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NSA/CSS Signals Intelligence (SIGINT) Records Disposition Schedule (RDS)

Last Updated: 23 December 2013

<u>Records Disposition Schedules (RDS)</u> 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: <u>NSA Records Disposition</u> <u>Schedules</u>.

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 <u>Records Management Glossary</u>.

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1 of 5

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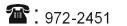
Approved for Release by NSA on 03-31-2014, FOIA Case # 75048

For additional information contact the DJ6 Records Management Team at DL Recmgmt.

TABLE OF CONTENTS

200-01 SIGINT Operational Data other than Serialized Intelligence	3
200-02 SIGINT Product	3
200-03 SIGINT Analysis Information and Records	4
200-04 SIGINT Cryptanalysis Methodologies	4
200-05 SIGINT Collection Methods	5
200-06 SIGINT Policy and Program Records	5
200-07 SIGINT Tasking/Targeting Analysis	6

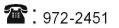
2 of 6



UNCLASSIFIED

200 SIGN	IALS INTELLIGENCE (SIGINT) FILES	
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. NOTE: This category includes all forms of traffic including unprocessed traffic, partially processed traffic, and	
	processed traffic).	EXCEPTION - Any data that contains, or could contain,
	For Freedom of Information purposes, a record in this category is an exempt operational file.	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 (FISA) or Protect America Act (PAA), retention may only be done in accordance with the minimization procedures for that data.
200-02	<u>SIGINT Product</u> : 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.	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
	This category of records is File Series Exempt from automatic declassification at 25 years, under Executive Order 13526.	Administration when 50 years old. (N1-457-08-01)

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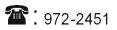
Last updated: 23 December 2013

3 of 6

		Back to Table of Contents
200-03	SIGINT Analysis Information and Records: Includes	PERMANENT. Transfer to the
	requirements, directives, tasking messages, reports,	NSA/CSS Records Center
	reference files, working aids and papers, instructions,	when 5 years old. Transfer to
	informal technical notes, manuals, technical exchange	the NSA/CSS Archives after
	letters, handbooks, dossiers, listings, glossaries, collateral	30 years. Transfer to the
	documents, procedure files, evaluation plans, specific	National Archives and Records
	documentation portraying steps, processes, tables, devices,	Administration when 50 years
	and/or others means employed in SIGINT development,	old.
	cryptanalysis, signals analysis or traffic analysis of target communications.	(N1-457-08-01)
		EXCEPTION - Any data that
	For Freedom of Information purposes, a record in this	contains, or could contain,
	category is an exempt operational file unless residing in	
	the NSA/CSS Archives.	legal ramifications. There are
		strict timelines for retention of
	This category of records is File Series Exempt from	this data, and it must be
	automatic declassification at 25 years, under Executive	handled in accordance with
	Order 13526.	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
2		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.
200-04	SIGINT Cryptanalysis Methodologies: Records related to	PERMANENT. Transfer to the
200-04	the analysis of encrypted and/or enciphered	NSA/CSS Records Center
	information/data.	when 5 years old. Transfer to
		the NSA/CSS Archives after
	For Freedom of Information purposes this category of	30 years. Transfer to the
	records is an exempt operational file unless residing in	National Archives and Records
	the NSA/CSS Archives.	Administration when 50 years
		old.
	This category of records is File Series Exempt from	(N1-457-08-01)
	automatic declassification at 25 years, under Executive	
	Order 13526.	

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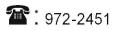
4 of 6



		Back to Table of Contents
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.	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. (N1-457-08-01)
		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.
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.	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. (N1-457-08-01)
	This category of records is File Series Exempt from automatic declassification at 25 years, under Executive Order 13526.	EXCEPTION - Any data that

5 of 6

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		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
		handled in accordance with
		5240.1-R; and any special
		data. For data collected
		-
		(FISA) or Protect America Act
		(PAA), retention may only be
		done in accordance with the
		minimization procedures for that data.
	SIGINT Tasking/Targeting Analysis: Information/data that	TEMPORARY. Place
	document the exchange of SIGINT material with	individual items in an inactive
	collaborating centers, copies of validated SIGINT	file when of no further current
	requirements, documentation reflecting the acquisition,	operational value. Close
	receipt, source control, distribution/location, obsolescence	inactive files annually and
1 1	status of SIGINT material, distribution lists, and publications	transfer to NSA/CSS Records
	on the latest trends in collection.	Center. Review every 5 years
		for destruction. (N1-457-08-01)
		Back to Table of Contents

