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## NSA/CSS
## Research, Development, Test, and Evaluation (RDTE)
## Records Disposition Schedule (RDS)

Last Updated: 29 October 2013

Records Disposition Schedules (RDS) describe the records of an agency and provide guidance for proper disposition. The schedules are media neutral, unless otherwise indicated. Record series cover any record, regardless of format, including paper records, special media, and electronic records.

An RDS is a list of record types (or file series) followed by information on how long each type should be kept for business and legal purposes. Each record is either PERMANENT or TEMPORARY. Permanent records will be transferred to the NSA/CSS Archives at the end of their retention period. Temporary records will be destroyed at the end of their retention period. The disposition and retention period for each record is listed in the RDS.

The National Security Agency (NSA) maintains four RDSs that are to be followed by NSA personnel, military assignees, and contractors producing and maintaining records on behalf of the Agency and its mission. These schedules reflect record series based on function: NSA Records Disposition Schedules.

To find the RDS number and disposition for a record, follow these steps:
1. Verify that the material is a record. For help, use the "Is it a Record" Handout.
   a. Is it an original, created by you (or your office) or does it require action by you (or your office)? Does the information impact your office's mission and function? If so, it is a record.
   b. Is the information used for reference purposes only, or is it an extra copy apart from the master copy? If so, it is a nonrecord.
2. Review and determine the type of record you have, and select one of the four schedules that pertains to the record's function.
3. Use the RDS table of contents or search for keywords (using the find function) to find a file series that represents the record.
4. Follow the disposition and retention instructions by either transferring the record to the NSA/CSS Records Center or destroying the record locally.
5. If you are unable to locate the RDS number for a record, please contact your Records Management Officer (RMO) or the Records Management Policy Office for assistance.

**Acronyms & Abbreviations**
GRS: General Records Schedule of the National Archives & Records Administration
NARA: National Archives & Records Administration
NCRC: NSA/CSS Records Center
OPI: Office of Primary Interest
RDS: Records Disposition Schedule
For additional terminology, see the Records Management Glossary.

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Last updated: 28 October 2013

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For additional information contact the DJ6 Records Management Team at <u>DL Recmgmt</u>.

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| 150 RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDTE) FILES | | |
|---|---|---|
| 150-01 | **Research Project Case Files** <br> Documents, filed in task area or work unit, reflecting a complete history of each project including research, development, design, testing, evaluation, and completion.  Consists of: original support requirements, authorizations, personnel assignments, and task assignments; planning documents and charts; technical development plans, schematics, equipment specifications, and parts lists; engineering drawings, specifications, and equipment / systems files (including original drawings, silver halide aperture cards, CAD files, etc.) including those created in connection with designing equipment / systems; copies of contracts, supplements, and modifications; test data; technical information publications (such as Equipment Manuals and Operator's Manuals);  technical data and project historical data; internal documentation; task area and work unit report files; and related correspondence. <br><br> **NOTE:**  When volume warrants, papers in case files may be subdivided by types (e.g. procurement files, authorization documents, reports, drawings and specifications, or other supporting items covered in this section.) <br> *(formerly 102-03A, N1-457-89-7; 102-14A, N1-457-89-7; 102-15A, N1-457-89-7; 102-09A, N1-457-89-7; 102-31, N1-457-89-7)* | **PERMANENT.**  Close when completion report is written. Transfer to the NSA/CSS Records Center 2 years after closing.  Transfer to the NSA/CSS Archives when 30 years old. Transfer to the National Archives and Records Administration when 50 years old. (N1-457-06-2) |
| 150-02 | **Research Technical Report Files** <br> Preliminary, progress, or final Research, Development, Test & Evaluation (RDT&E) technical reports or publications, prepared or issued as a result of basic and applied research, testing, and evaluation of material and equipment.  These reports include those prepared in-house by contractors, sub-contractors, and/or grantees, regardless of security classification.  Also included are reports that consist of monthly technical findings that are not documented elsewhere. <br> **This category of records is Operations File Series Exempt.** <br> *(formerly 102-10A, N1-457-89-7; 102-27, N1-457-89-7)* | **PERMANENT.**  Close when completion report is written. Transfer to the NSA/CSS Record Center 2 years after closing.  Transfer to the NSA/CSS Archives when 30 years old. Transfer to the National Archives and Records Administration when 50 years old. (N1-457-06-2) |

