

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
NATIONAL SECURITY AGENCY

2. MAJOR SUBDIVISION
INFORMATION RESOURCES MANAGEMENT

3. MINOR SUBDIVISION
OFFICE OF HISTORY AND ARCHIVES

4. NAME OF PERSON WITH WHOM TO CONFER

(b)(3)

5. TEL. EXT.

LEAVE BLANK

JOB NO.

N1-457-90-1

DATE RECEIVED

11/1/89

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3/23/91
Date

Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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

☐ **A Request for immediate disposal.**

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

C. DATE

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

(b)(3)

6 Nov. 1989

7.
ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10.
ACTION TAKEN

RECORDS RELATING TO SIGNALS INTELLIGENCE

~~108~~
124

ITEMS TOTAL

~~18~~
18

ITEMS PERMANENT

PERMANENT MEDIA INCLUDES MAGNETIC TAPE AND DISK: PAPER:

MICROFORMS: FILMS: AND AUDIO RECORDINGS.

CLASSIFIED JOB FILE RETAINED AT NSA 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.

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SIGINT RECORDS

N1-457-90-1

~~HANDLE VIA COMINT CHANNELS ONLY~~

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SIGINT RECORDS

~~HANDLE VIA COMINT CHANNELS ONLY~~

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SIGINT COLLECTION

SIGINT INTERCEPT COLLECTION - Is used by NSA and associated centers to support customer satisfaction of National SIGINT Requirements List reporting and special tasking. Files and records are generated from SIGINT (COMINT/ELINT etc.) Collection Systems in such areas as the flow and control of all source raw SIGINT intercept ; providing detailed collection controls and forwarding instructions for COMINT Signal Processing and Analysis centers and ELINT Collection and Signal Analysis facilities; General Search; Advanced Identification Techniques; special facilities; SIGINT Special Products; SIGINT Miscellaneous Projects; SIGINT Research and Development; apportionment of intercept resources, equipment systems; identification of electromagnetic emissions; spectrum search operations, direction finding; new intercept techniques; and ensuring that U.S. intercept efforts maximize use of 2nd and 3rd party collection resources. The provision of SIGINT collection support and assurance that adequate facilities are available to provide optimum collection of priority signals for exploitation.

RAW INTERCEPT TRAFFIC - Is intercepted target communications intended for cryptologic exploitation, showing no evidence of processing for signals intelligence purposes beyond sorting by clear address elements (s), elimination of unwanted messages and the inclusion of a case notation and/or arbitrary designator. Raw traffic may be recorded on page print copy, magnetic tape and disk, facsimile, audio recordings, AIT film, etc. Quality varies from very good to very poor.

RESPONSIBILITY FOR DISPOSITION OF SELECTED CLASSES OF RECORDS-
In any instance in which destruction instructions call for indefinite retention, the Office of Primary Interest (OPI) shall be the final authority.

~~HANDLE VIA COMINT CHANNELS ONLY~~

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/ 101. PAGE-PRINT/COPY TRAFFIC

- A. Unprocessed Traffic: Intercepted target communications, including cipher and plain text, which are slated for exploitation.

Destroy data when processed. Review unprocessed data for destruction every 5 years. Selected items may be retained indefinitely.

- B. Partially Processed Traffic:

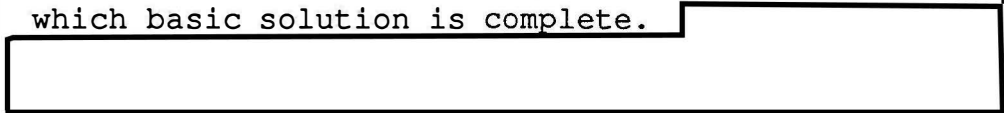
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NSA25X6

(1).



Retain for use so long as traffic may be of intelligence interest or potentially useful in cryptanalytic research. Review for destruction every five years.

- (2). Individual unreadable messages in cipher systems for which basic solution is complete.



Retain for use so long as traffic may be of intelligence interest or potentially useful in cryptanalytic research. Review for destruction every five years.

- C. Processed Traffic: Intercepted target communications in cipher and plain text, deciphered, decoded, and translated as necessary. This includes chatter logs, net diagrams, decrypts, activity logs, messages, radiotelephone transcripts, and related records.

- (1). Traffic individually published as end product or cited in published report.

Transfer to NCRC after processing. Review annually thereafter for destruction.

- (2). Traffic scheduled for use in preparation of end

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product and technical reports.

