

FOR OFFICIAL USE ONLY

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

Rec 10/02/79

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

1. FROM (AGENCY OR ESTABLISHMENT)
National Security Agency/Central Security Service

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

LEAVE BLANK

JOB NO
NC1-457-80-1

DATE RECEIVED
10-11-79

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-1-79
Walter W. Spender
Date *acting* 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 2 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

10/05/79

E. TITLE

7. ITEM NO

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

9. SAMPLE OR JOB NO

10. ACTION TAKEN

1.

(330-28) (U) Non-Hired Applicant Case Files. Documents and materials for those applicants not selected for an Agency appointment because of their qualifications, and for those who decline or will not be available for appointment. Included are recruiters' interview records, worksheets, applications for employment, test results, correspondence and supplementary related documents.

DESTROY when 45 days old from date of last action. (SF-115, NC-UN-76-1, dtd 7 Oct 75) item 2)

2.

(336-02) (U) Clinical Psychology Case Files. Name folders containing documents accumulated as a result of applicant processing; includes psychological evaluations and other related documents pertaining to individuals.

a. NSA Employee Cases. (new item)

A amendments to this schedule concurred in by NSA/DCW, 10/10/79, & 10/19/79.
RCT/NARS-NCD

Place in an inactive file upon separation of employee. Close inactive file annually Transfer to NCRC 1 year after closing. DESTROY 2 years after transfer.

Copy to Agency and NARS, 11/07/79.

RCT/MS

*115-107
Closeout
11-9-79
JS*

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2 ITEMS

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| Request for Records Disposition Authority - Continuation | | JOB NO | PAGE OF 2 2 |
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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| 3. | b. <u>Non-Hired Applicant Cases.</u> | DESTROY when 45 days old from date of last action. (SF-115, NC-UN-76-1 dtd 7 Oct 75) item 1) | |
| | c. <u>Hired Applicant Case Files.</u> | Transfer to NSA Employee Case File. | |
| | (342-01) (U) <u>Personnel Security Files.</u> Files on all individuals seeking employment or whose relationship with the Agency requires security investigations, clearance processing, indoctrination, or orientation. Includes investigations, clearance status, reinvestigations, Indoctrination and Debriefing Oaths, Military Check-In and Check-Out Forms, Official Courier Briefing Forms, Unofficial Foreign Travel Request Forms, Certification Upon Indoctrination for Access to Critical Nuclear Weapon Design Information Forms, and other security-related memorandums or correspondence. | | |
| | a. <u>Persons Affiliated with NSA/CSS.</u> | Close upon separation or termination of individual. DESTROY 15 years after separation or upon expiration of Hazardous Activity Group, whichever is later. (NARS Job No. NCI-330-76-1), item 1a(1). | |
| | b. <u>Non-Hired Applicants or Non-Affiliated Individuals. (new item)</u> | DESTROY when 45 days old from date of last action. | |
| c. <u>Investigations Which Result in Adverse Actions.</u> | DESTROY 25 years after date of last action. ** (NARS Job No. NCI-330-76-1), item 1a(2). | | |
| d. <u>Major Investigations of Espionage, Sabotage or of a Counterintelligence/ Security Nature.</u> | PERMANENT (NARS Job No. NCI-330-76-1), item 1a(3). | | |
| <p>** Those files determined to be of possible historical value and those of widespread public or congressional interest may be offered to NARS.</p> | | | |

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 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/>