, and requirement development.
3. Assisting Agency organizations in the formulation of the portion of the program, budget, and financial plans required for SIGINT processing systems study, development, and acquisition of unique systems.
4. Designing and developing those SIGINT processing systems assigned.
5. Maintaining project management control of assigned research and system development projects.
6. Ensuring the development of technical documentation for assigned system developments.
7. Supporting the development of the technology required for SIGINT telecommunications and processing systems.
8. Providing Network Data Processing Systems to satisfy SIGINT requirements.
9. Providing technical system solutions enabling the effective exploitation of Speech Communications for intelligence purposes.
10. Providing design automation support for other organizations.
11. Providing status reports to Chief, R8, as required on all assigned work.

Operational File

This file contains R8's general office administrative files as well as its project files.

DATE SPAN: UNAVAILABLE

LOCATION: R83

STORAGE MEDIA: Paper

VOLUME: 50 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Administrative Records: Destroy when 3 years old.

B. Project Files: Permanent. Retire to NSA Archives.

DISPOSITION NO.: R83–1A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R83

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R83–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R83
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R83–3

R9

SPECIAL PROJECTS AND TECHNIQUES

NSA25X1
NSA25X3
NSA25X6

R9

SPECIAL PROJECTS AND TECHNIQUES

The Chief, R9, is responsible to DDR for providing Special Research and Collection Systems architecture, planning, design, technology, engineering, programming, and project management, to include acquisition and life-cycle related support to systems and equipment for the INGOLD Program to include Special Quick Reaction Capability (QRC) certain Technical Surveillance Countermeasure activities; (TSM) and Counter Terrorist (CT) activities.

Primary functions include:

1. Serving as the focal point for actions and the primary interface for INGOLD and Special Systems with other NSA/CSS elements, other Government Agencies, Military Services, Contractors and [redacted] development which impact on or interface with U.S. SIGINT Systems.
2. Reviewing, monitoring milestones and reporting to DDR the Status of assigned systems through the planning, acquisition, installation and support phases.
3. Developing architectural and planning concepts within the scope of the R9 mission.
4. Designing, developing, acquiring, fabricating, installing, and performing development tests and evaluations of Special Research and Collection equipment and systems in response to these specifications.
5. Preparing necessary program submissions on assigned programs for inclusion in the CCP.
6. Developing the support concepts based on the approved support/maintenance concept to include determining the support deliverables with each system.
7. Performing cost effectiveness and trade-off analysis on Special Research and Collection Systems.
8. Ensuring the compatibility, balance, and coherence of all planned and existing Special Research and Collection Systems.
9. Translating assigned operational requirements into functional designs for new systems or redesigns of existing systems.
10. Ensuring the effective interface of the assigned systems with other SIGINT systems.
11. Ensuring the development of technical documentation and configuration management for assigned systems.

12. Providing special services support to Agency elements by using in-house and contractor services to perform mechanical and electronic design/drafting, electronic fabrication and packaging services, and general shop trades and crafts.

R909

TECHNICAL SUPPORT AND ADMINISTRATIVE STAFF

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R909
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records: Destroy when 3 years old.
DISPOSITION NO.:	R909–1A and B

R91

SPECIAL COLLECTION AND TECHNIQUES

NSA25X1
NSA25X3
NSA25X6

R91

SPECIAL COLLECTION AND TECHNIQUES

The Chief, R91, is responsible to the Chief, R9, for the design, development fabrication, and deployment of SIGINT collection and processing systems of a unique nature.

Primary functions include:

1. Designing and developing special search and collection systems and techniques [redacted]
2. Providing field support for [redacted] field collection stations.
3. Providing field support for installation of [redacted] special collection systems and evaluation of target signals.
4. Providing operational and engineering support for DDR's role in support of technical Security Countermeasures.
5. Providing program management, financial plan preparation and systems acquisition management for the [redacted] Program.
6. Providing joint [redacted] planning with DDO for the [redacted] Program.
7. Providing manpower and support for [redacted] activities.
8. Providing broad engineering and in-house development capabilities for high priority emergency reaction programs including counter-terrorist [redacted] activities.

ENDOWMENT/QRC FILE

This file includes funding requirements, planning, personnel, security and operational data concerning R91's ENDOWMENT portion of the INGOLD Program. Also included is QRC operational data.