Retain locally until report has been published.
Transfer to NCRC after processing. Review annually
thereafter for destruction.

✓ 102. MICROFORM RECORD OF TRAFFIC, WORKSHEETS, AND RELATED
RESEARCH DATA

Place data in an inactive file when traffic has been fully
exploited or has been determined to be of no further research
value. Close inactive file annually and retire to NSARC.
Destroy ten years after transfer or sooner if no longer needed
for operations. Review for destruction every 5 years.

✓ 104. MAGNETIC TAPES (COMINT):

Magnetic tapes of target communications activity acquired
through multi-mode collection procedures.

A. Magnetic Tape (Intercept):

(1). Radiotelephone (Voice) Tapes (Plain Text).

Degauss tapes after satisfaction of current analysis
and reporting requirements. Special Project tapes
are degaussed and returned to service in accordance
with fixed retention periods. Tapes having retention
periods exceeding 8 years are subject to annual
review for degaussing.

(2). Radiotelephone (Voice) Tapes (Enciphered).

Degauss and return to service in accordance with
fixed retention periods. Tapes having retention
periods exceeding 8 years are subject to annual
review for degaussing.

(3). All other tapes.

Process to Data Tapes.

B. Data Tape: Tapes containing information in either digital
or analog form for processing analysis and storage
purposes.

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Program for data extraction. Stack and compress tapes as necessary. Erase data tapes for reuse when all actions are completed. Tapes are degaussed and returned to service in accordance with fixed retention periods. Tapes having retention periods exceeding 8 years are subject to annual review for degaussing.

- C. Compressed Tapes: Magnetic tapes in which an algorithm has been applied to reduce the file size for storage purposes.

Retain until program or intelligence requirements are satisfied. Tapes are degaussed and returned to service in accordance with fixed retention periods. Tapes having retention periods exceeding 8 years are subject to annual review for degaussing.

/ 105. ELECTRONIC INTELLIGENCE (ELINT) MAGNETIC TAPES:

Recordings of emissions from foreign non-communications radiators, excluding telemetry and beaconry.

Retain until analytic/reporting requirements are satisfied. Tapes are degaussed and returned to service in accordance with fixed retention periods. Tapes having retention periods exceeding 8 years are subject to annual review for degaussing.

/ 106. ELINT LIBRARY TAPES (SIGNAL ANALYSIS):

- A. Signal Reference Tapes: Signal Reference Tapes consists of tapes used in the training of collection and analytic personnel on signals of interest. These tapes are also used to establish norms for specific signals.

Retain until requirements are satisfied. Tapes are degaussed and returned to service in accordance with fixed retention periods. Tapes having retention periods exceeding 8 years are subject to annual review for degaussing.

- B. Sensitive or Special Intercept Tapes: Sensitive Tapes are treated separately because of the sensitivity of the collection procedure or facility involved, whereas Special Intercept Tapes pertains to priority satisfaction of a

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signal of interest in response to a user request.

Retain until operational requirements are satisfied. Tapes are degaussed and returned to service in accordance with fixed retention periods. Tapes having retention periods exceeding 8 years are subject to annual review for degaussing.

107. DIGITAL AND ANALOG PHOTOGRAPHIC INTERCEPT RECORDINGS:

Film strips, photos, and related Advanced Identification Techniques (AIT) electronic intelligence data.

Retain until program requirements are satisfied. Close files annually. Destroy one year after closing. Review annually.

108. INTERCEPT SIGNALS TAPES (TELEMETRY AND BEACONRY):

Recordings of telemetry and beaconry relating to foreign non-communication emissions from missiles, earth satellite vehicles, space probes, and analogs produced from such recordings.

A. New or Original Signals:

Retain pending establishment of parameters, demodulation, and/or production capabilities. Review retention requirements annually.

B. Signals Associated With a Specific Event:

Erase for reuse after production of satisfactory analogs, when consumer requirements are satisfied, or after one year has elapsed since last request for analog. Review retention requirements annually.

C. Signals Associated With a Specific Event Determined Not To Warrant Processing:

Erase for reuse as soon as determination is made. Review retention requirements annually.

D. Analog Files Containing Information Resulting From Signals Analysis of Telemetry and Beaconry Tapes:

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OPI: Place noncurrent material in an inactive file. Close inactive file annually and transfer to NCRC. Review for destruction every 4 years.

ALL OTHER COPIES: Destroy when analysis and evaluation is completed. Review for destruction every 60 days.

