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NSA/CSS
Information Assurance (IA)
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.

1 of 47

UNCLASSIFIED

Last updated: 29 October 2013

DL Recmgmt

972-2451

Go Records Management

For additional information contact the DJ6 Records Management Team at [DL Recmgmt.](#)

TABLE OF CONTENTS

[400 Communication Systems](#) 3

[401 Policy, Planning, Requirements, and Evaluation](#) 7

[402 INFOSEC Standards and Evaluations](#) 7

[403 Foreign Systems Evaluation](#) 8

[404 INFOSEC Field Evaluations](#) 9

[405 CCEP and Trusted Product Evaluation Programs](#) 9

[406 Strategic System Security Evaluations](#) 10

[407 Facilities and Countermeasures Evaluation](#) 11

[408 Computer Science Security Evaluation Technologies & Computing Support](#) 12

[409 COMSEC Monitoring and Analysis](#) 13

[410 Control COMSEC](#) 14

[411 Development Center for Embedded COMSEC Products](#) 16

[412 Space COMSEC Development](#) 17

[413 COMPUSEC](#) 17

[414 Technical Support and Data Management](#) 19

[415 Systems Applications and User Support](#) 21

[416 User Support and Administration](#) 22

[417 Information Systems Operations](#) 23

[418 INFOSEC - International Relations](#) 24

[419 National Telecommunications and INFOSEC Committee \(NTISSC\)](#) 25

[420 Office of Civil Agency INFOSEC Assessments](#) 26

[421 Office of Tactical Military INFOSEC Assessments](#) 27

[422 Office of Strategic Information Security Assessments](#) 27

[423 Research, Weapons, and Ranges Telecommunications Assessments](#) 28

[424 Risk Assessments and Threat Files](#) 29

[425 Generation Systems](#) 29

[426 Electronic Key Systems Management](#) 30

[427 Nuclear Command And Control \(Nc2\) / Key Management](#) 30

[428 Protective Technology Implementation](#) 32

[429 Special Projects](#) 32

[430 Multi-Media Systems](#) 32

[431 System Engineering](#) 33

[432 Engineering](#) 34

[433 Engineering and Technical Support](#) 35

[Index](#) 36

<u>400 COMMUNICATIONS SYSTEMS</u>		
400-01	<u>Architectural Reference File (Secure Voice)</u> This file contains communications and secure voice implementation recommendations and working documents. Also includes background documentation of system efforts to define inter-relationship between elements of the communications system, particularly to secure voice equipment:	TEMPORARY. Review for destruction after 5 years. Destroy when superseded or obsolete. (N1-457-89-4)
400-02	<u>Common Carrier Analysis File.</u> This file contains information on the development of Protected Communication Zones and their technical analysis and audit:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
400-03	<u>Common Carrier Protection File.</u> This file contains information of common carrier terrestrial microwave (HAMPER) and satellite systems and securing video systems:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
400-04	<u>Common Carrier Systems Engineering File.</u> This file contains information on the development of systems and techniques for the protection of commercial common carrier networks (Protected Communications Zone):	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
400-05	<u>COMSEC STU Account File.</u> These files contain account records, test, and operational key for Secure Telephone Units:	TEMPORARY. Destroy after 4 years or when no longer needed for operations. (N1-457-89-4)
400-06	<u>COMSEC Equipment File.</u> This file consists of correspondence and technical reports pertaining to equipment descriptions, proposed equipment, modifications, procedural modifications of doctrine, and specifications. A. Fielded equipment designs: B. Unusual technology designs not fielded: C. Designs not fielded:	PERMANENT . Transfer to NCRC when no longer needed for operations. (N1-457-89-2) PERMANENT . Transfer to NCRC when no longer needed for operations. (N1-457-89-2) TEMPORARY. Destroy when 10 years old or sooner if no longer required for reference.
400-07	<u>Customer Telecom Information Security Requirements File.</u> This file consists of records related to customer information	TEMPORARY. Destroy after 5 years. (N1-457-89-4)

