REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
National Security Agency

2. MAJOR SUBDIVISION
Information Assurance

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFERENCE

5. TELEPHONE

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 5 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.

☐ is not required; ☐ is attached; or ☐ has been requested.

DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE
11 JAN 2013

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

NSA/CSS is submitting the following Information Assurance Records Disposition Schedule for NARA approval. This Records Disposition Schedule provides legally authorized retention periods for records created or retained by NSA/CSS, regardless of the medium or format in which the records are created or maintained. The disposition instructions in this Records Disposition Schedule are mandatory. Any Federal records created or received by NSA/CSS personnel or contractors not specifically covered by this schedule or the General Records Schedules are to be retained until such time as an applicable disposition authority approved by NARA is obtained.

Please see attached.

9. NURS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

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

PREVIOUS EDITION NOT USABLE

NSN 7540-00-834-4064
(U) This Records Disposition Schedule provides legally authorized retention periods for records created or retained by NSA/CSS, regardless of the medium or format in which the records are created or maintained. The disposition instructions in this Records Disposition Schedule are mandatory. Any Federal records created or received by NSA/CSS personnel or contractors not specifically covered by this schedule or the General Records Schedules are to be retained until such time as an applicable disposition authority approved by the National Archives and Records Administration (NARA) is obtained.
<table>
<thead>
<tr>
<th>NO.</th>
<th>TITLE AND DESCRIPTION</th>
<th>DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Formal Published Standards and Criteria</td>
<td>PERMANENT. Transfer to the National Archives and Records Administration (NARA) when records become 25 years old.</td>
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<td></td>
<td>Including but not limited to the High Grade Standard (aka UKUSA Standard) and supporting rationale, TEMPEST standards, Evaluated Products List (EPL), Preferred Products List (PPL), Commercial COMSEC Endorsement Program (CCEP) criteria and endorsements, and evaluated and/or preferred security features lists.</td>
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<td>(Formerly 408-04, 408-08 and 427-08)</td>
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<td>2</td>
<td>Final Engineering Designs and Specifications (U)</td>
<td>PERMANENT. Transfer to the National Archives and Records Administration (NARA) when records become 25 years old.</td>
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<td>Including information about equipment and devices that are used or associated specifically with information security or information assurance.</td>
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<tr>
<td></td>
<td>(Formerly 400-06a, 400-06b, 400-06c, 400-20, 401-01, 406-02, 407-01, and 432-02)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Manuals, Instructions and Maintenance Material</td>
<td>TEMPORARY. Retain for use as long as associated equipment or systems are in development or in use or until subject cryptographic device is superseded.</td>
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<td>Including manuals and other materials used for on-the-job training and maintenance of systems and equipment.</td>
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<td></td>
<td>(Formerly 400-27, 400-31, 404-03, 405-06, 408-03, 412-01, 413-09, 414-06, 414-09, 414-11, 414-12, 414-13, 433-02, 433-05, 433-06, and 433-07)</td>
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<tr>
<td>4</td>
<td>Formal (and Final) Memoranda and Reports</td>
<td>PERMANENT. Transfer to the National Archives and Records Administration (NARA) when records become 25 years old.</td>
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<td></td>
<td>Including internal memos, external letters, message traffic, emails, MOUs, MOAs, policy statements, NSTISSC memoranda, published security guidance, directives and regulations issued by IAD, formal Information Assurance doctrine publications, final reports of formal security evaluations of systems or cryptologics and formal assessments of user applications, formal and final budget proposals and decisions, guidance and criteria for professional</td>
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</tbody>
</table>
development, oversight and compliance formal reports.


Monitoring Reports
Including reports containing general security observations, reports of monitoring wholly encrypted links, unit or organization specific reports, reports issued during force protection monitoring tasks, and network monitoring reports noting suspected or known unauthorized intrusions.