✓109. COLLECTION FIELD SUPPORT, EQUIPMENT, AND FACILITIES FILES:

This category relates to the mechanics behind the acquisition, processing, analysis, reporting, and forwarding, both electronically and by courier, of intercepted target communications. Specific collection instructions are routinely provided to field facilities based on position capabilities, fast forwarding procedures in place, location of the station in relation to the geographical proximity of target activity, priorities of customer collection requirements with respect to the NSRLs, and related factors. Second and Third Party facilities are treated separately through cooperative arrangements with the host countries. Direct tasking of such facilities is generally not authorized

OPI: Place closed projects in an inactive file. Close inactive file every 5 years and transfer to NCRC. Review for destruction every 5 years.

ALL OTHER COPIES: Place closed projects in an inactive file. Destroy 2 years after closing.

✓110. COLLECTION TEXTA, TEXSIG, TEXIN/TEMPO FILES:

This category consists of information used by First, Second, and Third Parties to enhance the collection of target communications through the provisioning of current, perishable steerage. All information is retained in readily accessible data bases and is provided to U.S. units on an as required basis. Certain restrictions apply to Second and Third Party arrangements.

OPI: Place cancelled or rescinded information in an inactive file. Close inactive file annually and transfer to NCRC. Review every 5 years for destruction.

ALL OTHER COPIES: Destroy when superseded. Review for destruction every 120 days.

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✓ 112. COLLECTION INSTRUCTIONS SUPPORT FILES:

This category contains a compendium of tailored and perishable tasking information used to assist in target identification and collection against selected signal audiences. Information contained in this category is not normally represented in the TEXTA File.

OPI: Transfer to NCRC one year after closing. Review every 2 years for destruction.

ALL OTHER COPIES: Review annually for destruction.

✓ 113. COLLECTION PROCEDURES FILES:

This category consists of specific information pertaining to signals and modes of communication which are utilized to maximize signal collection. Information is routinely available in the station USSIDs for U.S. sites and through correspondence for Second and Third Party services.

OPI: Place in an inactive file when superseded. Close inactive file annually. Transfer to NCRC 1 year after closing. Destroy 5 years after transfer. Update continually.

ALL OTHER COPIES: Destroy when superseded or obsolete. Update continually.

✓ 114. COLLECTION ANALYSIS WORKING AIDS:



RECORD COPY: PERMANENT. Retire to NSA Archives when no longer needed for operations.

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OPI: Place noncurrent documents in an inactive file. Close inactive file annually. Transfer to NCRC 1 year after closing. Destroy 5 years after transfer.

ALL OTHER COPIES: Destroy when no longer needed for operations. Review annually for destruction.

✓ 115. DIRECTION FINDING (DF) PLOTTING CENTER FILES (SERIALIZED):

These files contain documentation regarding the capabilities of DF sites, DF net studies, tasker/servicer information, computer-link data, budget information, administrative support data, and trend information. Also included are copies of technical studies on the use of DF for certain modes and frequencies with respect to certain high priority signals, as well as information on the tasking of field facilities and Second and Third Parties.

OPI: Place in an inactive file when superseded or obsolete. Close inactive file annually. Transfer to NCRC 1 year after closing. Review every 4 years for destruction.

ALL OTHER COPIES: Destroy when superseded or obsolete. Review annually for destruction.

✓ 116. ELINT COLLECTION AND DATA REPORTING AND SERIALIZED SIGNALS ANALYSIS FILES:

These files contain information focused primarily on the intercept and reporting of new or unusual signals where the internals and the use of the signals have not been resolved. Signals analysis reports reflect technical details concerning signals of interest. This overall area of concern is normally treated as technical ELINT.

OPI: Place individual items in an inactive file when of no further current operational value. Close inactive file annually and transfer to NCRC. Destroy when no longer needed for operations. Review every 5 years for destruction.

ALL OTHER COPIES: Destroy when superseded or obsolete. Maximum retention 1 year.

✓ 117. ELINT FACILITIES INFORMATION (SIGNALS INTERCEPT) FILES:

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These files contain documentation pertaining to intercept support (tasks and coverage assignment), processing procedures, and forwarding arrangements primarily directed at field facilities.

OPI: Place individual items in an inactive file when of no further current value. Close inactive file annually and transfer to NCRC. Destroy 5 years after transfer.

ALL OTHER COPIES: Destroy when superseded or obsolete. Maximum retention 1 year.

✓ 118. FIELD COLLECTION OPERATIONS FILES:

These files contain a variety of electrical and hard copy documentation maintained to assist the intercept site in maximizing the collection of target communications.

