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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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For additional information contact the DJ6 Records Management Team at $\underline{\text{DL Recmgmt}}$.

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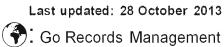
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150 RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDTE) FILES			
150-01	Research Project Case Files Documents, filed in task area or work unit, reflecting a complete history of each project including research, development, design, testing, evaluation, 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. 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.) (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, N1-4	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 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. This category of records is Operations File Series Exempt. (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
	Records of the test, evaluation, or inspection of	annually. Transfer to
	material, equipment, systems, or contractor plans to	the NSA/CSS Record
	ensure compliance with specifications and quality or	Center 2 years after
	in the performance of special research	closing. Destroy
	assignments. This category of records is	when 20 years old.
	Operations File Series Exempt.	(N1-457-06-2)
	(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).	
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.	PERMANENT. Place
	Notes, notebooks, and other files containing	in an inactive file on
	technical and scientific data relating to	completion of related
	accomplishments of continuing value.	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	TEMPORARY.
	personnel either to be duplicated in technical	Destroy 6 months
	reports or elsewhere in project case files, or	after completion or
	to be of such a routine or fragmentary nature	termination of the

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	that their retention would not add significantly to the project file. 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. NOTE: Patent application files kept separately under Legal Files (303).	related project(s). (N1-457-06-2) 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	Cryptographic Logics and Systems Files 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	Mathematical Studies 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	Record Holdings of the Cryptologic Mathematics Library File contains original mathematics documents	PERMANENT. Retained in the Cryptologic

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derived from NSA/CSS cryptologic mathematics	Mathematics Library.
research activities and a related index.	Transfer to the
(formerly 102-28; Mathematical Reference File)	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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