DATE SPAN: 1965 to Present

LOCATION: R91

STORAGE MEDIA: Paper/Floppy Disk

HARDWARE: IBM PC

SOFTWARE: DBIII, DOS, WORD PERFECT

VOLUME: 150 cu. ft. per year

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

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

B. Funding, Security, and Operational Records: Destroy when superseded, revised, rescinded, obsolete or when no longer needed for operations.

C. Project Case File: Permanent. Retire to NSA Archives.

DISPOSITION NO.: R91–1A, B and C

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R91

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R91–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN:	UNAVAILABLE
LOCATION:	R91
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	Destroy when no longer of reference value.
DISPOSITION NO.:	R91–3

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R91
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records: Destroy when 3 years old.
DISPOSITION NO.:	R91–4A and B

NSA25X1
NSA25X3
NSA25X6

R92

[redacted] TECHNIQUES AND SYSTEMS

R92

[redacted] TECHNIQUES AND SYSTEMS

The Chief, R92, is responsible to the Chief, R9, for the design, engineering, fabrication or acquisition, life-cycle support, and deployment of SIGINT collection and processing systems of the unique nature which satisfy requirements established by DIRNSA, DDO, and DDR for [redacted] and other programs. The Chief, R92, is also responsible to supply technical assistance and support to any other Agency programs as directed by Chief, R9. The Chief, R92, is responsible to enter into or start programs as directed by Chief, R9.

Primary functions include:

1. Researching and developing special search, collection, processing and analysis techniques and equipment for use in the [redacted] program.
2. Developing special defensive search, collection, processing, and analysis techniques as directed by Chief, R9.
3. Designing and fabricating [redacted] collection systems.
4. Providing [redacted] to include life-cycle support planning.

NSA25X1
NSA25X3
NSA25X6

5. Providing operational and engineering support for DDR's role in support of technical security countermeasures and counter-terrorism.
6. Providing [redacted] [redacted] systems.
7. Providing signal analysis and evaluation of [redacted] signals.
8. Providing for the forwarding of signals to NSA.
9. Providing manpower and support for [redacted] collection activities.
10. Performing [redacted]
11. Providing support for defensive engineering [redacted]
12. Providing program management and administration, financial plan preparation, and system acquisition management of [redacted] and other programs, as directed.
13. Providing joint [redacted] with DDO for [redacted] and related programs.
14. Coordinating efforts with other offices of R9.

15. Coordinating efforts with United States agencies including [redacted] [redacted] and with other governments and their agencies.

16. Providing all functions necessary to perform all other duties assigned.

NSA25X1
NSA25X3
NSA25X6

[redacted] File

NSA25X1
NSA25X3
NSA25X6

This file contains records concerning management, planning, requirements, funding and operational related subjects for R92's portion of the [redacted] Program.

DATE SPAN: 1958 to Present

LOCATION: R92

STORAGE MEDIA: Paper/Disk

HARDWARE: IBM/PC

SOFTWARE: DBIII, OFFICEWRITER, SMART

VOLUME: 300 cu. ft.

CLASSIFICATION: TOP SECRET/CODEWORD,/VRK

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

B. Funding and Operational Records: Destroy when superseded, revised, rescinded, obsolete, or when no longer needed for operations.

C. Project Case Files: Permanent. Retire to NSA Archives.

DISPOSITION NO.: R92–1A, B and C

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R92

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R92–2

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: UNAVAILABLE

LOCATION: R92

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO.: R92–3

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: UNAVAILABLE

LOCATION: R92

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. Personnel Records: Destroy 1 year after separation or transfer of employee (GRS 1-18a)
B. Administrative Records: Destroy when 3 years old.

DISPOSITION NO.: R92–4A and B

NSA25X1
NSA25X3
NSA25X6

R93
[redacted] TECHNIQUES AND SYSTEMS

R93

[redacted] TECHNIQUES AND SYSTEMS

The Chief, R93, is responsible to the Chief, R9, for the design, development and fabrication of SIGINT collection and processing systems of a unique nature which satisfy requirements established by DIRNSA, DDO, and DDR in addition to supplying technical assistance to other agencies as requested.

Primary functions include:

1. Providing [redacted] support and development functions for the [redacted] [redacted] Programs.
2. Providing [redacted] of systems developed under this program.
3. Providing program management, financial plan preparation and systems acquisition for the HARKNESS Program.
4. Developing [redacted]
5. Providing operational and engineering support for DDR's role in support of technical security countermeasures and counter-terrorism.