OPI: Close annually. Transfer to NCRC 1 year after closing. Destroy 3 years after transfer.

ALL OTHER COPIES: Close annually. Destroy 2 years after closing.

✓ 119. TECHNICAL EXCHANGE LETTERS (TEL):

These are technical documents used for the informal exchange of technical data between the National Center and Second Party activities to enhance various aspects of target exploitation.

RECORD COPY: PERMANENT. Retire to NSA Archives when no longer needed for operations.

ALL OTHER COPIES: Destroy individual items when of no further reference value. Maximum retention 3 years from date of origin.

✓ 120. FORWARDING, EXCHANGE, AND STATION DESIGNATOR RECORDS:

Records created for forwarding raw traffic, technical material, exchange of SIGINT material with collaborating centers, and the assignment of U.S. Station designators. Produced materials are usually covered under specific USSIDS.

Destroy individual items when superseded or rescinded.

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Review for destruction every 60 days.

✓ 121. INTERCEPT MISSIONS FILES (SERIALIZED COMINT):

Includes current tasking, stations and facilities involved, equipment, and related records.

Close annually. Transfer to NCRC 1 year after closing.
Destroy 5 years after closing.

✓ 122. JAMMER COLLECTION PROCEDURES RECORDS:

These record pertain to the acquisition of specific signals emissions in order to impair the use of target electronic devices, equipment, or systems. Information contained within includes time, date, frequency, and related target data.

Destroy when superseded. Maximum retention 3 years after supersession.

✓ 125. MORSE SEARCH AND DEVELOPMENT PROCEDURES, TECHNIQUES, AND RESEARCH FILES:



NSA OPI: Close annually. Transfer to NCRC 2 years after closing. Destroy 5 years after transfer

ALL OTHER COPIES: Close annually. Destroy 2 years after closing.

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✓ 126. MORSE SEARCH AND DEVELOPMENT TECHNICAL SUPPORT RECORDS:

These files contain technical information generated to support Morse Search and Development efforts of tasked field sites. Information contained is normally tailored to the specific site activity to assist in completing the collection assignment.

Close annually. Destroy 1 year after closing.

✓ 127. MORSE SEARCH AND DEVELOPMENT CONTINUITY FILES:

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These files contain special tasking instructions regarding targets and frequencies, appropriate USSIDs governing Signal Search and Development efforts, tasking evaluations, and target development and evaluation data.

Destroy individual items when superseded or of no further reference value. Review for destruction every 60 days.

✓ 128. NON MORSE SEARCH AND DEVELOPMENT (NMSD) SUPPORT DOCUMENTATION (COLLECTION):

These files contain records pertaining to specific tasking assignments, processing results associated with the site mission, intercept position information, and related support data used to fulfill mission tasks.

OPI: Close files annually. Transfer to NCRC 1 year after closing. Destroy 5 years after transfer.

ALL OTHER COPIES: Close annually. Destroy 3 years after closing.

✓ 129. NON-MORSE SEARCH AND DEVELOPMENT SPECIAL SEARCH RECORDS:

These files contain special tasking requirements, mission documentation, tasking evaluations, target development data, new signal development information, and related records.

Close inactive file every 3 years. Transfer to NCRC. Review for destruction every 3 years.

✓ 130. "NON-SIGINT" INTELLIGENCE FILES:

These files contain collateral documents (PHOTINT, HUMINT, etc.) which are used to support SIGINT collection, analysis, and reporting.

Place individual items in an inactive file when no longer of operational or reference value. Close inactive file annually and transfer to NCRC. Review for destruction every 3 years.

✓ 131. CONSUMER REQUIREMENTS PROGRAM FILES:

These files contain copies of validated SIGINT requirements, copies of related responses (RFIs, AMPs, etc.), copies of applicable USSIDs associated with the activity, and related

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records.

OPI: Place in inactive file when closed. Close inactive file each 2nd calendar year. Transfer to NCRC 1 year after closing. Review for destruction every 5 years.

ALL OTHER COPIES: Place superseded/obsolete documents in an inactive file. Close inactive file each 2nd calendar year and review for destruction.

✓ 133. ADVANCED IDENTIFICATION TECHNIQUES FILES (AIT):

These files contain information on the various types of AIT programs employed to assist in target signals collection, processing and reporting. Also included is tasking data, reporting requirements, service documentation, and amplifying information on targets.

Place individual items in an inactive file when requirement is terminated. Close inactive file annually. Review for destruction every 2 years.

