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Source of document:	National Security Agency ATTN: FOIA Division, Office of Information Management 9800 Savage Road, Suite 6932 Ft. George G. Meade, MD 20755-6932 Fax: 443-479-3612 Submit A FOIA Request Online

FOIA Case: 78861
29 JULY 2021

This is a final response to your Freedom of Information Act (FOIA) request of 17 August 2014 for a copy of each of the bimonthly newsletters entitled "The RECORD" from 1990 to August 2014. A copy of your request is enclosed. Your request has been processed under the FOIA, and the documents you requested are enclosed. The Record was first published in July 2012 so the number of total documents you are receiving is 13 (3 in 2012; 6 in 2013; and, 4 in 2014).

Certain information has been protected in the enclosures. The names of NSA/CCS employees have been withheld from the enclosures. This information is exempt from disclosure pursuant to the third exemption of the FOIA, which provides for the withholding of information specifically protected from disclosure by statute. The specific statute applicable in this case is Section 6, Public Law 86-36. In addition, this Agency is authorized by various statutes to protect certain information concerning its activities. We have determined that such information exists in these documents. Accordingly, those portions are exempt from disclosure pursuant to the third exemption of the FOIA, which provides for the withholding of information specifically protected from disclosure by statute. The specific statutes applicable in this case are Title 50 U.S. Code 3024(i) and Section 6, Public Law 86-36 (50 U.S. Code 3605).

Since these deletions may be construed as a partial denial of your request, you are hereby advised of this Agency's appeal procedures.

You may appeal this decision. If you decide to appeal, you should do so in the manner outlined below. NSA will endeavor to respond within 20 working days of receiving any appeal, absent any unusual circumstances.

- The appeal must be sent via U.S. postal mail, fax, or electronic delivery (e-mail) and addressed to:

  NSA FOIA/PA Appeal Authority (P132)
  National Security Agency
  9800 Savage Road STE 6932
  Fort George G. Meade, MD 20755-6932
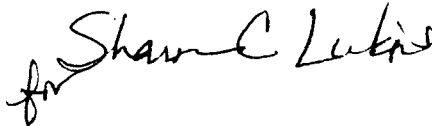
The facsimile number is 443-479-3612.
The appropriate email address to submit an appeal is FOIARSC@nsa.gov.

- It must be postmarked or delivered electronically no later than 90 calendar days from the date of this letter. Decisions appealed after 90 days will not be addressed.
- Please include the case number provided above.
- Please describe with sufficient detail why you believe the denial was unwarranted.

You may also contact our FOIA Public Liaison at foialo@nsa.gov for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Rd. - OGIS
College Park, MD 20740
ogis@nara.gov
877-684-6448
(Fax) 202-741-5769

Sincerely,

RONALD MAPP
Chief, FOIA/PA Division
NSA Initial Denial Authority

Encls:
a/s

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The Record

From the Records Management Policy Office

| (U) Bi-Monthly Newsletter for RMOs | July 2012 |

(U) Web Resources

Records Management Policy Office (DJ6)

NSA/CSS Policy 1-6

Records Disposition Schedules (RDS)

RMO Listing

Box Preparation Guide

RM Database SOPs

(U//FOUO) How-To Tip

What do you do if you are no longer the RMO for your organization? Please email the organization's DRO and DJ6 (DL Recmgmt) with the name of the new RMO and date of the change.

(U//FOUO) Did You Know?

The NSA/CSS Archives was established in 1977 to preserve and provide access to the permanent, classified, historic records of the Agency. Currently, the Archives houses over 50,000 accessions containing more than 21 million pages of records. This makes up only five

(U) The View from SAB 2

(U) Welcome to the inaugural edition of *The Record*! The Records Management Policy Office will be using this bi-monthly vehicle as a communication tool for the NSA/CSS Records Management community. This newsletter is designed to keep you, Agency Records Management Officers (RMOs), informed of standards, best practices, policies, and procedures for records management. Future issues will include:

- Messages from records management leadership
- Feature articles
- Frequently asked records management questions & answers
- Featured RMOs
- Interesting facts and trends from the field of records management
- How-to tips on records management processes and database SOPs

(U) While our main focus is to provide helpful and timely information to help you perform your job better, we also hope this newsletter will foster communication between you and the Records Management staff. Let us know how we can assist you!

(U) So You're an RMO… Now What?

(U) Maybe you love to be organized. Maybe you love the concept of timely access to information. Maybe you woke up one day and your boss simply informed you that you are an RMO. Wait…; what? Regardless of how your relationship with NSA/CSS' records began, you are an important cog in the wheel of this Agency. At times, records management responsibilities may seem tedious and complex, but they are nonetheless critically important. One of NSA/CSS' core values is: *lawfulness; We will adhere to the spirit and letter of the Constitution and the laws and regulations of the United States*. Records provide evidence of the organization, decisions, operations, and other activities of the federal government. Proper management of federal records is everyone's responsibility.

(U) As an RMO, you play an integral role in ensuring that the Agency workforce complies with these laws and regulations. Your specific responsibilities as an RMO are spelled out in NSA/CSS Policy 1-6 and include such things as maintaining a good working knowledge of your

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(U) For you, the reader, this newsletter falls under RDS no. 301-19 (Transitory Files – Temporary!)

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percent of NSA's official records. The remaining records are considered temporary according to the RDS and will eventually be destroyed.

(U) Ask DJ6!

(U) Q: What is the difference between DROs and RMOs?

(U) A: Directorate Records Officers (DROs) are records officers at the directorate level of the Agency. They ensure all records management practices within their organization are in alignment with NSA/CSS Policy 1-6. DROs are responsible for designating trained RMOs down to the branch level (when possible) and informing DJ6 of any organization changes. DROs and RMOs review their organization's records annually to ensure that they are adequately reflected in the RDS.

(U) Got Questions or Updates? Contact Us!

DL Recmgmt

972-2451 (s)

organization's files & records systems, applying appropriate Records Disposition Schedule (RDS) numbers to your organization's records, and assisting the Directorate Records Officer (DRO) with an annual review of your organization's files, file plans, and records schedules. To see these responsibilities and read more about NSA/CSS' records management program, please review NSA/CSS Policy 1-6 (PDF, 9 pages).

(U) So how do you do all this? Your team in the Records Management Policy Office is here to help you set up a program in your organization that will make the management of records efficient and seamless. With a little training, initiative, and persistence the process will be less arduous and may even become a rewarding and satisfying part of your contributions to the Agency. Welcome to the records management team!

(b)(3)-P.L. 86-36

(U//~~FOUO~~) RMO Showcase:

(U//~~FOUO~~) [   ] has worked in the contracting arena for her entire Agency career and has specifically worked with the Contract Closeout organization since 1998. Since taking on RMO responsibilities, [   ] has increased [   ] RMO cadre to 13. She ensures that all RMOs are familiar with her organization's requirements before transferring items to the Records Center. In the past, [   ] was drowning in paperwork such that filing systems overflowed and one organization resorted to storing boxes in cubicles! [   ] worked to transfer inactive files to the Records Center, while still ensuring the accessibility of necessary information. Now cubicles in her organization are being used for their rightful purpose; to house employees, not excess documents.

(U) [   ] advice to fellow RMOs is "become familiar with the types of documents your organization works with. Knowing what you are responsible for is *key* to records management." It is also important to understand how the Records Dispositions Schedules apply to your material. [   ] encourages RMOs to know the Records Center staff. "They are a valuable resource. It's better to stop and ask questions beforehand rather than making mistakes and having to re-do your work." Thank you, [   ] for your commitment to excellent records management at the Agency!

(U) Meet Records Management Russ!

(U) You may have seen Russ during April Records Management Month. Russ is DJ6's beloved records management mascot. He reminds us that you can't take federal records with you! Lately, Russ has been traveling the world reminding people of the importance of records management. Can you guess where Russ is in this photograph? Discover the answer in the next issue!

A. Bahamas   B. Hawaii   C. Puerto Rico
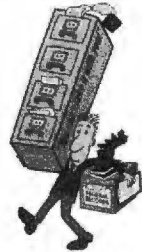
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~~Who Blessed~~

~~the Record~~

From the Records Management Policy Office

(U) Bi-Monthly Newsletter for RMOs | September 2012

(U//FOUO) How-To Tip

RMOs can use the
records management
application to transfer
stored permanent
records to the Archives
based on the retention
periods described in the
records schedules. For
instructions on how to
review your stored
permanent records, see
DJ6's SOPs.

(U) Did You Know?

Records management
processes are critically
dependent on record
dates. Permanent
records stored in the
Record Center are
transferred to the
Archives approximately

(U) The View from SAB 2: Hooray Archives!