(Formerly 409-01, 409-02, 409-05, and 423-01)

Keying Material and Related Guidance
Including but not limited to crypto-custodian lists, PII data necessary for accounting purposes, seed keys and certificates, keying material handling guidance, cryptographic or COMSEC account inventories and/or audits, compromise and supersession reports.

(Formerly 400-05, 400-16, 409-04, 410-01, 410-02, 410-03, 410-04, 410-05, 410-06, 410-07, 416-01, 425-01a, 426-01, 426-02, 427-01, 427-02, 427-03b, and 427-06b)

Working Papers Related to International Organizations
Including papers submitted to various international organizations and committees, subcommittees and working groups.

PERMANENT. Transfer to the National Archives and Records Administration (NARA) when records become 25 years old.

TEMPORARY. Retain for use as long as needed to support operations or as long as associated projects are active. Review every year for destruction.

NOTE: PII data must be destroyed as soon as it is no longer needed for operational purposes.

TEMPORARY. Retain for use as long as file or associated projects are active. Review every year for destruction.
Memoranda and Agreements with Multiple Parties
Including meeting minutes, formal memoranda, formal agreements, and records of working groups that include multiple parties.

(Formerly 419-02)

PERMANENT. Transfer to the National Archives and Records Administration (NARA) when records become 25 years old.

RESERVED

Reports and Memoranda related to Nuclear Command and Control

Nuclear Command and Control Automation: data pertaining to research and development of the software and hardware used in NC2 systems. Data also supports program justification and procurement actions.

This category of records is File Series Exempt from automatic declassification, under Executive Order 13526.

(Formerly 427-03a, 427-05 and 427-07c)

PERMANENT. Transfer to the National Archives and Records Administration (NARA) when records become 50 years old.
**INFORMATION ASSURANCE RDS CROSSWALK**

<table>
<thead>
<tr>
<th>(U) New RDS</th>
<th>(U) New Retention Period</th>
<th>(U) Retention Change (Y or N, +/- number of yrs)</th>
<th>(U) Previous NARA Job #</th>
<th>(U) Original RDS</th>
<th>(U) Heading/Series Title</th>
<th>(U) Current Disposition</th>
<th>(U) Notes</th>
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<tr>
<td>(U) 451</td>
<td>(U) Permanent</td>
<td>(U) Y, + 25 years</td>
<td>(U) N1-457-89-2, item C1</td>
<td>(U) 408-04</td>
<td>(U) Standards of Acceptance File</td>
<td>(U) Permanent. Transfer to NCRC when no longer needed for operations.</td>
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(U) Please note that for all items, any drafts or working papers associated with another RDS are covered by 301-03, Working Papers/Convenience Files.

(U) Proposed flip from temporary to permanent.

(U) Proposed flip from permanent to temporary.