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TRAFFIC ANALYSIS

TRAFFIC ANALYSIS - concerns principally the study of external characteristics in signal communications and related materials for the purpose of obtaining information concerning the organization and operations of communications systems. Performance of traffic analysis results in the creation of various documentary records pertaining to research, evaluation, and exploitation which are used to assist the in performance of T/A projects or specific tasks or types of jobs, with distribution primarily limited to those engaged in or associated with the task.

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201. TECHNICAL SIGINT REPORTS (TSR):

A vehicle used for the authoritative presentation of significant analytic results which conveys a conclusion and can be used as the basis for SIGINT reporting. Information produced is applicable to any assigned target. TSRs are the medium for widespread dissemination of information within the SIGINT community.

✓ RECORD COPY: PERMANENT. Retire to NSA Archives when no longer needed for operations.

OPI: Place cancelled or superseded items in an inactive file. Close inactive file annually. Transfer to NCRC 1 year after closing. Destroy when no longer needed for operations. Review every 5 years for destruction.

ALL OTHER COPIES: Destroy when superseded, obsolete, or when no longer needed for operations. Review annually for destruction.

✓ 202. WORKING AIDS (WA):

Unauthoritative documents produced to assist in the solution of specific T/A problems. Distribution is primarily limited to those actually engaged in or associated with the performance of the task.

RECORD COPY: PERMANENT. Retire to NSA Archives when no longer needed for operations.

OPI: Place superseded or obsolete items in an inactive file. Close inactive file annually and transfer to NCRC. Destroy when no longer needed for operations. Review for destruction every 5 years.

ALL OTHER COPIES: Destroy when no longer needed for operations.

✓ 203. INFORMAL TECHNICAL NOTES (ITN):

These serve as a medium for the exchange of technical information and analytic conclusions between and among members of the SIGINT community. Information contained in ITNs does not qualify for publication in formal reporting vehicles. Distribution is limited to those facilities having

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requirements for the information.

OPI: Place superseded documents in an inactive file. Close inactive file annually. Transfer to NCRC 2 years after closing. Destroy when no longer needed for operations. Review every 3 years for destruction.

ALL OTHER COPIES: Destroy when no longer needed for operations.

✓ 204. TECHNICAL EXCHANGE LETTERS (TEL):

These are unofficial vehicles used in the informal exchange of traffic analytic views, ideas, information, or analytic avenues of attack on any traffic analysis problem. Distribution is principally limited to persons or stations involved in the task.

RECORD COPY: PERMANENT. Retire to NSA Archives when no longer needed for operations.

ALL OTHER COPIES: Destroy when no longer needed for operations. Review every 3 years for destruction.

205. RAW INTERCEPT TRAFFIC:

Traffic used in analytic exploitation and subsequent reporting of target communications. Refer to appropriate intercept traffic item in Part 1, COLLECTION.

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CRYPTANALYSIS

CRYPTANALYSIS - Deals with the analysis of encrypted or enciphered messages. The performance of cryptanalytic tasks concern the principles, methods and means employed in the solution of cryptosystems, and result in specific documentation portraying steps, processes, tables, devices, and/or other means employed in either encryption or decryption of target communications.

Related technical support records are used for the purpose of assisting in the performance of a given or specific cryptologic task or type of job, with distribution usually limited to those actually engaged in the C/A task.

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✓ 301. TECHNICAL SIGINT REPORTS (TSR):

TSRs are the official medium for widespread dissemination of technical cryptanalytic results or conclusions on any target.

RECORD COPY: PERMANENT. Retire to NSA Archives when no longer needed for operations.

ALL OTHER COPIES: Destroy when no longer needed for operations. Review retention requirements annually.

✓ 302. WORKING AIDS (WA): Documents accumulated and/ or published to assist in the solution of a specific C/A project or task. Distribution is principally limited to units actually engaged in the specific task.

RECORD COPY: PERMANENT. Retire to NSA Archives when no longer needed for operations.

ALL OTHERS COPIES: Destroy when, superseded, obsolete, or when no longer needed for operations. Review retention requirements annually.

✓ 303. INFORMAL TECHNICAL NOTES: Informal Technical Notes serve as medium of aperiodic exchange of cryptanalytic information or concessions between and among members of the cryptologic community. Distribution is principally limited to actual facilities engaged in cryptanalysis.

ALL COPIES: Destroy when superseded, obsolete, or when no longer needed for operations. Review retention requirements annually.

✓ 304. TECHNICAL EXCHANGE LETTERS (TEL): Technical Exchange Letters handle the exchange of cryptanalytic ideas, information, problem approaches, and attacks on any aspect of cryptanalysis.

