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

Last Updated: 23 December 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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For additional information contact the DJ6 Records Management Team at DL Recmgmt.

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200 SIGNALS 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). **For Freedom of Information purposes, a record in this category is an exempt operational file.**	**TEMPORARY.** Retain for use so long as data may be of intelligence interest or potentially useful in analytic research. Review every year 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.
200-02	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 at 25 years, under Executive Order 13526.**	**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)

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200-03	SIGINT 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.** **This category of records is File Series Exempt from automatic declassification at 25 years, under Executive Order 13526.**	**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) **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.
200-04	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 at 25 years, under Executive Order 13526.**	**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)

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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. **This category of records is File Series Exempt from automatic declassification at 25 years, under Executive Order 13526.**	**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) **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.
200-07	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. (N1-457-08-01)

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