(U) October is American Archives Month and the staff of DJ6 has planned
several events to help the Agency celebrate! During October, be sure to check
out exhibits featuring NSA history throughout NSAW (OPS2A, Headquarters,
R&E, NBP1, and SPC). We will also offer tours of the Archives and Records
Center exclusively for you, our valued RMOs. This year, we are bringing in a
special panel of experts in the management and preservation of historic
photographs, sound recordings, and moving images. Bring your questions and
learn how to take care of your non-paper records both in your offices and at
home! Be sure to check the DJ6 website for the upcoming schedule of all
these events and activities. Happy American Archives Month – we hope to see
you!

(U) NSA/CSS Archives: Relying on RMOs Since 1977

(U) For the past 35 years, the NSA/CSS
Archives has preserved and provided
access to the permanent, historic
records of NSA until they are
declassified and transferred to the
National Archives & Records
Administration (NARA). The Archives
houses 50,000 accessions (i.e., archival
collections) containing millions of
records. While the bulk of these records
are textual, the Archives also holds
audiovisual materials, maps,
engineering drawings, artifacts, and other record types. The Archives serves
a variety of customers, including Declassification Services, the Center for
Cryptologic History, the Freedom of Information Act Office, and various
organizations throughout the Agency with a need to conduct historical
research.

(U) While archives and records management are two distinct functions, they
are explicitly linked through the records lifecycle process. During the active
stage, records are created, used, and maintained by an Agency organization.
After records become inactive, they are either destroyed based on their
specific retention schedule (if temporary) or transferred to the NSA/CSS
Archives (if permanent). Only five percent of records produced by NSA are
considered permanent and require continuous preservation. These records
are carefully arranged, described, and preserved by Archives' personnel
under the guidance of NARA.

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25 to 30 years from the date of the most recent file in the collection. Therefore, it is highly recommended that RMOs assemble collections in 10-year file blocks, or less. This will ensure timely record transfers to the Archives.

(U) Ask DJ6!

(U) Q: What is the definition of an "archives"?

(U) A: In the vernacular, "archives" is often used to refer to any collection of documents that are old or of historical interest, regardless of how they are organized; in this sense the term is synonymous with permanent records. Within the professional literature, "archives" are characterized by an organic nature, growing out of the process of creating and receiving records in the course of the routine activities of the creator or creating body.

(U) Got Questions or Updates? Contact Us!

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972-2451 (s)

(U) Agency Records Officers (DROs and RMOs) directly contribute to the Archives' ability to preserve only those records which have enduring value. RMOs ensure that records are created, properly maintained, correctly categorized as either temporary or permanent, and identified with thorough and accurate descriptions. All of these efforts make certain that future generations of Americans will understand and appreciate the important contributions NSA made to defending our nation and securing the future.

(U//~~FOUO~~) RMO Showcase: [ ]

(U//~~FOUO~~) While [ ] has been part of the NSA workforce for 34 years, she has never been in a position where formal records management has been part of her official duties until now. Since joining the Center for Cryptologic History (CCH) Office in 2010 and signing on as its RMO, she has learned the true meaning behind the Records Management Policy Office's motto: *If in Doubt, Don't Throw it Out!"*

(U) CCH is responsible for preserving the Agency's historical memory by researching archival records, writing publications, and answering customer questions. The records management efforts of RMOs, and ongoing processing and preservation work of the Archivists allow CCH to create NSA history. As such, [ ] and the historians of CCH are frequent customers of the Records Management Policy Office and the Archives.

(U) One point [ ] would like to pass on to other RMOs is to "know your office's documentation; identify it and organize it in such a manner that allows you to find things easily" and know the appropriate retention period. [ ] encourages fellow RMOs to work with their colleagues and the records management staff to capture those permanent, historic records and ensure their transfer to the Records Center. [ ] and the CCH historians frequently receive requests to accept records from individuals about to retire. This misunderstanding is usually cleared up by explaining that CCH uses historical records for their work, but they do not manage the Agency's archival documents. Individuals about to retire should work with their organization's RMO to transfer any permanent records to the Records Center.

(U) Want to nominate the next RMO for the Showcase? Email DL Recmgmt.

(U) Where's Records Management Russ?

■. Ocean City, MD

■. Rehoboth Beach, DE

■. Outer Banks, NC

■*ind the answer in our next issue!*

Answer from July 2017 Issue: Puerto Rico!

(U) For you, the reader, this newsletter falls under RDS no. 301-19 (Transitory Records – Temporary!)

Doc ID: 6734547

The Record

From the Records Management Policy Office

(U) Web Resources

Records Management Policy Office (DJ6)

NSA/CSS Policy 1-6

Records Disposition Schedules (RDS)

RMO Listing

Box Preparation Guide

RM Database SOPs

STONEVAULT: Electronic Records Management

(U) Did You Know?

The NSA/CSS Records Center will store up to 3 boxes of classified and FOUO personal papers for Agency personnel on extended Temporary Duty (TDY) or Permanent Change of Station (PCS) status for a maximum of five years.

(U) Extra! Extra! RM in the News

According to an article from *Foreign Policy*, a division of the *Washington Post*, the U.S. consulate compound in Benghazi, Libya still contains many unsecured records, including draft

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(U) The View from SAB2: Today's Records, Tomorrow's History

(U) In preparation for the National Security Agency's 60th Anniversary, many organizations have been reflecting back on their history. This history is captured all over the world and throughout the Extended Enterprise in the form of records. Given the unique challenges associated with managing records in the field, many sites have not transferred records to the Records Center. In order to adequately represent the Agency's complete history, it is critical that sites transfer permanent records to the Records Center. Your records of today could be the history of tomorrow!

(U) Extending the Reach of Records Management

(U) As the Code of Federal Regulations states, "all agencies must create and maintain authentic, reliable, and usable records and ensure that they remain so for the length of their authorized retention period." This applies to the entire Agency, including the Extended Enterprise. However, physical facility limitations, information security, record shipments and destruction all present unique challenges for some locations. Records Management Officers (RMOs) with questions regarding shipping issues should contact Material Receiving, Storage & Distribution (MDAT). Questions regarding records destruction should be directed to Material Disposition Services.

(U) Due to these and other unique circumstances concerning the operation of Extended Enterprise locations, the Agency's Office of the Inspector General (OIG) routinely conducts field inspections of sites to ensure compliance with records management and other Agency policies. The Records Management Policy Office provides customized training and consultation in order to assist sites with their OIG preparations. These services are also available to sites facing reorganization and/or closure. Since 2011, DJ6 personnel have provided records management training, consultations, and solutions to several sites. Extended Enterprise locations wishing to receive customized consultations should contact the Records Management Policy Office at DL Recmgmt.

> (b)(3)-50 USC 3024(i)
> (b)(3)-P.L. 86-36

(U) Extended Enterprise RMO Showcase

(U//~~FOUO~~) [   ]
(U//~~FOUO~~) For the past two years, [   ] has led the records management program [   ] In 2011, the Joint Inspectors General found that the site was successfully in compliance with NSA/CSS Policy 1-6. [   ]

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correspondence and emails from the Department of State. While the records are not classified, they do contain sensitive information. Once a full review of the incidents in Benghazi is complete and an account is issued, the full impact of the unauthorized disclosure of sensitive information may be more fully understood.

(U) Ask DJ6!

(U) Q: Can my organization scan records and destroy the hardcopies?

(U) A: Organizations can scan records, but they cannot destroy original hardcopies unless the records are temporary and have met their authorized retention period. After scanning, organizations should send hardcopies to the Records Center for storage. Remember to apply the same disposition rules to scanned electronic files that pertain to the hardcopies.

(U) Got Questions or Updates? Contact Us!

DL Recmgmt

972-2451 (s)

explains that "effective records management practices are underpinned by continuity," and that [   ] greatest challenge is the "ability to keep pace with persistent military manpower rotations that cut across deployments and PCS attrition." [   ] strives to identify new RMOs prior to the departure of existing RMOs "thereby enabling a positive transition." [   ] reminds RMOs that "documentation (i.e., great records keeping) is the key to success." Operation and management of a SIGINT collection site [   ] "demands repeatable processes. Sound records management enables our strong process foundation." In addition, [   ] encourages its RMOs to remain current on their records management training every three years and has even recruited adjunct faculty candidates to teach CLAS1018 to its workforce. "Having control of your own training tempo in the field can save time, money, and knowledge shortfalls."
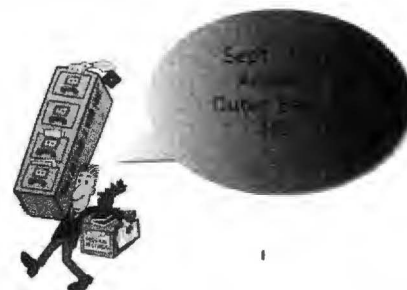
(U) NSA Georgia (NSAG)

(U//FOUO) As a result of NSAG's OIG inspection in 2010, [   ] was offered [   ] as the site's records management program manager. In this position he provides oversight, guidance, and training to NSAG RMOs and ensures site compliance with NSA/CSS Policy 1-6. One of the biggest challenges [   ] faces in this role is the fact that records management efforts are often reactive, rather than proactive. "Changing the overall culture is an ongoing challenge," [   ] explains. "Unfortunately even though records management has always been a standing mandatory requirement, in the past most personnel viewed the effort as [something that] was just nice to do." However, NSAG understands that "good records management provides continuity of operations and an excellent historical database from which to draw." [   ] encourages personnel to make records management part of their daily efforts (especially when formulating new documents) and to treat file plans as "living documents." He reminds RMOs to "be persistent and consistent with efforts to elevate records management to the appropriate level of importance it deserves." When faced with an upcoming OIG inspection, RMOs should "stay current with records management policy, develop a common consistent format for all aspects of the program (especially as it relates to organizational file plans), perform annual reviews of records and dispositions, and educate, educate, educate!"