(U) New item.
<table>
<thead>
<tr>
<th>(U) New RDS</th>
<th>(U) New Retention Period</th>
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<td>(U) N1-457-89-2, item C11</td>
<td>(U) 408-08</td>
<td>(U) Trusted Network Guideline Database</td>
<td>(U) Temporary. Delete after retention period previously approved as temporary. We are now requesting that it be approved as permanent.</td>
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<td>(U) N1-457-89-2, item C10</td>
<td>(U) 427-08</td>
<td>(U) NC2 (Nuclear Command and Control Standards)</td>
<td>(U) PROPOSED Permanent. Close annually. Transfer to NCRC 1 year after closing.</td>
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<td>(U) N</td>
<td>(U) N1-457-89-2, item C1</td>
<td>(U) 400-06a</td>
<td>(U) COMSEC Equipment File, Fielded Equipment Designs</td>
<td>(U) Permanent. Transfer to NCRC when no longer needed for operations.</td>
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<td>(U) N1-457-89-2, item C1</td>
<td>(U) 400-06b</td>
<td>(U) COMSEC Equipment File, Unusual Technology Designs Not Fielded</td>
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<td>(U) 400-06c</td>
<td>(U) COMSEC Equipment File, Designs Not Fielded</td>
<td>(U) Temporary. Destroy when 10 years old or sooner if no longer required for reference.</td>
<td><em>(U) Note: This item was previously approved as temporary. We are now requesting that it be approved as permanent.</em></td>
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<td>(U) N1-457-89-4, item V24</td>
<td>(U) 400-20</td>
<td>(U) Secure Integrated Services Digital Network (ISDN) Specifications File</td>
<td>(U) Temporary. Destroy when superseded, revised, or when obsolete.</td>
<td><em>(U) Note: This item was previously approved as temporary. We are now requesting that it be approved as permanent.</em></td>
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<td>(U) N1-457-89-2</td>
<td>(U) 401-01</td>
<td>(U) National TEMPEST Information Center Library</td>
<td>(U) Permanent. Transfer to NCRC when 5 years old.</td>
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<td>(U) N1-457-89-2, item C1</td>
<td>(U) 406-02</td>
<td>(U) Engineer's Equipment Project/Case File</td>
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<td>(U) N1-457-89-2, item C3</td>
<td>(U) 407-01</td>
<td>(U) Countermeasures Development File</td>
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<td>(U) Y, + 25 years</td>
<td>(U) N1-457-88-6, item Y14</td>
<td>(U) 432-02</td>
<td>(U) Engineering Projects and Requirements</td>
<td>(U) Permanent. Transfer to NCRC when no longer required for operations.</td>
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<td>(U) 453</td>
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<td>(U) Y, - 5 years</td>
<td>(U) N1-457-89-4, item V27</td>
<td>(U) 400-31</td>
<td>(U) Third Generation STU III Production File</td>
<td>(U) Temporary. Destroy after 5 years or when no longer needed for operations, whichever is later.</td>
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<td>(U) N</td>
<td>(U) N1-457-89-2, item C12</td>
<td>(U) 404-03</td>
<td>(U) Link Encryption Products File (Technical)</td>
<td>(U) Temporary. Transfer to NCRC when no longer required for operations. Review in 10 years. Destroy when related product is obsolete.</td>
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<td>(U) Y, - 3 years</td>
<td>(U) N1-457-89-2, item C12</td>
<td>(U) 405-06</td>
<td>(U) Software Evaluation Manuals</td>
<td>(U) Temporary. Transfer to NRCR when inactive. Destroy 3 years thereafter.</td>
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<td>(U) 453</td>
<td>(U) Temporary</td>
<td>(U) N</td>
<td>(U) N1-457-89-2, item C11</td>
<td>(U) 408-03</td>
<td>(U) Implementation Evaluation Reports and Technical Notes</td>
<td>(U) Temporary. Close annually. Transfer to NCRC. Destroy after 5 years or sooner if no longer required for operations.</td>
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<td>(U) New RDS</td>
<td>(U) New Retention Period</td>
<td>(U) Retention Change (Y or N, +/- number of yrs)</td>
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<td>(U) 453</td>
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<td>(U) N1-457-89-4, item V49</td>
<td>(U) 412-01</td>
<td>(U//FOUO) BATSON II Technical Documents File</td>
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<td>(U) Y, - 3 years</td>
<td>(U) N1-457-89-2, item C12</td>
<td>(U) 413-09</td>
<td>(U) Software Evaluation Manuals</td>
