

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-AU-82-14

DATE RECEIVED

March 18, 1982

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-8-82 *Robert W. Ware*  
Date Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

2 MAJOR SUBDIVISION

The Adjutant General's Office

3 MINOR SUBDIVISION

Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

Gerre Turney

5 TEL EXT  
325-6044

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 5 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 9 Mar 82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E TITLE Chief, Records Management Division
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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
	<p>(PROPOSED) 519--AUTOMATED SYSTEMS SECURITY</p> <p>These files relate to automated systems security and consist of records and correspondence concerned with uniform policy on all known and recognized aspects of automation security. These files provide realistic guidance and generalized procedures to ensure that all sensitive defense information handled by automated systems is protected against espionage; sabotage; fraud; misappropriation; misuse; or inadvertent or deliberate compromise. Included are: management; inventory; physical security of systems facilities; personnel security; site visits; accreditation; security enhancement program; automated systems security communications; and TEMPEST control program. The prescribing directive for this record series is AR 380-380 [REDACTED].</p> <p>Permanent records filed under FN 519-01a will be offered NARS in 5 year blocks, when 25-30 years old or when consistent with national security, whichever is later. Permanent records are arranged by subject and accumulate at a rate of 1 1/2 feet per year.</p>		

115-107

#82-12 Closed Out 6-11-82: [REDACTED] 12 items  
Mass Data Change Sheet Copy to [REDACTED]  
NOT REQUIRED

## Request for Records Disposition Authority—Continuation

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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
1	<p><u>Automated systems security management files.</u> (FN 519-01) Documents which are not of a routine nature or specifically covered elsewhere in this record series. These files include management documents on automated systems security such as.</p> <ul style="list-style-type: none"> <li>(1) Procedural security pertaining to the DPA workflow processing</li> <li>(2) Long range planning, programming and budgeting</li> <li>(3) Preparation, dissemination and maintenance of plans.</li> <li>(4) Management reviews.</li> <li>(5) Systems failures.</li> <li>(6) Instructions concerning automated systems security operations.</li> <li>(7) Risk management</li> <li>(8) Assessments and decisions.</li> <li>(9) Control implementation.</li> </ul> <p>Not included are individual case files on specific systems.</p> <p><b>a. Offices with Army-wide responsibility: PERMANENT.</b> <b>b. Other Offices: Destroy when no longer needed for current operations</b></p>		
2	<p><u>Inventory of automated systems security hardware and software files</u> (FN 519-02) Documents pertaining to inventory of automated systems, security handling sensitive defense information. Documents include information on</p> <ul style="list-style-type: none"> <li>a. Hardware (computer security features or devices used in ADP systems).</li> <li>b. Software (general purpose and applications programs which protect data/information handled by an ADP system and its resources).</li> <li>c. Minicomputers</li> <li>d. Microprocessors</li> <li>e. Automated administrative systems</li> </ul> <p>DISPOSITION: Destroy when superseded by revised inventory</p>		
3	<p><u>Physical security of automated systems facilities files</u> (FN 519-03). Documents on automated systems security facilities pertaining to the establishment of secure data processing environments. This includes.</p> <ul style="list-style-type: none"> <li>a. Facility construction</li> <li>b. Fire detection systems and equipment</li> <li>c. Physical access control</li> <li>d. Protection against magnetism</li> <li>e. Operational practices</li> <li>f. Related papers</li> </ul>		