(U) Where's Records Management Russ?

A. Willis (former Sears) Tower Chicago, IL

B. Empire State Building New York, NY

C. Space Needle Seattle, WA

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Doc ID: 6734453

The Record

From the Records Management Policy Office

(U) WEB RESOURCES

Records Management Policy Office (DJ6)

NSA/CSS Policy 1-6

Records Disposition Schedules (RDS)

RMO Listing

Box Preparation Guide

RM Database SOPs

(U) ASK DJ6!

(U) **Q:** What is a file plan?

(U) **A:** A file plan is a records management tool that identifies the categories of records created and maintained by a specific organization and/or office. The file plan also documents the location (both physical and electronic) of specific record types as well as the RDS number that applies. For more information, enroll in CLAS1019 Files Improvement.

(U) ERM UPDATE

(U//FOUO) DJ6 has implemented an electronic record

(U) THE VIEW FROM SAB2: HAPPY NEW YEAR!

(U) The Records Management Policy Office would like to wish all of NSA/CSS' dedicated team of Directorate Records Officers (DROs) and Records Management Officers (RMOs) a happy new year. We hope it is filled with good times, good health, and good records management practices!

(U) TIME FOR 2013 RECORDS-LUTIONS!

(U) Start the year off right by adopting these resolutions in order to get organized, access records easily, and free up much needed office space.

1. **(U) CREATE A FILE PLAN.** File records by type and disposition using the Records Disposition Schedules. For example, have a separate file directory for working papers/convenience files (301-03), briefing files (301-06), and SOPs (301-07). Store records, non-records, and personal papers separately as well. For more information on file plans, see the NSA/CSS file plan template and enroll in CLAS1019 Files Improvement.

2. **(U) APPLY THE RECORDS SCHEDULES.** Most organizations keep records longer than they should legally be retained. Hold regular clean-up days to encourage staff to transfer older records to the NSA/CSS Records Center or destroy them as the schedule specifies.

3. **(U) CLEAN UP PERSONAL COMPUTER DESKTOPS AND FOLDERS.** Move records created on behalf of the organization to shared folders or shared systems.

4. **(U) WEED OUT NON-RECORDS.** Organize your email inbox into folders and delete all non-record messages (e.g., Automated Mass Mailers!).

5. **(U) CUT-OFF PROGRAM & ADMINISTRATIVE FILES.** Start new folders at the beginning of each fiscal year and bring forward only active material. This will simplify retiring inactive records. When preparing records for transfer, create collections with a date span of 10 years or less.

6. **(U) REVIEW THE RDS CATEGORIES.** Review the records created by your organization and ensure they are scheduled appropriately in the RDS. If a record is not represented in the schedule, contact DJ6 and treat it as permanent until it is scheduled. If in Doubt, Don't Throw it Out!

7. **(U) GET MENTALLY FIT.** Take CLAS1700 annually, CLAS1018 every three years, and CLAS1019 at least once. Sign up for an Archives tour, too.

8. **(U) SPREAD THE WORD.** Provide records management briefings to your organization. Brief new and departing employees on your organization's records and records management processes. Use the resources on DJ's webpage for assistance.

9. **(U//FOUO) PREPARE FOR ELECTRONIC RECORDS MANAGEMENT (ERM) IMPLEMENTATION.** First, develop a file plan for your organization's

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keeping system called STONEVAULT . NSA uses STONEVAULT to manage the Directorate Secretariat closed actions from the Corporate Action Tracking System. By the end of FY13, the Associate Directorate for Policy & Records plans to use STONEVAULT to manage the DIRNSA's emails, payroll records, and all closed CATS actions . Agency -wide implementation of email and promotion records management is expected in FY14.

(U) INSIDE THE ARCHIVES

(U) The NSA/CSS Archives releases records to the National Archives & Records Administration (NARA) every year. Records that are declassified are made available to the public for research. Among the recently declassified records, are documents on HARVE ST, one of NSA's first computers. Visit the Released Records webpage to learn more.

(U) GOT QUESTIONS OR UPDATES ? CONTACT US!

DL Recmgmt

972-2451 (s)

records. Second, submit an ERM requirement to the ERM team. Visit Go STONEVAULT or contact DL ERM for details.
10. **(U) GET ANSWERS.** Contact DL Recmgmt with questions.

(U) GOT RETIREES ?

(U) Has someone in your office recently retired? Are you faced with a mountain of old files and electronic records to sort through? This is certainly a challenging task, especially when the individual is no longer around to assist. Get started now! The more time passes , the harder it will be to get organized. In most cases , a majority of files left behind will be non-records and thus eligible for destruction. Both permanent and temporary records that are still active (i.e., used with sufficient frequency to justify keeping them in the office of creation) should be transferred to an individual assuming those responsibilities. If inactive (i.e., no longer used in the day-to-day course of business) , temporary records should be destroyed based on their retention period or transferred to the NSA/CSS Records Center. Inact ive permanent records should also be transferred to the Records Center. Eventually these permanent records will move into the NSA/CSS Archives.

(U) Preparing for an upcoming retirement? See the Records Management 101 retirement brochure for assistance.

(U) Annual Record Reviews

(U) There are certain records that must be reviewed annually in order to determine whether they should be retained or destroyed. It is important to know whether these records are still being *actively* used, or whether they are *inactive* and can be retired to the Records Center or destroyed. The only way to make an accurate determination is to review the records.

(U) Examples of records that should be reviewed annually include:
- 200-01: SIGINT Operational Data Other Than Serialized Intelligence – these records are temporary. They are retained as long as the data is operationally useful, and should be reviewed every year for destruction.

- 301-06A: Briefing Files for Senior Level Government Officials - these records are permanent. They should be reviewed annually to determine whether they are inactive and can be sent to permanent storage within the Records Center.

(U) Where's Records Management Russ?

A. Alaska

B. Greenland

C. North Pole

Nov. 2012 Answer
Willie County Tower
in Chicago, IL

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The Record

From the Records Management Policy Office

(U) WEB RESOURCES

Records Management Policy Office (DJ6)

NSA/CSS Policy 1-6

Records Disposition Schedules (RDS)

RMO Listing

Records Storage Instructions

RM Application SOPs

(U) ASK DJ6!

(U) **Q:** What do I do with my Request for Travel Authorizations (RTAs)?

(U) **A:** Your copies are personal papers, not Agency records. The Travel Office (LL42) holds the record copy of RTAs for 7 years (RDS 362-03). As with all personal papers, you may maintain or destroy your copies at your discretion. However, it is recommended that you retain your personal copies for the same length of time as LL42 in case questions arise or in the event of an investigation into the use of government funds.

(U) THE VIEW FROM SAB2: THE LUCK O' THE RMO!

(U) While it may not be a pot o" gold, finding lost record gems can make one feel pretty darn lucky. Don"t let luck determine whether or not you can find your organization"s records! This April, celebrate Records and Information Management Month by having a records cleanup day. Get control of your records in file cabinets, shared drives, and on hard drives and plan for future dispositions. Purge any unnecessary "nonrecords" as well as records passed their retention period. Retain inactive records by transferring collections to the Records Center. Some may call it luck, but you"ll call it sound records management practices! Visit the Records Management Policy Office website for details on upcoming Records and Information Management Month activities and to request a records management customer consultation.

(U) SPRING CLEANING: FILE STYLE!

(U) Records management is a lot like getting a checkup by your doctor. At first, it appears to be an interruption of your day but in reality you know that a checkup can deliver huge benefits and prevent serious problems in the future. Like managing your health, records management often requires thoughtful planning and effort up front; and there is always room for improvement!

