REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
National Security Agency

2. MAJOR SUBDIVISION
Information Policy

3. MINOR SUBDIVISION
Office of Records Management

4. NAME OF PERSON WITH WHOM TO CONFER
Stephanie Bartolowits

5. TELEPHONE
240-373-2394

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-457-08-1

DATE RECEIVED
4/21/08

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
1-13-09

ARCHIVIST OF THE UNITED STATES
Adrienne Thomas

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___6___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[X] is not required;   [ ] is attached; or   [ ] has been requested

DATE
6 MAR 08

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
Associate Director for Community Integration, Policy and Records

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	The Sigint Disposition schedule has been updated to be more in-line with NSA/CSS's business processes, in addition to separate out the files series exemptions and the FOIA exemptions by category to make review more efficient. This new condensed schedule will prepare NSA/CSS to move forward with our electronic records management program.		
2.	This schedule authorizes the agency to apply the approved disposition instructions to records in any medium. Permanent records will be preserved in accordance with applicable NARA regulations and guidance.		

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

NO.	TITLE AND DESCRIPTION	DISPOSITION
ITEM 1 (200-01)	**SIGINT Operational Data Other Than Serialized Intelligence**: Intercepted communications, including cipher and plain text, which are slated for processing/ exploitation. This includes any voice, data or video and related records. **For Freedom of Information purposes, a record in this category is an exempt operational file unless residing in the NSA/CSS Archives.**	**TEMPORARY.** Retain for use so long as data may be of intelligence interest or potentially useful in analytic research. Review every year for destruction. (NC1-457-90-1) EXCEPTION - Any data that contains, or could contain, U.S. person information has legal ramifications. There are strict timelines for retention of this data, and it must be handled in accordance with USSID SP0018, including Annex A, Appendix 1; DoD 5240.1-R; and any special minimization procedures that govern the retention of that data. For data collected pursuant to the Foreign Intelligence Surveillance Act (FISA) or Protect America Act (PAA), retention may only be done in accordance with the minimization procedures for that data.
ITEM 2 (200-02)	**SIGINT Product**: Serialized Communication Intelligence (COMINT), Electronic Intelligence (ELINT) or Foreign Instrumentation Signals Intelligence (FISINT) report/ records issued to customers that are originated or received by NSA/CSS. **This category of records is File Series Exempt from automatic declassification, under Executive Order 12958 as amended.**	**PERMANENT.** Transfer to the NSA/CSS Records Center when 5 years old. Transfer to the NSA/CSS Archives after 30 years. Transfer to the National Archives and Records Administration when 50 years old. (NC1-457-90-1)

ITEM 3
(200-03)

SIGINT Operational Analysis Information and Records: Includes requirements, directives, tasking messages, reports, reference files, working aids and papers, instructions, informal technical notes, manuals, technical exchange letters, handbooks, dossiers, listings, glossaries, collateral documents, procedure files, evaluation plans, specific documentation portraying steps, processes, tables, devices, and/or others means employed in SIGINT development, cryptanalysis, signals analysis or traffic analysis of target communications.

For Freedom of Information purposes, a record in this category is an exempt operational file unless residing in the NSA/CSS Archives.

PERMANENT. Transfer to the NSA/CSS Records Center when 5 years old. Transfer to the NSA/CSS Archives after 30 years. Transfer to the National Archives and Records Administration when 50 years old. (NC1-457-90-1)

EXCEPTION - Any data that contains, or could contain, U.S. person information has legal ramifications. There are strict timelines for retention of this data, and it must be handled in accordance with USSID SP0018, including Annex A, Appendix 1; DoD 5240.1-R; and any special minimization procedures that govern the retention of that data. For data collected pursuant to the Foreign Intelligence Surveillance Act (FISA) or Protect America Act (PAA), retention may only be done in accordance with the minimization procedures for that data.

ITEM 4
(200-04)

SIGINT Cryptanalysis Methodologies: Records related to the analysis of encrypted and/or enciphered information/data.

For Freedom of Information purposes this category of records is an exempt operational file unless residing in the NSA/CSS Archives. This category of records is File Series Exempt from automatic declassification, under Executive Order 12958 as amended.

PERMANENT. Transfer to the NSA/CSS Records Center when 5 years old. Transfer to the NSA/CSS Archives after 30 years. Transfer to the National Archives and Records Administration when 50 years old. (NC1-457-90-1)

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ITEM 5
(200-05)

SIGINT Collection Methods: This category relates to the acquisition, processing, analysis, reporting, and forwarding of intercepted target communications.

For Freedom of Information purposes, a record in this category is an exempt operational file unless residing in the NSA/CSS Archives.

TEMPORARY. Place individual items in an inactive file when of no further current operational value. Close inactive files annually and transfer to NSA/CSS Records Center. Review every 5 years for destruction. (NC1-457-90-1)

EXCEPTION - Any data that contains, or could contain, U.S. person information has legal ramifications. There are strict timelines for retention of this data, and it must be handled in accordance with USSID SP0018, including Annex A, Appendix 1; DoD 5240.1-R; and any special minimization procedures that govern the retention of that data. For data collected pursuant to the Foreign Intelligence Surveillance Act (FISA) or Protect America Act (PAA), retention may only be done in accordance with the minimization procedures for that data.

ITEM 6
(200-06)

SIGINT Policy and Program Records: These files contain information related to SIGINT relationships, SIGINT collection terms and definition, technical documents, SIGINT product distribution lists, background materials, studies, reports, establishing SIGINT projects, and official administrative and technical documentation establishing Foreign Partner relations and operations.

This category of records is File Series Exempt from automatic declassification, under Executive Order 12958 as amended.

PERMANENT. Transfer to the NSA/CSS Records Center when 5 years old. Transfer to the NSA/CSS Archives after 30 years. Transfer to the National Archives and Records Administration when 50 years old.
(NC1-457-90-1)

EXCEPTION - Any data that contains, or could contain, U.S. person information has legal ramifications. There are strict timelines for retention of this data, and it must be handled in accordance with USSID SP0018, including Annex A, Appendix 1; DoD 5240.1-R; and any special minimization procedures that govern the retention of that data. For data collected pursuant to the Foreign Intelligence Surveillance Act (FISA) or Protect America Act (PAA), retention may only be done in accordance with the minimization procedures for that data.

ITEM 7
(200-07)

SIGINT Tasking/Targeting Analysis:
Information/data that·document the exchange of
SIGINT material with collaborating centers, copies of
validated SIGINT requirements, documentation
reflecting the acquisition, receipt, source control,
distribution/location, obsolescence status of SIGINT
material, distribution lists, and publications on the
latest trends in collection.

TEMPORARY. Place
individual items in an
inactive file when of no
further current operational
value. Close inactive files
annually and transfer to
NSA/CSS Records Center.
Review every 5 years for
destruction. (NC1-457-90-
1)