NSA25X1
NSA25X3
NSA25X6

6. Designing and fabricating [redacted] systems.
7. Providing signal analysis and evaluation of [redacted] signals including research [redacted]
8. Performing [redacted] studies.
9. Providing support for design and analysis for [redacted] engineering.
10. Providing and coordinating target planning with DDO organizations.
11. Providing engineering support to other U.S. agencies [redacted]
12. Providing manpower and support for [redacted] collection activities.
13. Coordinating efforts with United States agencies including [redacted] [redacted] and with other governments and their agencies.

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN:	1985 to Present
LOCATION:	R93
STORAGE MEDIA:	Paper
VOLUME:	25 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: Destroy after 5 years or when no longer required for operational purposes, whichever is sooner.
DISPOSITION NO.:	R93–1A and B

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN:	UNAVAILABLE
LOCATION:	R93
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITION:	A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing. B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.
DISPOSITION NO.:	R93–2A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE

LOCATION: R93

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.: R93–3

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: UNAVAILABLE

LOCATION: R93

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO.: R93–4

R94

TECHNICAL SERVICES

R94

TECHNICAL SERVICES

The Chief, R94, is responsible to the Chief, R9, for the overall planning, program development, budget formulation/management, equipment acquisition and maintenance necessary to provide a combination of in-house and external contractor services required for effective support of R9 Special Projects and Techniques, R&E Projects, and to meet related needs of other Agency and Cryptologic Community organizational elements. These services will encompass design, developmental, and manufacturing activities such as: (a) mechanical and electronic engineering design and development, (b) electronic fabrication, assembly, and packaging, (c) design and documentation drafting, and (d) fabrication services.

Primary functions include:

1. Serving as a focal point for translation of expressed operational needs and concepts into new designs, new engineering developments, manufacture of models or prototypes of systems or components, and upgrades or modifications of existing equipments.

2. Ensuring responsiveness, compatibility, balance, and coherence in all R94 planned and existing operations.

3. Organizing, managing, and controlling activities concerned with the planning, budgeting, and execution of R94 activities in the support of cryptologic programs.

4. Providing applied and consulting services in mechanical and electronic engineering design and development; design and documentation drafting; electronic fabrication, assembly, and packaging; and fabrication processes.

5. Serving as a principal participant with industry, universities, and other government agencies on matters relating to design technology and automation; electronic fabrication, assembly and packaging; and manufacturing technology and automation.

Administrative File

This file consists of personnel, budget, planning, security, awards, training, management, and other related general office administrative records.

DATE SPAN: 1984 to Present

LOCATION: R94

STORAGE MEDIA: Paper

VOLUME: 36 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: Destroy after 5 years or when no longer required for operational purposes, whichever is sooner.

DISPOSITION NO.: R94–1A and B

Project Case File

This file documents the complete history of each project from initiation through research, development, design, and testing to completion. Included are original requirements, authorizations, assignments, planning documents, charts, technical development plans, schematics, specifications, test data, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: R94

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. OPI Copy: Permanent. Close when completion report is written. Transfer to NCRC 2 years after closing.

B. All Other Copies: Destroy when 2 years old or sooner if no longer needed for reference value.

DISPOSITION NO.: R94–2A and B

Contract File

This file consists of copies of contract paperwork (Record copy is located in L4).

DATE SPAN: UNAVAILABLE
LOCATION: R94
STORAGE MEDIA: Paper
VOLUME: UNAVAILABLE
CLASSIFICATION: UNAVAILABLE
DISPOSITION: Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.: R94–3

Reference File

This file consists of copies of papers, books, periodicals, and manuals used in project support.

DATE SPAN: UNAVAILABLE
LOCATION: R94
STORAGE MEDIA: Paper
VOLUME: UNAVAILABLE
CLASSIFICATION: UNAVAILABLE
DISPOSITION: Destroy when no longer of reference value.
DISPOSITION NO.: R94–4

R941 Engineering Drawing File

This file includes engineering drawings of various sizes produced by R941 personnel. Included are paper files as well as vellum or mylar film.

DATE SPAN: 1959 to Present

LOCATION: R9411

STORAGE MEDIA: Paper/Vellum/Mylar

VOLUME: 10 cu. ft. (1,000 drawings per year)

CLASSIFICATION: TOP SECRET CODEWORD, VRK

DISPOSITION: A. Updated Mylar Copy Containing As Built Comments: Permanent. Retain by OPI.

B. Paper Copy: Destroy when no longer needed by OPI.

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

DISPOSITION NO.: R94–5A, B and C

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/