(U) A cleanup day is a day an office sets aside to allow staff to clean up their workspaces. You can use this day to discard broken furniture, recycle materials such as old telephone books and empty binders, and return library materials. You should also use this time to review both your hard and softcopy records to make sure they are organized, identified within the Agency"s records schedules, and disposed of or transferred accordingly. This April, the Records Management Policy Office will launch an effort to help organizations prepare for a records cleanup days.

(U) The most important element to a records cleanup day is to garner management support and organizational/office buy-in as much as possible. In the past, secretaries were primarily responsible for managing organizational records. These days, everyone has a hand in ensuring records are managed appropriately and in compliance with legal retention rules (see NSA/CSS Policy 1-6 for details on Agency employee responsibilities). While the RMO should be the lead in records management efforts, he/she should not work alone. If the organization is too big for one RMO, pursue the appointment of additional RMOs within lower levels and sections of the office.

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(U) Hosting a successful records cleanup day requires planning, preparation, and follow-up. To ensure your records cleanup day is a success, review the Records Cleanup Day Guide for details, tips, and guidance.

(b)(3)-P.L. 86-36

(U//~~FOUO~~) RMO Showcase:

(U//~~FOUO~~) [ ] has been an RMO for 13 years, the last four of which have been with the NSA/CSS Commercial Solutions Center (NCSC). Her greatest challenge with managing records for the NCSC is getting people to understand that purging is good and necessary. She understands that practicing good records management is essential to her organization"s ability to provide information to the Director of NCSC at a moment"s notice.

(U) [ ] spreads the word about good records management by sending records management information to fellow RMOs in her organization. She also reminds staff to go through their files and assists them with transferring records to the Records Center. [ ] emphasizes that records management is an important part of preserving the Agency"s historical information. She only keeps original NCSC documentation and information that coincides with its mission. Keeping a healthy records management program has given the NCSC the ability to access information quickly whether it is in hardcopy or softcopy. This saves the organization hours of trying to find information in the many safes maintained in their spaces or trying to find the right person who may have the specific information needed.

(U) [ ] encourages RMOs to work closely with the knowledgeable people who work in the Records Management Policy Office and spend a little extra time up front preparing file plans and transferring records to the Records Center. This continuous work and preparation to maintain organizational files saves many hours down the road.

(U) Where's Records Management Russ?
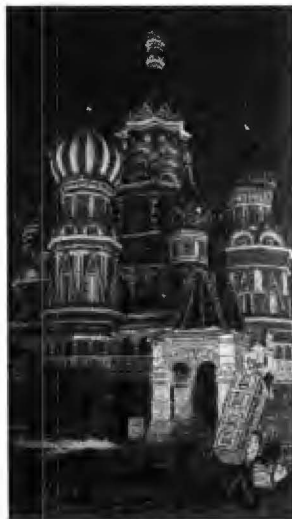
A. Cathedral of Saint Basil

B. Epcot Russia

C. Cathedral of SS Peter and Paul

Jan. 2011 Answer: Alaska!

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The Record
From the Records Management Policy Office

| (U) BI-MONTHLY NEWSLETTER FOR RMOs | MAY 2013 |

(U) WEB RESOURCES

Records Management
Policy Office (DJ6)

NSA/CSS Policy 1-6

Records Disposition
Schedules (RDS)

RMO Listing

Records Storage
Instructions

RM Application SOPs

(U) ASK DJ6!

(U) **Q:** What do I do
when I receive a
destruction request?

(U) **A:** RMOs are
responsible for
reviewing destruction
requests. Make sure the
RMO, RDS, description,
and dates are correct
and that the collection
should be destroyed
based on the schedule.
If the collection is truly
eligible for destruction,
the request should be
approved. If the request
has any incorrect
information, or is frozen
for a case, it should be
rejected with the stated
reason. RMOs can
withdraw the collection
or make an appointment
to visit the Records
Center to review the
collection. See the How

(U) THE VIEW FROM SAB2: HAPPY RIM MONTH!

(U) April was a great month full of spring cleaning in celebration of Records &
Information Management (RIM) Month. Thanks to the endorsement by NSA's
Chief of Staff, DJ6 was able to remind many employees about the importance
of sound records management. To help with records clean-up days, DJ6 held
11 one-on-one consultations with various offices throughout the Agency. In
addition, DJ6 provided a tour of the Records Center, distributed literature and
free burn bags outside the OPS1 cafeteria, and held a brown bag session
exclusively for Records Management Officers (RMOs). Thanks for your
participation and we hope you had a Happy RIM Month!

(U) Let Us In Your Drawers!

(U) While you may not have an "EASY" button, having the
records management staff visit your office can sure seem like
it! During a visit, DJ6 staff can help you get on the organized
path to success by identifying RDS file series applicable to your
office and making recommendations for file structure and
organization. See the customer consultation request form!

(U) DJ6 recently met with the NTOC DRO and Registry staff to discuss the
management of their records and file plan. Most records created in the
NTOC Registry are action files that include the specific action, background,
responses, and final approvals/signatures. These action files created and
maintained by the NTOC Registry fall under RDS no. 300, Executive Files.
Similarly, most action files created by registry offices within NSA's other
major directorates will also fall under RDS no. 300.

(U//FOUO) DJ6 also visited with the Operations Process Engagement Office
[____] and the S2 Operations office [____] within the S2 Mission &
Compliance organization. [____] is leading an effort to improve their
records management process and create a centralized file repository for S2.
After discussing the types of records routinely created by the office, it was
determined that several categories of the Administrative & Management
schedule and perhaps parts of the SIGINT schedule would apply. DJ6
offered examples and recommendations on creating a file plan to help
organize hard and soft copy records and encouraged S2 RMOs to take
CLAS1019 Files Improvement for more information.

(U//FOUO) Consultations are not just limited to organizations located at
NSAW. DJ6 recently provided "Staff Assistance Visits" to NSA Texas,
RAINFALL, and SUSLOC (Special U.S. Liaison Office, Canberra) in support

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the sites' preparations for Office of the Inspector General (IG) inspections. DJ6 offered customized training sessions for site RMOs and held discussions with management teams about the importance of safeguarding and transferring site records to the NSA/CSS Records Center.

(U//~~FOUO~~) Lastly, file this under "fortunate coincidence." Several months ago a DJ6 staff member took an ADET course in which part of the course requirement was to train fellow students in a given subject – in this case, records management. Another student in the course asked a follow-up question, which led to a DJ6 office visit to MUSKETEER [____] in order to review a selection of records created by Mr. Jule Foster, partial namesake of the Deckert/Foster Award for Excellence in SIGINT Engineering. DJ6 worked closely with MUSKETEER staff to review, describe, box, and ship the records to the Records Center. As a result, many boxes of permanent and historically significant records will be available for future generations.

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(U//~~FOUO~~) DRO Showcase: [_____] FTD)

(U//~~FOUO~~) [____] has served as a DRO and RMO for several NSA organizations over the course of 25 years. Since October 2012, she has been the DRO for NSA/CSS Texas (NSAT), recently guiding the site's records management program through a successful audit by the IG. From a field perspective, the greatest records management challenge [____] faces is identifying and retaining the site's permanent program-associated records due to the high turnover of both military and civilian personnel. Packing and shipping hard copy records from a field site also presents unique challenges, and as [____] explains, "you KNOW the minute you get those boxes out the door – you'll find another drawer full..."

(U//~~FOUO~~) To counter these challenges, [____] takes a proactive approach to records management by developing a common file management plan across the site. This file plan facilitates filing, maintenance, and efficient access to records. She also implements a "no dumping" policy for Command Staff upon their departure so that unsorted records are not haphazardly abandoned with site RMOs. These efforts assist NSAT with its use of SharePoint and will eventually make for a seamless transition to STONEVAULT for the storage of inactive permanent and long-term temporary records [____] also delivers records management briefings and encouraged site personnel to complete the Agency's mandatory annual records management training (CLAS1700) early this year as part of April's RIM Month.

(U) [____] advice for other RMOs faced with an IG inspection is to not panic, become familiar with the records management requirements, and know your program. Take time to go through files and identify the records your organization needs to retain. Develop a plan (which will outlast your rotational date) to track this retention for the organization. Who knows – maybe you could end up with a "best in class" finding!

(U) Where's Records Management Russ?

(U) Hint: He is somewhere on this newsletter!

(U) For you, the reader, this newsletter falls under RDS no. 301-19 (Transitory Records – Temporary!)

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The Record

From the Records Management Policy Office

(U) WEB RESOURCES

Records Management Policy Office (DJ6)

NSA/CSS Policy 1-6

Records Disposition Schedules (RDS)

RMO Listing

Records Storage Instructions

RMO Handbook   NEW!