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| 150-03 | Research Test and Evaluation Files | TEMPORARY. Close |
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| | Records of the test, evaluation, or inspection of material, equipment, systems, or contractor plans to ensure compliance with specifications and quality or in the performance of special research assignments. **This category of records is Operations File Series Exempt.** *(formerly 103-02A, N1-457-89-7; 103-03A, N1-457-89-7)* **NOTE:** Reports of research tests stored separately as a Research Technical Report (150-02). Security inspections of facilities stored separately in Physical Security Files (340). | annually. Transfer to the NSA/CSS Record Center 2 years after closing. Destroy when 20 years old. (N1-457-06-2) |
| 150-04 | Research Notes | |
| | Notes, notebooks, and other files containing technical and scientific data accumulated from the conduct of research and development. **This category of records is Operations File Series Exempt.** *(formerly 102-07)* **NOTE:** Notes, notebooks, and other files containing information on specific project should be integrated into Project Case File (150-01) unless meeting one of the following descriptions. | |
| | A. **Notes containing accomplishments.** Notes, notebooks, and other files containing technical and scientific data relating to accomplishments of continuing value. | **PERMANENT.** Place in an inactive file on completion of related projects, or when notebook is filled. Close file every 2 years. Transfer to the NSA/CSS Record Center 5 years after closing. Transfer to the NSA/CSS Archives when 30 years old. Transfer to the National Archives and Records Administration when 50 years old. (N1-457-06-2) |
| | B. **Notes of duplicate or routine data.** Notes, notebooks, and other files containing data determined by scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature | **TEMPORARY.** Destroy 6 months after completion or termination of the |

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| | that their retention would not add significantly to the project file. | related project(s). (N1-457-06-2) |
| | C. **Notes containing patent data**, needed to achieve continuity of effort, avoidance of duplicative effort, and to provide handwritten, signed and dated legal proof of government sponsored inventions of potential litigation.<br><br>**NOTE:** Patent application files kept separately under Legal Files (303). | **TEMPORARY.** Transfer to NSA/CSS Record Center when patent is issued or application is abandoned. Destroy 25 years after transfer. (N1-457-06-2) |
| 150-05 | <u>Cryptographic Logics and Systems Files</u><br>Cryptographic descriptions, evaluations, and supporting cryptomathematical research papers. **This category of records is Operations File Series Exempt.** *(formerly 102-26)* | **PERMANENT.** Transfer to the NSA/CSS Archives when no longer needed or when 30 years old, whichever is sooner. Transfer to the National Archives and Records Administration when 50 years old. (N1-457-06-2) |
| 150-06 | <u>Mathematical Studies</u><br>Analysis of existing or proposed techniques in cryptanalysis and cryptography, development of more effective techniques for design and use of computer and special purpose equipment, and collection of cryptomathematical knowledge. **This category of records is Operations File Series Exempt.** *(formerly 102-04)* | **PERMANENT.** Place in an inactive file when study is completed. Transfer to the NSA/CSS Archives when no longer needed or when 30 years old, whichever is sooner. Transfer to the National Archives and Records Administration when 50 years old. (N1-457-06-2) |
| 150-07 | <u>Record Holdings of the Cryptologic Mathematics Library</u><br>File contains original mathematics documents | **PERMANENT.** Retained in the Cryptologic |

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| | derived from NSA/CSS cryptologic mathematics research activities and a related index.<br>*(formerly 102-28; Mathematical Reference File)* | Mathematics Library. Transfer to the NSA/CSS Archives when no longer needed or when 30 years old, whichever is sooner. Transfer to the National Archives and Records Administration when 50 years old. (N1-457-06-2) |
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