RECORD COPY: PERMANENT. Retire to NSA Archives when no longer needed for operations.

ALL OTHERS COPIES: Destroy when no longer needed for operations. Review retention requirements annually.

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✓ 305. RAW INTERCEPT TRAFFIC:

Target communications used in cryptanalytic exploitation and follow-on reporting. Refer to appropriate intercept traffic item in Part 1: COLLECTION.

306. ADVERTISER:

ADVERTISER provides for the dissemination of new or unusual cryptanalytic findings to alert customers of information which could possibly be applied in the exploitation of other target communications. Given wide distribution within the Agency, distribution is limited to a minimum number of customers outside the National Center.

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

✓ 307. CA TECHNICAL ARCHIVAL RECORDS:

Records which document:

- A. Any cryptanalytic system that has resulted in key recovery from in depth cryptanalysis and that allows exploitation of associated target communications, indicates techniques and procedures for acquiring the data, and possible extrapolation of other underlying systems.
- B. Recovery of families of systems which reflect the cryptanalytic attack and which contain analytic research for future exploitation.
- C. Encipherment techniques/programs which reveal evidence of enhanced cryptanalytic communication security measures implemented on target communications.
- D. Any anomaly to existing systems usage or one time variations which could inhibit exploitation.

RECORD COPY: PERMANENT. Retire to NSA Archives when no longer needed for operations.

ALL OTHERS COPIES: Destroy when no longer needed for operations. Review retention requirements annually.

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ELINT

ELINT - is the technical and intelligence information derived from signals and analysis and exploitation of electrical or electronic characteristics of a transmitter. ELINT signals collection is defined as activity concerned with observation and/ or recording of information derived from foreign non-communications electromagnetic radiations. The electromagnetic signals spectrum is divided into small search segments in which any new or unusual emitters are the primary targets of ELINT collectors. Primary target signals are of high intelligence value, thus, specific requirements for collecting these type signals are established by the SIGINT Community to enable adequate signals analysis at designated processing echelons. Resultant ELINT product and technical reports are distributed on a need to know basis.

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✓ 401. SERIALIZED ELINT REPORTS:

This category consists of copies of Tier I (directed to a general audience) and Tier II (provided to a limited number of customers) ELINT product reports as well as applicable technical reports used to satisfy and support customer requirements, including EGRAMS, ELTs, and selected hard copy term studies.

RECORD COPY OF ITEMS NOT INCLUDED IN SOLIS: PERMANENT.
Retire to NSA Archives when no longer needed for operations.

ALL OTHER COPIES: Destroy when no longer needed for operations. Review annually for destruction.

✓ 402. ELINT TECHNICAL REPORTS - EVENT FILE:

This category consists of technical reports which result from signals analysis and evaluation of incoming electrical reports which contain intercepted signal data emanating from an earth space vehicle, missiles, radar, IFF, navigational, or other unknown sources.

RECORD COPY: Close after signals analysis is completed. Transfer to NCRC one year after closing. Destroy when no longer needed for operations. Review for destruction every 5 years.

ALL OTHER COPIES: Destroy when no longer needed for operations. Review annually for destruction.

✓ 403. ELINT TECHNICAL PROCESSING/MECHANIZATION REPORTS:

This category consists of technical reports derived from, field ELINT centers and Second and Third Parties which result from electronic, radiation, and emission analysis.

RECORD COPY: Close annually. Transfer to NCRC 2 years after closing. Destroy when no longer needed for operations. Review for destruction every 5 years.

ALL OTHERS: Destroy when no longer needed for operations. Review annually for destruction.

✓ 405. ELINT PARAMETER LIMITS (EPL) LIST:

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This machine generated manual contains technical ELINT parametric characteristics to assist in signals collection identification, field tasking of priority signals, training of National Center and field technical personnel, and technical service personnel in design and installation of collection and processing equipment.

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

✓ 406. ELINT ANALOG FILES:

Analog is human-readable presentations of information recorded on magnetic tape. Analogs are produced as the result of signals analysis on Telemetry/Beaconry tapes.

RECORD COPY: Place non-current analogs in an inactive file. Close inactive file monthly. Review for destruction every 6 months.

ALL OTHER COPIES: Destroy upon completion of analysis and evaluation.

These files consists of machine listings, logs, indexes, glossaries, translation aids, reports and related reference materials in the areas of atomic energy and missile production.