(U) TOP FIVE REASONS BOXES ARE REJECTED BY THE RECORDS CENTER

1. (U) Overweight
2. (U) Incorrectly labeled
3. (U) Wrong tape
4. (U) Wrong box
5. (U) Additional markings on the labels

(U) ASK DJ6!

(U) **Q:** How much do Records Center boxes cost?

(U) **A:** Archival-quality Records Center boxes can be purchased for $65 per bundle of 25 boxes. Use the National Stock Number (NSN) 8115-00-117-8249 to purchase boxes.

(U) THE VIEW FROM SAB2: OUR CHARTERS OF FREEDOM

(U) As you celebrate the 237th anniversary of our nation's independence on July 4th, we hope you pause to remember that the famed Declaration of Independence is a federal record! As with all permanent federal records, it is safeguarded at the National Archives & Records Administration for every generation now, and in the future. Together with the Constitution and Bill of Rights, the three founding documents are known as the Charters of Freedom and are arguably some of the most important records ever created. So, next time you hear someone mock the management of records, remind them that the foundation of our republic was born on a record! And, due to some fortunate records management, survives to this day as a symbol of our nation.

(U) Preservation Starts With a Storage Request

(U) Proper preservation of permanent records begins with a proper storage request. As much as we love to see our RMOs visit the Records Center, you'll want to avoid making the trip to SAB2 to correct rejected boxes. Follow these helpful tips to ensure your collections are accepted by the Records Center without a hitch!

(U) First, ensure you are using the correct materials for the job at hand: archival-quality record boxes, clear packing tape, and black marker as identified on the Box Preparation Instructions.

(U) Second, prior to creating the storage request in the records management application, gather the specifics regarding the collection, including: the beginning and end dates of the records (date range); the highest classification of the records; a detailed yet brief description of the records (e.g., subject titles of each folder); media type/format of the records; and an accurate RDS number. Remember, a detailed description will help locate material easily when needed and only one RDS number can be assigned to a collection. If you have multiple RDS numbers for a group of records, you will need to submit separate storage requests for each collection.

(U) Third, keep in mind that there is a cadre of experience to assist you in

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this process. In most cases, there are several RMOs within your organization, but there is also the Records Management Policy Office to assist when needed. With over 600 RMOs, there is always someone to assist you.

(U) Fourth, you will want to ensure that you have packed the boxes within the weight limit of no more than 22 pounds. A quick rule of thumb is to leave a quarter of the box empty (approximately five inches). If the boxes are overweight, the entire collection will be returned to you, or you will have to visit the Records Center to correct the problem. Keep in mind that once boxes have been labeled, they cannot be reused. Therefore, new boxes must be obtained. During the packing process it is important to use sticky notes or write on the inside flaps to help you identify and organize your records prior to labeling the boxes. Storage request submittal and box labeling (black marker only) should be one of the last steps in the process.

(U) Good Box vs. Bad Box

(U) One of the top five most common mistakes made by RMOs when submitting records for storage to the Records Center is incorrect labeling. Please remember to review the Box Preparation Instructions prior to submitting records for storage.
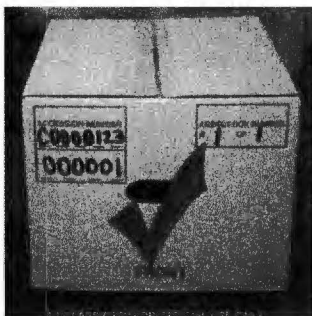
Good Box! Why?
- (U) The collection number is written within the accession number space, staying within the label lines.
- (U) The box number is below the accession number, staying within the label lines.

Bad Box! Why?
- (U) The collection number is written within the accession number space, but is not within the label lines.
- (U) The box number is below the accession number, but is not within the label lines.
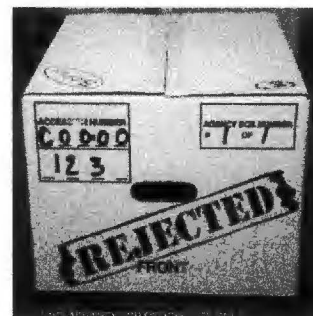
Bad Box! Why?
- (U) The collection number is written on both lines of the accession number space, leaving no room for the box number.
- (U) The box number is not included.
- (U) There is extra writing on the lid.

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(U//~~FOUO~~) Thank You [   ] (Q31)!

(U//~~FOUO~~) [   ] of Q31 recently helped identify and update over 150 Records Center boxes which had lost data about their original owner due to RMO changes and reorganizations. Thank you, [   ] for your help ensuring accurate data in our database! As a reminder, RMOs should inform DJ6 of any reorganizations and RMO changes in their areas.

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The Record

From the Records Management Policy Office (DJ6)

(U) DJ6 EXCELLENCE!

(U) NSA/CSS recently received an Excellence Award from the National Association for Government Archives & Records Administrators (NAGARA). This award recognizes outstanding, innovative, and successful government archives and records management programs and initiatives. DJ6 was honored for the Agency-wide records management database automation, records management training programs, electronic records management initiatives, and marketing & awareness programs.

(U) THE VIEW FROM SAB2: CELEBRATE ARCHIVES!

(U) This October, celebrate NSA/CSS history during American Archives Month. American Archives Month is a time to focus on the importance of records of enduring value and to enhance public recognition for the people and programs that are responsible for maintaining our Agency's valuable historical records. Archival records are essential to supporting society's increasing demand for accountability and transparency in government. Activities will include historic exhibits displayed throughout NSAW, behind-the-scenes tours of the NSA/CSS Archives, as well as a guest speaker event. For more information including the exhibit schedule and registration details visit the American Archives Month webpage.

(U) PROTECTING OUR HERITAGE FROM WEASELS

(U) To celebrate American Archives Month, the Records Management Policy Office has invited guest speaker Mitch Yockelson, an investigative archivist from the National Archives & Records Administration (NARA), to give a presentation about the Archival Recovery Team's (ART) efforts to recover lost or stolen federal records from NARA's holdings. ART is based out of the Office of the Inspector General within NARA. The ART team visits auctions nationwide to educate the public on their mission and enlist their help in recovering missing pieces of our American heritage.

(U) ART was recently in the news for a major crime bust that recovered more than 10,000 stolen documents from the home of Barry Landau, a self-proclaimed presidential historian, and his accomplice, Jason Savedoff. Landau and Savedoff were caught in the act of stealing documents from the Maryland Historical Society in July 2011. A further investigation by the FBI led to the identification of 24 victims that included university libraries and historical societies in Maryland, New York, Connecticut, Pennsylvania, and NARA's Franklin D. Roosevelt Presidential Library.

(U) The FBI asked NARA to assist them with the identification and return of the stolen items to their rightful owners. Yockelson assisted with the investigation and worked to return stolen Roosevelt speeches to the Presidential Library. Several of these speeches were valued at more than $100,000. In addition, Yockelson assisted in the identification and return of other stolen items, including 21 documents from the Maryland Historical Society.

(U) In a public statement, the Archivist of the United States, David Ferriero, stated, "when a researcher turns out to be a thief... our trust and respect for the community is shaken," and forever impacts the documents themselves.

Documents stolen were annotated by the thieves with a "W1" or "W2," a reference to the nicknames they gave themselves: "Weasel 1" and "Weasel 2."

(U) To learn more about this story including the outcome of Weasel 1 and Weasel 2, register for the Protecting Our Heritage event on 30 October 2013.

(U) AGENCY HERITAGE: WHO DECIDES?

(U) Have you ever wondered how NSA/CSS decides which records to keep, how long to keep them, and when to destroy them? These decisions are based on the function of the record as well as the historical value beyond its functional use. Ultimately, permanent and temporary retentions are determined in coordination and collaboration with NARA, the executive agency responsible for the oversight of federal records management programs. NARA is primarily known for its archival responsibility to preserve historic records of the nation. However, the Agency is equally responsible for the Federal Government's records administration. NARA staff work with each agency to assist in determining whether current records are permanent or temporary. The Archivist of the United States (i.e., head of NARA) is the final approving authority for record schedules, thereby authorizing destruction of temporary records. No federal agency may dispose of records prior to receiving this approval.

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(U//~~FOUO~~) DRO SHOWCASE:

(U//~~FOUO~~) DJ6 is currently working closely with the Information Assurance Directorate (IAD) and in particular with the IAD Directorate Records Officer (DRO) [ ] to update the Information Assurance (IA) records schedule. [ ] was recently appointed as the IAD·DRO because of her extensive knowledge of IAD's mission and functions as well as her understanding of the value of its records. Representatives from NARA recently visited the Agency to review records, and [ ] was an integral part of this meeting and discussion. She provided NARA and DJ6 staff with insight into the use and function of certain types of IA records, and rationale about why records were proposed as temporary or permanent. NARA staff reported that they learned a great deal about IA records as a result of their visit and that the process of approving the schedule would likely be smoother because of agency staff's in-depth knowledge of its records.