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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
4.	<p>Disposition: Destroy after 4 years or upon supersession or obsolescence, whichever is later.</p> <p><u>Accreditation of automated systems security files.</u> (FN 519-04) Documents pertaining to the authorization and approval of an ADP system or network to process sensitive defense information and related supporting documents.</p> <p>Disposition: Destroy after 4 years or upon supersession or obsolescence, whichever is later.</p>		
5.	<p><u>Personnel security and surety (PSSP) files.</u> (FN 519-05) Documents gathered on personnel involved with automated systems security consisting of:</p> <ol style="list-style-type: none"> <li>a. Initial screening and evaluation</li> <li>b. Selection and retention criteria</li> <li>c. Appropriate personnel security investigation and resultant security clearance</li> <li>d. Security briefing and debriefing of personnel</li> <li>e. Continuous observation phase</li> <li>f. Training</li> <li>g. Related papers.</li> </ol> <p>Disposition: Destroy on transfer or separation of person or on supersession, as applicable.</p>		
6.	<p><u>US Army ADP systems security enhancement program (ADPSSEP) files.</u> (FN 519-06) Documents pertaining to (site) visits to installations to advise, assist, and evaluate the aspects of automated systems security. These documents also include systems security surveys, immediate security service, and systems engineering security service.</p> <p>Disposition: Offices responsible for survey: Destroy after next comparable survey</p> <p style="padding-left: 100px;">Surveyed offices: Destroy 1 year after next comparable survey.</p>		
7.	<p><u>Automated systems security communications files.</u> (FN 519-07) Documents pertaining to the telecommunications design of new/revised automated systems which include:</p> <ol style="list-style-type: none"> <li>a. Network documentation</li> <li>b. Encryption systems/equipment</li> </ol>		

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	<p>c. Communication security</p> <p>d. Network security officer actions</p> <p>e. Related papers</p> <p>Disposition. Destroy after 4 years or upon supersession or obsolescence, whichever is later.</p> <p>8. <u>TEMPEST control program files.</u> (FN 519-08) Documents gathered on guidance and standards for the application of compromising emanation control measures. These documents include:</p> <p>a. Noninstrumented TEMPEST inspections</p> <p>b. Instrumented TEMPEST test reports</p> <p>c. Technical advice and assistance</p> <p>d. Preferred products lists</p> <p>e. Related papers</p> <p>Disposition: Inspecting Office: Destroy 1 year after receipt of superseding inspection or after closing of account or facility.</p> <p>Inspected Offices: Destroy on receipt of related superseding inspection or after closing of account or facility.</p> <p>9. <u>Continuity of operations plans files.</u> (FN 519-09) Documents pertaining to the recovery from and/or continued operations during partial or total interruption of service for a data processing center due to man-made or natural disasters or problems. These files include:</p> <p>a. Backup file requirements and locations</p> <p>b. Memorandums concerning alternate processing sites</p> <p>c. Recovery and/or restart routines/procedures</p> <p>d. Transportation and storage requirements</p> <p>e. Backup/alternate power/services</p> <p>f. Results of actual or practice exercises of COOP Plan</p>		

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10	<p>Disposition: Destroy when superseded, obsolete, or 1 year after closing of facility, whichever is later.</p> <p><u>Password user identification and equipment identification files.</u> (FN 519-10) Includes program for generation of passwords, password receipts, user identification and equipment identification records.</p> <p>Disposition: Destroy upon supersession.</p> <p><u>JUSTIFICATION:</u> These files accumulate from the administration of automated systems security Army wide. The Army Functional Files System (TAFFS) does not presently identify a major portion of automated systems information necessary to document the implementation of the program which includes automation security policy, inventory of all command/agency computers handling sensitive defense information, accreditation reviews and related papers. The above proposed retention meets the Army's administrative requirements.</p>		

**APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST**

JOB NUMBER  
**NC1-AU-82-14**

**SECTION I - ACTION TAKEN**

1 **APPROVED FOR DISPOSAL** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government

GENERAL ACCOUNTING OFFICE CONCURRENCE  IS NOT NECESSARY  IS NECESSARY AND HAS BEEN OBTAINED

2 **APPROVED FOR PERMANENT RETENTION** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule

**Item 1a**

3 **DISPOSITION NOT APPROVED** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation

4 **WITHDRAWN** The records described under the following item or items have been withdrawn at the request of the agency

**SECTION II - RECOMMENDATION/CONCURRENCES**

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>Jean Nelson</i>	4-14-82
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond Woodley</i>	4/14/82
CONCURRENCES	Director, NNM	<i>Robert Wolfe, Atty</i>	6/4/82

**SECTION III - APPRAISER'S COMMENTS**