<td>(U) Temporary. Transfer to NCRC when inactive. Destroy 3 years thereafter.</td>
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<td>(U) 453</td>
<td>(U) Temporary</td>
<td>(U) N</td>
<td>(U) N1-457-88-6, item Y22</td>
<td>(U) 414-06</td>
<td>(U) FOOTPRINT File</td>
<td>(U) Temporary. Delete or destroy when superseded or obsolete.</td>
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<td>(U) 453</td>
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<td>(U) N</td>
<td>(U) N1-457-88-6, item Y22</td>
<td>(U) 414-09</td>
<td>(U) Manuals Database</td>
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<td>(U) Y, - 5 years</td>
<td>(U) N1-457-88-6, item Y22</td>
<td>(U) 414-11</td>
<td>(U//FOUO) TEXTPROC Database</td>
<td>(U) Permanent. Retain by OPI</td>
<td>(U) Note: this item was previously approved as permanent. We are now requesting that it be approved as temporary.</td>
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<td>(U) 453</td>
<td>(U) Temporary</td>
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<td>(U) N1-457-88-6, item Y22</td>
<td>(U) 414-12</td>
<td>(U//FOUO) TEXTPROC Database</td>
<td>(U) Temporary. Delete or destroy when no longer needed for operations.</td>
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<td>(U) 453</td>
<td>(U) Temporary</td>
<td>(U) Y, - 5 years</td>
<td>(U) N1-457-88-6, item Y25</td>
<td>(U) 433-02</td>
<td>(U) Component Engineering Technical File</td>
<td>(U) Temporary. Destroy 5 years thereafter.</td>
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<td>(U) New Retention Period</td>
<td>(U) Retention Change (Y or N, +/- number of yrs)</td>
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<td>(U) 453</td>
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<td>(U) N</td>
<td>(U) N1-457-88-6, item Y25</td>
<td>(U) 433-05</td>
<td>(U) ST-51 Test Program</td>
<td>(U) Temporary. Delete or destroy when no longer needed for operations.</td>
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<td>(U) 453</td>
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<td>(U) N</td>
<td>(U) N1-457-88-6, item Y25</td>
<td>(U) 433-06</td>
<td>(U) ST-51 Test Program</td>
<td>(U) Temporary. Delete or destroy when no longer needed for operations.</td>
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<td>(U) 453</td>
<td>(U) Temporary</td>
<td>(U) N</td>
<td>(U) N1-457-88-6, item Y25</td>
<td>(U) 433-07</td>
<td>(U) Test Script 2 Database</td>
<td>(U) Temporary. Delete or destroy Testers information when no longer needed for operations.</td>
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<td>(U) 454</td>
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<td>(U) N1-457-89-4, item V64</td>
<td>(U) 400-09</td>
<td>(U) EAM/Historical File</td>
<td>(U) Permanent. Transfer to NCRC when no longer needed for operations.</td>
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<td>(U) Y, + 15 years</td>
<td>(U) N1-457-89-4, item V3</td>
<td>(U) 400-17</td>
<td>(U) Mission File</td>
<td>(U) Permanent. Retain in office for 10 years then transfer to NCRC.</td>
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<td>(U) Y, + 25 years</td>
<td>(U) N1-457-89-4, item V207</td>
<td>(U) 400-18</td>
<td>(U) Program Management File - Secure Voice Program</td>
<td>(U) Permanent. Transfer to NCRC when no longer needed for operations.</td>
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<td>(U) Y, + 25 years</td>
<td>(U) N1-457-89-4</td>
<td>(U) 400-19</td>
<td>(U) Protected Communication Zone (PCZ) File</td>
<td>(U) Note: This item was previously approved as temporary. We are now requesting that it be approved as permanent.</td>
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<td>(U) New Retention Period</td>
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<td>(U) Y, + 25 years</td>
<td>(U) N1-457-89-4, item V2</td>
<td>(U) 400-21</td>
<td>(U) Secure Telephone Units</td>
<td>(U) Permanent. Close annually. Transfer to NCRC 1 year after closing.</td>
<td>(U) Secure Telephone Subject File</td>
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<td>(U) 454</td>
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<td>(U) Y, + 23 years</td>
<td>(U) N1-457-89-4, item V2</td>
<td>(U) 400-22</td>
<td>(U) Secure Telephone Units</td>
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<td>(U) Note: This item was previously approved as temporary. We are now requesting that it be approved as permanent.</td>
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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/