(U) RUSS AT SAA!

(U) Members of DJ6, including Flat Russ, recently visited New Orleans, LA for the Society of American Archivists (SAA) Annual Conference. There they learned about current issues in the archives profession including electronic records management and records protection. Here is Flat Russ visiting the famous Café Du Monde!

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The Record

From the Records Management Policy Office (DJ6)

(U) WEB RESOURCES

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NSA/CSS Policy 1-6

Records Disposition Schedules (RDS)

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Records Storage Instructions

RMO Handbook

(U) CLAS1019

(U) Caught up in the end-of-year scramble to close out your annual files? Can't place your hands on important information that needs to be preserved? Well here's a solution that's as easy as 1-2-3!
Step 1: Put CLAS1019, Files Improvement on your ITP.
Step 2: Take this informative 4-hour class.
Step 3: Prepare well in advance for next year's closeout. This class will teach you how to make a File Plan that accounts for your official federal records so next year's closeout will be a breeze!

(U) HAPPY RECORDS MANAGEMENT TO ALL!

„Twas the nite before New Year's, and all through the halls,
No records were orphaned; no urgent phone calls.
RMOs packed boxes with skill and great care,
In hopes that the movers soon would be there.
The records were filed and cut off by year,
And staff with clean offices let out a great cheer!
"In "14, our office will stay free of stresses
Because we made good use of our RDSs!"

And to All a Good Night!

(U) END OF THE YEAR RM CLOSEOUTS

(U) In reality, the end of the year signals the close of completed projects, or perhaps a new phase in an ongoing project. This is an ideal time to cut-off or close records. Cutting-off records is the practice of breaking or ending files at regular intervals (usually at the close of a fiscal or calendar year) to permit their disposal, declassification, or transfer. This is an excellent way to ensure proper management and transfer of records to the Records Center. Several records dispositions specify a cut off time period in the Recbrds Disposition Schedules (RDS), but in cases where the cut off instruction is not specified, the office should impose one.

(U) Consider ending the year with a record cleanup day so that the New Year starts off right! To get started, review the various records management resources on the DJ6 website, including the newly created Records Management Handbook. The handbook provides information on key terms and examples of how to manage certain types of records. For even more assistance, request a customer consultation or contact DL Recmgmt with questions. Another way to fully prepare for the New Year is to create a file plan using the file plan template.

(U) Be prepared for increased retirements as the end of the year approaches. Remind upcoming retirees of their records management responsibilities before their departure. Retirees should read over the records management retirement brochure, ensure that their records are transferred to the appropriate people, and contact DJ6 with any questions. Don't wait until the holiday party to bring this up!

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(U) DJ6: ANOTHER YEAR IN THE REARVIEW MIRROR

(U) DJ6 was quite busy in 2013. The Records Management (RM) team responded to over 400 customer reference questions covering a wide range of subjects such as: basic RM, RDS assistance, retirement/separation preparation, Records Management Officer procedures, and file planning. In addition, the RM team kept busy providing office consultations and delivering formal records management training to over 350 students. Even with the threat of Sequestration, the RM team hosted a robust Records and Information Management Month in April and provided staff assistance visits to several Extended Enterprise sites including, F78, F33, F41, and NSA/CSS Texas.

(U) NSA Archivists responded to 300 research requests, which included both Freedom of Information Act requests and mission-related research. Both the Archives and RM teams provided monthly tours to new employees as part of the FIRST2 Years Program for new employees. The Archives team also developed one new exhibit, *Unusual Activity Over North Vietnam: The Son Tay Rescue Mission* which was displayed during American Archives Month in October. The Archives Month celebration also included displays of four other historical exhibits and a speaker engagement featuring Mitch Yockelson of NARA's Archival Recovery Team. In addition, the Archives provided thousands of accessions to Declassification Services (DJ5) in support of Executive Order 13526 which mandates the review of 25-year and 50-year old classified records. DJ6 also completed eight transfers of permanent records to NARA.

(U) The NSA/CSS Records Center received over 4,000 boxes for storage, approximately 3,000 box withdrawals for customer reviews, and re-shelved over 2,000 previously withdrawn boxes. In addition, 290 boxes of permanent records were transitioned to the NSA/CSS Archives and over 3,000 boxes of temporary records were destroyed.

(U//FOUO) During 2013, the DJ6 Electronic Records Management team collaborated with Chief of Staff and the Facilities Capabilities organization to successfully implement Phase II of the ERM system, STONEVAULT. This year, the web-based solution received system security authorization to operate on the NSA/CSS baseline and passed User Acceptance Testing. In addition, the team collaborated with NSA's Disability Affairs Office to ensure system compliance. Currently, STONEVAULT holds

variety of electronic records into the new system.

(U) Finally, there have been 131 items submitted to the Vital Records Depository (VRD) for safekeeping, including documents from a new customer: NSA/CSS Georgia. Due to a change in the venue of the VRD facility this year, there is a new process for storing vital records. Visit the Vital Records Program webpage for more information.

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Season's Greetings from Russ and DJ6

(U) For you, the reader, this newsletter falls under RDS no. 301-19 (Transitory Records – Temporary!)

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The Record

From the Records Management Policy Office (DJ6)

(U) WEB RESOURCES

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(U) HOW-TO TIP

(U) Have you ever wondered how you can see what is assigned to you in the Records Center? With our new SOP it's easy! Search our database for collections assigned to you as an RMO and export a handy Excel list. You can also update certain information about boxes when necessary.

(U) DID YOU KNOW?

(U) It's that time of year again... Security Financial Disclosure (SFD)! As RMOs, we understand the difference between personal papers and official government records. However, it is

(U) A DATE WITH TD

(U) You've probably heard about the directive to transition away from the old WEBWORLD and into a new, more controlled web environment called NSAWeb. What does all this mean for Directorate Records Officers (DROs) and Records Management Officers (RMOs)? We have answers for you.

(U) NSAWEB, RECORDS MANAGEMENT & YOU

(U) The Big Picture

(U//~~FOUO~~) The NSAWeb Transformation effort is managed by the Technology Directorate (TD) NSAWeb Team.
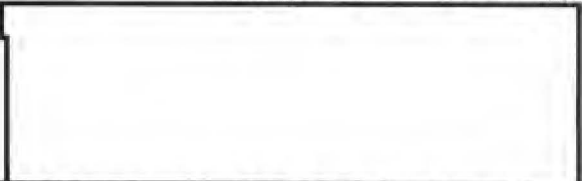
This effort is large and complex and it impacts the Agency's records management program.
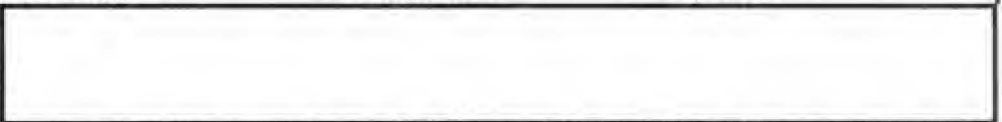
(b)(3)-P.L. 86-36

(U) The 31 January Deadline

(U//~~FOUO~~) The first phase of this effort focused on

The responsibility of this first phase fell to Corporate Web Solutions and the Senior Information Managers (SIMs).

(U) The 27 February Deadline

(U//~~FOUO~~) The second phase of this transformation effort will include reviewing web content for compliance with NSAWeb policies. Each

review must be complete by 27 February. All websites which are compliant with these policies will be transitioned into the new web space. Those that are not will go through a "records management process."

(U) The Records Management Process: DRO/RMO Responsibility

(U) DJ6 has teamed with TD to develop a Records Management Process Map

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...important to remind your colleagues that those documents they bring in from home to complete the SFD form should be kept separately from their government records. In addition, an individual's copy of the SFD form itself is also considered a personal paper.

(U) RM IN THE NEWS

(U) In December 2013, the North Carolina Division of Archives and Records came under criticism for the destruction of thousands of records from the 1840s that were significantly damaged by mold after being stored in a leaky basement. Archivists recommended the destruction of the records due to the fact that mold could harm both people and other records. In addition, according to the state's records schedules, these records were of short term value and should have been destroyed in the 1960s. This incident highlights the importance of properly storing records and following records schedule dispositions.

(U) GOT QUESTIONS OR UPDATES? CONTACT US!

DL Recmgmt

972-2451 (s)

...to illustrate the records management review process. DROs and RMOs will work with website content owners to review material that will not be transitioned to the new NSA web space based on the following key questions:

- Does the content meet the definition of a Federal record?
- Does the content fall under a Preservation Order as issued by the Office of General Counsel?
- Does the content represent duplicated information that is captured in other record formats stored elsewhere from the web?
- What RDS number applies to the web content?
- Is the web content eligible for destruction?