RECORD COPY: PERMANENT. Retire to NSA Archives when no longer needed for operations.

ALL OTHER COPIES: Destroy when no longer needed for operations. Review annually for destruction.

✓ 408. KILTING TECHNICAL/REFERENCE DATA BASE:

This data base is used to support the Electronic Warfare community and to assist in the re-designing of radar warning requirements, ECM equipment, and signal simulators which emulate target signals.

Delete or destroy when no longer needed for operations.

✓ 409. INFORMAL/TECHNICAL NOTES (ITN):

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ITNs serve as a medium for the exchange of technical ELINT information and analytic results which does not qualify for publication in a formal reporting vehicle.

Destroy when no longer needed for operations. Review every 3 years for destruction.

✓ 410. STANDARD ELINT DATA SYSTEMS CODES AND FORMATS (SEDSCAF) DATA BASE:

This data base contains the standard reporting format for all conventional ELINT reporting. Distribution includes a broad audience of National Center and field users, primarily collection facilities. A sanitized file is also produced for selected users.

OPI: PERMANENT. Retire to NSA Archives when superseded or when no longer needed for operations. Review every 3 years for disposition action.

ALL OTHER COPIES: Destroy when superseded.

✓ 411. END PRODUCT SUPPORT FILE:

This file consists of lists of technical ELINT data which are used internally as management tools for product reporting of target signal activity.

Destroy when no longer needed for operations.

✓ 412. MONTHLY TECHNICAL ELINT REPORTS LIST:

This file contains an index of published ELTs generated by the entire intelligence community in an electrical format. The list is given a world-wide distribution through both and open and sanitized series.

Destroy when superseded or when no longer needed for operations. Review for destruction every 3 years.

413. NATIONAL ELINT PROCESSING/COLLECTION DIGRAPH (NEPCD) FILE:

This file contains lists of all ELINT collectors and processing centers throughout the world. Information is utilized for management purposes and for tasking of target

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signals for collection.

OPI: Destroy when no longer needed for operations. Review for destruction every 3 years.

ALL OTHER COPIES: Destroy when superseded or obsolete.

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SIGINT PRODUCT AND CRYPTOLOGIC TECHNICAL RECORDS

SIGINT PRODUCT AND CRYPTOLOGIC TECHNICAL RECORDS - provide official documentary research assistance, intelligence and technical information in support of the National SIGINT effort and its response to consumers and, SIGINT Product and the Service Cryptologic Elements (SCEs).

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501. SIGINT PRODUCT SERIES FILES:

SIGINT Product is used to report pertinent information to customers and consists of serialized records originated or received by NSA (external information is used as required). NSA is the recognized holder of such reports for the United States Intelligence Community and is responsible for reference service on all SIGINT records.

✓ RECORD COPY OF ALL SERIALIZED PRODUCT NOT INCLUDED IN SOLIS: PERMANENT. Retire to NSA Archives when no longer needed for operations.

ALL OTHER COPIES NOT INCLUDED IN SOLIS: Destroy when obsolete or of no further reference value. Maximum retention, 3 years after date of issue. Review annually for destruction.

ALL OTHER COPIES INCLUDED IN SOLIS: Destroy when obsolete or of no further reference value. Maximum retention, 3 years after date of issue. Review annually for destruction.

✓ 503. CRYPTOLOGIC TECHNICAL DOCUMENTATION FILES:

This category consists of technical documents produced by NSA, or furnished NSA by U.S. Field installations or collaborating centers, and associated facilities.

A. Formal Technical Documents (CTRs, WAs, TELs etc.).

RECORD COPY: PERMANENT. Retire to NSA Archives when no longer needed for operations.

ALL OTHER COPIES: Destroy when superseded, obsolete, or when of no further reference value.

B. Informal Technical Documents (ITNs, TSLs, informal WAs, etc.):

Destroy when superseded, obsolete, or when of no further reference value.

✓ 504. SIGINT CONTROL RECORDS:

This category consists of documentation reflecting the acquisition, receipt, source control, distribution/location, supersession or obsolescence status of SIGINT materials.

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Close files annually. Transfer to NCRC 3 years after closing. Destroy 5 years after transfer or upon annual review.

✓ 505. COLLATERAL SIGINT/SUPPORT RECORDS:

This category consists of classified and unclassified non-SIGINT information used to support SIGINT product reporting.

Destroy when obsolete or when of no further reference value.

✓ 506. COLLATERAL REFERENCE COLLECTIONS:

This category consists of open source and classified documentation used to provide background to support daily operations.