(U) DJ6 has created a template spreadsheet to assist DROs/RMOs in this review to ensure that all of the right questions are asked before destroying any content.

(U) ARE NSA'S INTERNAL WEBPAGES FEDERAL RECORDS? IT DEPENDS...

(U) According to NSA/CSS Policy 6-13....

- (U) A webpage is a document or information resource that is suitable for the web and can be accessed through a web browser and displayed on a monitor or mobile device... Webpages may be retrieved from a local computer or from a remote web server. These pages may consist of static text and other content stored within the web server's file system or may be constructed by server-side software when they are requested (dynamic webpages such as databases).

- (U) Web content is the textual, visual, or aural content that is encountered as part of the user experience on websites. It may include text, documents, data, applications, e-services, images, audio, videos, and animations.

(U) Ideally, an organizational webpage and its content merely duplicate information that is contained in other record formats outside of the web (with the exception of dynamic webpages which are used as databases). Static webpages should be used as tools to publish information and make it available to a wide audience. The Office of Primary Interest should keep the original record copy of the information within their internal records on shared drives, access-controlled LINKSHARE sites, or in a DOD 5015.2 certified Electronic Records Management (ERM) system (i.e., STONEVAULT). **Therefore, from a records management perspective, static webpages and web content *should* only contain information that is duplicating information stored in official Agency records elsewhere — thus making them nonrecords.**

(U) However, in some instances, original content and record copies of records have been stored on web pages. In these instances, organizations need to ensure that this original content is exported from the website and maintained appropriately according to the Agency's RDS. In addition, dynamic webpages that function as databases contain original record content not duplicated elsewhere. **In these cases, webpages *could* be records.**

(U) For more information about the NSAWeb Transformation contact the NSAWeb Team at NSACSS_NSAWeb@nsa.ic.gov . For more information about the records management process of web content review contact DL Recmgmt.

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The Record

From the Records Management Policy Office (DJ6)

(U) BI-MONTHLY NEWSLETTER FOR RMOS   **APRIL 2014**

(U) WEB RESOURCES

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(U) HOW-TO TIP
(U) To request a consultation, go to the Records Management webpage and fill out the Records Management Customer Consultation Request   . See the article on page two for more information.

(U) DID YOU KNOW?
(U) April is Records and Information Management Month (RIM)! Started in 2002, every year records management professionals around the world dedicate the month of April to promoting best practices in records and information management.

(U) WORKING ON THE FUNDAMENTALS

(U) Now that it's Spring Training season, it's time to stretch those muscles, roll up your sleeves, and tackle your most daunting records management problems! Sound overwhelming? The good news is you've got a team of people and resources to help. This newsletter will give you some tips to get started, and you can always go to the DJ6 website, "go records management," or send the Records Management Team an email at dl recmgmt for advice and tips on how to get your records into great shape.
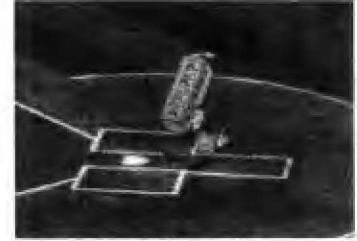
(U) HITTING FOR THE CYCLE

(U) Scoring Big with Proper Records Management
(U) With baseball getting into full swing, now is a good time for you to become the Records Management clean-up hitter for your organization. When you have completed the cycle, your organization will be in great Records Management shape for the upcoming season.

(U) Lead off with a single –
(U) Know your records universe. Perform a records inventory to determine the location and number of hardcopy documents and electronic files you maintain.

(U) In the gap for a double –
(U) Identify the records and non-records. Review your materials. Separate Records from Non-records. No longer need a non-record? Pitch it!

(U) Down the line for a triple –
(U) Determine the appropriate Records Disposition Schedule numbers for your records. Categorization of your records allows the organization to properly dispose of them when their retention period expires.

(U) Clear the bases with a homerun –
(U) Manage your organizational file plan. Review, update and implement your file plan to assist your team with the proper maintenance of your official records material.

(U) Do not strikeout when it comes to Records Management!

(U) For you, the reader, this newsletter falls under RDS no. 301-19 (Transitory Records – Temporary!)
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(U) MVP (MOST VALUABLE PLAYER) – THAT'S YOU!

(U) We all know in most sports it's the team that wins the game, not just the individual. But there is also an MVP – the Most Valuable Player, who is vital to the team's success. In the field of Records Management, that is you, the RMO.

(U) All members of the team have a responsibility to create, maintain, and preserve information as records as part of our daily business. These activities enable the team to successfully complete today's mission, and prepare the team for success in the future.

(U) While it is a team effort, the MVP, or in our case, the RMO, plays a special and important role in helping the team win. You, as the RMO, are specifically trained and skilled in identifying records and understanding the role records play for the organization. After attending "Spring Training" (CLAS1018) where you learn what a record is and its purpose for your team, you also learn how to protect that information and how to organize it which ensures it is available to support your team when needed.

(U) Records Management is a team effort, with many players on the field, but it is the RMO, who has been selected by the team's manager who is the MVP in this process. Just like in baseball, the MVP leads the team in winning ... and in this case, we mean retaining information for the appropriate period of time, and for the right reasons ... to support your team's mission.

(U) SIGNAL FOR A DISCUSSION ON THE MOUND

(U) Successful application of a records management plan is a team effort; there is no one part that works in isolation. DJ6 provides customized records management guidance and assistance to organizations. Generally, consultations take about one hour. Anyone can request a consultation, but please ensure that your RMO is invited to the meeting. If the RMO requests the consultation, it is recommended that RMOs are up-to-date on CLAS1018 and CLAS1019 prior to the consultation.

(U) When requesting a consultation, it is important to let DJ6 know what kind of records your office has so we can come prepared and familiarize ourselves with your records as much as possible prior to meeting with you. It is also important to let us know if you require assistance with electronic records, hard-copy records, or both so we can ensure we invite the appropriate people to the meeting.

(U) You can let us know if you have any concerns or issues and even let us know what you would like to get out of this meeting. The more information you can provide, the better we can help you!

(U) HAPPY RECORDS AND INFORMATION MANAGEMENT MONTH!

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The Record

From the Records Management Policy Office (DJ6)

(U) BI-MONTHLY NEWSLETTER FOR RMOs

JUNE 2014

(U) WEB RESOURCES

Records Management Policy Office (DJ6)

NSA/CSS Policy 1-6

Records Disposition Schedules (RDS)

RMO Listing

Records Storage Instructions

RMO Handbook

(U) DID YOU KNOW?

(U) NSA has four Records Disposition Schedules (RDS) that are used to categorize official Agency records and account for their proper retention. The RDS will tell you if a record is temporary or permanent, and if temporary, dictate the amount of time the record must be maintained before being destroyed. *The RDSs apply to both hardcopy and electronic records.*

(U) RM IN THE NEWS

(U) Do you have old CDs at home? Have you noticed that some no longer play? The Library of Congress is currently collecting old CDs in an effort to better

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(U) THE VIEW FROM SAB2: ELECTRONIC RECORDS

(U//~~FOUO~~) You've read about it in your mandatory training... *STONEVAULT is coming!* You've heard about it during briefings and training... *STONEVAULT will soon be here!* People have mentioned it when talking about managing electronic records. *Finally - the tool to take care of all of our e-records so that we don't have to!* Well... yes and no. Read below to learn more.

STONEVAULT
ELECTRONIC RECORDS MANAGEMENT SYSTEM

(U) STONEVAULT? I'VE HEARD OF THAT. HAVE YOU?

(U) Is STONEVAULT real or just another NSA urban legend?

(U//~~FOUO~~) STONEVAULT is real! DJ6 and the Technology Directorate's (TD) Business Capabilities organization (T2) have collaborated over the past three years to provide a certified electronic records management (ERM) system for the Agency. Due to the complexities of this task, it is being developed and deployed to the Agency in phases. Each phase provides added functionality and incorporates new record groups to the system. Currently, STONEVAULT is in development Phase Three.

(U) Is STONEVAULT AND ERM one in the same?

(U//~~FOUO~~) No - STONEVAULT and ERM are often used interchangeably, but ERM is much more than just STONEVAULT. ERM is the process by which electronic records are managed throughout their entire life cycle (i.e., creation, use and maintenance, and disposition). At present, STONEVAULT is the system used to store permanent electronic records at the *end* of their life cycle. The management of electronic records starts when an electronic record is created. While the record is being used and regularly referenced, it is in its "active" stage and should be stored within the organization's own central data repository (e.g., shared folder, LINKSHARE site, etc.). When the record is no longer needed, it is considered "inactive" and ready for disposition. Electronic records that are identified in the Records Disposition Schedule (RDS) as short-term temporary are to be deleted locally. Electronic records that are identified as long-term temporary or permanent are to be transferred to STONEVAULT for storage. Think of STONEVAULT as the Agency's virtual Records Center. While the physical Records Center in the SAB2 building stores long-term temporary and permanent hardcopy records, STONEVAULT will do the same for the softcopy records.

(U) What record groups can be sent to STONEVAULT?

(U//FOUO) STONEVAULT currently stores closed Corporate Action Tracking System (CATS) records, the former Director's and Deputy Director's emails, Agency timesheets, and records orphaned by site and/or mission closure.

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Approved for Release by NSA on 07-29-2021, FOIA Case # 78861

understand how to preserve them. Most formats were not made to last and manufacturers have changed production processes over the years, creating variations among different types of CDs that can affect their lifespan. Scratches, exposure to extreme temperatures, adhesive labels, and permanent markers can also damage CDs and lead to loss of data. This highlights the importance of managing the special media types we have at NSA and migrating data from older formats to avoid the loss of important records.

(U) Where's Russ?

(U) The roof of the Records Center is finally being repaired! Schedule a tour to see the lengths we go to preserve NSA's records during this construction.

(U) GOT QUESTIONS OR UPDATES? CONTACT US!

DL Recmgmt

972-2451 (s)

Later this fiscal year, STONEVAULT will accept additional email records from specific designated positions at the Agency as well as SIGINT product reports and Foreign Intelligence Surveillance Act (FISA) records.

(U) How do I send my records to STONEVAULT?
(U) First, you need to prepare. Survey the materials created and received by your office and determine what meets the definition of a record. Don't forget to consider whether your office is the Office of Primary Interest (OPI) for the record. Next, identify the RDS categories that apply to your records and document this in a file plan. Finally, in order to transfer electronic records to STONEVAULT, your organization must complete an Electronic Records Storage Request form. DJ6 staff will then work with your organization's Records Management Officer (RMO) to ensure the records are properly identified and stored in the system. It is important to remember that not all electronic records will be stored in STONEVAULT – only those that are considered inactive and which have a long-term temporary or permanent retention as defined in the RDS will be accepted.

(U) THE RECORDS ELEPHANT IN THE ROOM: EMAIL.

(U) How many emails do you get a day – 20? 50? 100? More? How many emails do you send out a day – 10? 30? More? How many do you organize, file, and delete a day? Most people would say zero. Although the buildup of email associated with your email account may not seem like a problem to you, it causes stress for our friends in TD. Data storage does not grow on trees and with so many individuals not culling through their emails on a regular basis we are at capacity. Soon, TD will announce new policies associated with how much email storage is available to you. Therefore, it is important to start managing your email **NOW**. Locate your important emails (i.e., those that meet the definition of a record for which your office is the OPI and the content of which is not stored in other, non-email formats). Next, identify the RDS category that best matches the content and function of that email record. Then, for email records with long retention periods (such as those over a year), store the records outside of the email system in your organization's central filing location. Finally, keep an eye out for new policies from TD and Records Management regarding any remaining short-term temporary emails.

(U) THERE'S AN RDS FOR THAT!

(U) This issue's featured RDS is **301-02, Element Administrative Files**. This is a useful RDS that covers a wide variety of records. If you're a timekeeper for your office, this RDS will help YOU because it covers your copies of timesheets retained outside of the Payroll Office. It also covers requests for office supplies and employee leave schedules. These files should be closed at the end of each year and then destroyed two years after closure. So if you still have copies of employee timesheets on your shared drive or in your file drawers from 2011 or earlier, these should be destroyed in accordance with RDS 301-02. Happy Destruction!

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The Record

From the Records Management Policy Office (DJ6)

(U) WEB RESOURCES

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NSA/CSS Policy 1-6

Records Disposition Schedules (RDS)

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Records Storage Instructions

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(U) RDS ATTRACTIONS COMING SOON!

(U) A rose, by any other name, still smells as sweet (or so I'm told). Therefore, an RDS category known by another number is still functional. DJ6 determined that it would be easiest to use new numbers for the IAD schedule revision in order to avoid confusion on the new crosswalk. The new IAD schedule starts with 450. The detailed crosswalk of old to new RDS numbers will be coming soon. Stay tuned!

(U) THE VIEW FROM SAB2

(U) In a world where records schedules were long, wordy, and out of date... the new Information Assurance Directorate (IAD) Records Schedule was born, bringing clarity and simplification into a dark, complicated world filled with records! OK – perhaps a bit dramatic, but seriously, boiling a schedule down from 258 items to 10? Now *that* is what we call a summer blockbuster!
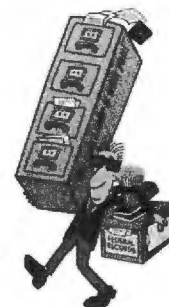
(U) IA RECORDS PART DEAUX: PHOENIX RISING

(U) The current IAD Records Schedule in use at the Agency contains many chapters with very specific items that, while useful at one point in time, are now obsolete. In order to accurately reflect current records in the directorate, as well as to make the schedule more user-friendly, DJ6 recently embarked on a schedule revision project.

(U) With the help of the IAD Directorate Records Officer (DRO), IAD Standby Active Reservists (SARs), and other IAD staff members and Records Management Officers (RMOs), DJ6 outlined categories and descriptions of records that currently exist in IAD. The schedule, originally 258 items in total, was reduced to 10 "big bucket" items. The National Archives & Records Administration (NARA) defines big bucket schedules as a large aggregation consisting of items covering multiple related series of records and/or electronic systems. Conversely, a traditional schedule consists of more granular items, typically covering records in one series or electronic system.

(U) After much consultation, testing, and coordination, the new schedule finally received approval from NARA this year. The new schedule and accompanying crosswalk will be easy to use. If you know the RDS number you're currently using for a given record type, simply consult the crosswalk to choose the new item which corresponds to the old item. Items listed on the crosswalk as "no longer created" were determined to be obsolete based on DJ6's review of Agency records. In such cases, the old RDS will still be maintained in the records management database until all of the associated records have been destroyed, but it will not be available for any future storage requests. If you have a record for which you cannot find a corresponding RDS, contact DJ6 for help to find an appropriate item.

(U) The new schedule is currently undergoing finishing touches before it hits the red carpet. RMOs should stay tuned for an announcement of when the new schedule is officially available in the records management database. We hope you find the new schedule to be user-friendly, and we would love to hear your feedback!

(b)(3)-P.L. 86-36

(U) RMO SHOWCASE: IAD SARs

(U//~~FOUO~~) When DJ6 began developing the IAD schedule, one of the first groups with whom we met was the team of IAD SARs working in Declassification Services (DJ5). Team members [   ] were all very generous with their knowledge and time. The team developed a draft of the schedule based on their in-depth knowledge of IAD, and they assisted with linking items from the old schedule to the new schedule, accurately accounting for all items. Their expert advice and guidance based on many years of collective experience in IAD proved invaluable to the process, and we wouldn't have been able to have such a successful schedule revision without them. Therefore, the Oscar for IAD expertise goes to.... *the IAD SAR team*! THANK YOU!

(U) THERE'S AN UPCOMING RDS FOR THAT!

(U) This month's featured RDS is the soon to be released IAD RDS 450-02, Final Engineering Designs and Specifications. This RDS covers records documenting equipment or devices that are used or associated specifically with information security or information assurance. Because these records document the development of equipment that is unique to NSA and they also document significant mission-related accomplishments, these are permanent records. This item is only used for IAD-specific engineering designs and devices. Non-IA related engineering drawings, such as those created by Installations & Logistics (I&L), should be associated with an RDS from the Administrative & Management RDS.

(U) RM IN THE NEWS: IRS EMAIL MANAGEMENT

(U) Many have heard of the recent Internal Revenue Service (IRS) email debacle in which the former head of the Exempt Organization Division's emails were lost as the result of a hard drive failure. The Archivist of the United States and head of NARA, David S. Ferriero, recently testified before the House Committee on Oversight and Government Reform about this incident. In his testimony, the Archivist reiterated the new Capstone approach to email in the Federal Government in which email retention decisions are based on an individual's role or position in an Agency. DJ6 is working with NARA and fellow NSA/CSS stakeholders to develop new policies for email management that will ensure the proper preservation of emails.

(U) CLAS1019: FILES IMPROVEMENT

(U) CLAS1019 Files Improvement helps you become the resident expert on your record holdings by learning how to conduct an inventory and create a file plan. Students review examples of properly organized shared drives and discuss strategies to get motivated and gain organizational buy-in. It is highly recommended that RMOs complete CLAS1019. Course sessions for CLAS1019 are currently available on 20 August and 24 September. Put it on your Individual Training Plan (ITP) for supervisor approval!

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