Unique Collections Documenting Target History Over Time:

Permanent. Retire to NSA Archives when no longer needed for reference.

All Other Collections:

Destroy when no longer of reference value.

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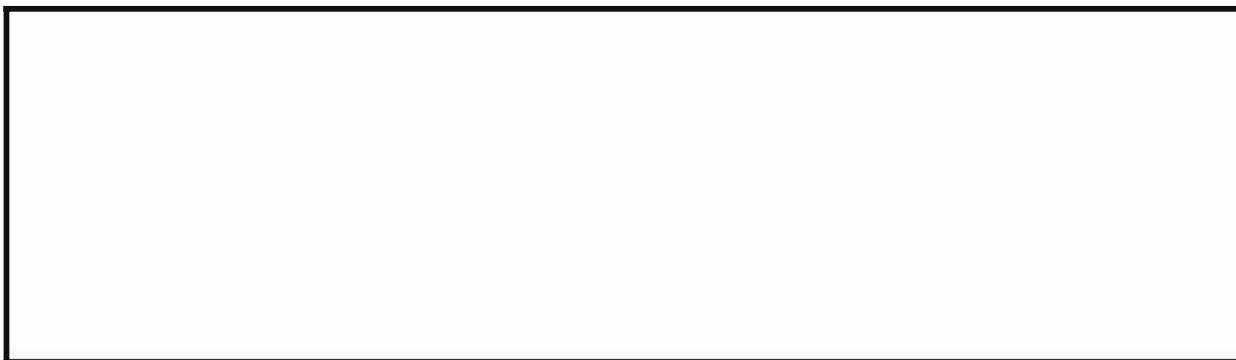
✓ 701. WEATHER TECHNICAL SUPPORT RECORDS:

This category consists of technical information generated by National Centers and theater support groups to assist in the collection analysis, processing and reporting of target weather activity, both perishable and long-term, and to satisfy specific customer requirements as well as generalized validate national requirements.

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

ALL OTHER COPIES: Destroy when no longer needed for operations.

✓ 706. SECOND PARTY MATERIALS:



✓ A. Serialized Product Not Included in SOLIS and Formal Technical Reports:

PERMANENT. Retire to NSA Archives when no longer needed for operations.

✓ B. Intercept Traffic. See Part I, COLLECTION, for appropriate disposition.

NSA25X1
NSA25X3
NSA25X6
NSA25X9

✓ 708. THIRD PARTY MATERIALS:

This category consists of official administrative and technical documentation established through promulgation of USSIDs and other regulatory instruments governing Third Party relations and operations.

✓ A. Copies of Documents Such as Plans, Agreements, Policy Statements, and Related Records:

PERMANENT. Retire to NSA Archives when no longer needed

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for operations.

✓ B. Reports, Traffic, Working Aids and Related Records:

Close inactive file annually. Transfer to NCRC when no longer needed for current research. Destroy 5 years after transfer or upon annual review.

707. ARMED FORCES METEOROLOGICAL INDICATIVES (AFMI):

AFMI support records are generated by National Centers and contain recoveries of special weather intelligence grids, place names, coordinates, and methods of identification.

Destroy when no longer needed for operations.

✓ 709. CRYPTOLOGIC INFORMATION PUBLICATIONS:

This category consists of widely distributed cryptologic publications designed to keep agency personnel informed on a variety of subjects, events, and trends. Also included are reports of information contained in foreign encrypted and plain text communications distributed primarily to addressees responsible for the primary cryptologic mission.

RECORD COPY: PERMANENT. Retire to NSA Archives when no longer needed for operations.

ALL OTHER COPIES: Destroy when no longer needed for current reference.

✓ 711. STATION RESOURCE DATA LISTINGS:

This category consists of lists indicating intercept station's mission, resources, information material produced, distribution recipients, frequency and method of forwarding. (Does not pertain to records held by P Organization.)

Destroy when superseded or when no longer needed for operations. Review annually for destruction.

✓ 803. LIAISON SUPPORT RECORDS TO OTHER THAN SIGINT ELEMENTS:

These records consist of reports and related correspondence pertaining to areas in which the Operations element does not have primary subject matter interest. Such areas include

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research and development; training; security; INFOSEC; packaging; and liaison with the intelligence and military communities.

OPI: Place noncurrent material in an inactive file. Close inactive file annually and transfer to NCRC. Destroy 10 years after transfer.

ALL OTHER COPIES: Place noncurrent copies in an inactive file. Close inactive file annually. Destroy 1 year after closing.

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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/>