UNCLASSIFIED

	security requirements:	
400-08	<u>Customer Telecom Systems Information File.</u> This file consists of project-oriented files containing details of customer telecommunications systems. Systems include DCTN (Defense Commercial Telecommunications Network), DSN, SVTC, FTS 2000, DOSTN, and BIDDs:	TEMPORARY. Destroy after 5 years. (N1-457-89-4)
400-09	<u>EAM/Historical File.</u> This file contains historical information concerning every aspect of EAM (Emergency Action Message) processing and dissemination. This information includes files regarding the development and operation of message processing and dissemination equipment:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-4)
400-10	<u>EAM/Reference File.</u> This file includes current R and D data on EAM (Emergency Action Message) processing and dissemination equipment, communication equipment, and relevant military hardware and software:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
400-11	<u>EAM/Subject File.</u> This file contains data pertaining to research and development of the Automatic EAM (Emergency Action Message) Processing and Dissemination System. Data also supports program justification and procurement actions:	TEMPORARY. Review in 5 years. (Documentation may still be needed during the termination period.) (N1-457-89-4)
400-12	<u>Foreign COMSEC Devices Reference File.</u> This file includes information on communications security devices developed and produced by foreign nations and Foreign Owned, Controlled or Influenced (FOCI) companies:	PERMANENT. Close annually. Transfer to the NCRC 1 year after closing. (N1-457-89-4)
400-13	<u>General Program File.</u> SPO (System Program Office) data and Avionics Systems:	TEMPORARY. Destroy upon termination or completion of related program or sooner if no longer needed for operations. (N1-457-89-4)
400-14	<u>Integrated Services Digital Network (ISDN) Working Group Records File.</u> This file contains reports by the DoD ISDN Working Group to document the direction and development of the ISDN program:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
400-15	<u>Internal Developments Efforts File.</u> This file consists of documents relating to the preparation and development of the Integrated Services Digital Network (ISDN) program to include architecture, design, and laboratory results:	TEMPORARY. Destroy after 5 years. (N1-457-89-4)
400-16	<u>Key Management File.</u> Files related to STU III (Secure Telephone Unit) database on key management and codes software. Included are drawings, and software: This category of records is File	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)

4 of 47

UNCLASSIFIED

UNCLASSIFIED

	Series Exempt from automatic declassification at 25 years, under Executive Order 13526.	
400-17	<u>Mission File.</u> Files from the Data Weapons Communication Security Office. Documentation relating to communication security data and weapons:	PERMANENT . Retain in office for 10 years then transfer to NCRC. (N1-457-89-4)
400-18	<u>Program Management File – SVP.</u> This file contains information pertaining to each Secure Voice Program and includes formal and informal briefing materials prepared by program offices:	PERMANENT . Transfer to NCRC when no longer needed for operations. (N1-457-89-4)
400-19	<u>Protected Communication Zone (PCZ) File.</u> This file contains PCZ Program History:	TEMPORARY . Destroy when no longer needed for operations. (N1-457-89-4)
400-20	<u>Secure Integrated Services Digital Network (ISDN) Specifications File.</u> This file consists of specification information for vendors to follow in their development of secure ISDN equipment:	TEMPORARY . Destroy when superseded, revised, or when obsolete. (N1-457-89-4)
400-21	<u>Secure Telephone Subject File.</u> This file contains background and program documentation on the Future Secure Voice Systems (FSVS) and current Secure Telephone Units-3rd Generation (STU III) programs:	PERMANENT . Close annually. Transfer to the NCRC 1 year after closing. (N1-457-89-4)
400-22	<u>Secure Telephone Units.</u> Third Generation (STU III) file consists of information and material pertaining to various technical facets of the STU III program and includes program memoranda, World Wide testing materials, and cellular and ARSTU information:	TEMPORARY . Destroy after 2 years or when no longer needed for operations, whichever is later. (N1-457-89-4)
400-23	<u>Secure Video File.</u> This file contains information on securing video systems and video conferencing:	TEMPORARY . Destroy when no longer needed for operations. (N1-457-89-4)
400-24	<u>Secure Voice Briefing File.</u> This file consists of copies of Secure Voice Systems briefings with applicable graphics/slides/viewgraphs. Briefings also include technical details about related programs and organization:	TEMPORARY . Retain for 5 years. Screen for incorporation into historical files (reference item 400-25). Destroy remaining files. (N1-457-89-4)
400-25	<u>Secure Voice Historical File.</u> This file contains historical tables, contractual and requirements data, as well as graphics and photographs of equipment designed, developed and produced for protection of voice traffic:	PERMANENT . Close annually. Transfer to the NCRC 1 year after closing. (N1-457-89-4)
400-26	<u>Small Secure Transceiver (SST)</u> Development program files:	TEMPORARY . Review for destruction after 10 years. (N1-457-89-4)
400-27	<u>STU 2 Aperture Card File.</u> This file contains microfilm aperture cards for the Secure	TEMPORARY . Destroy when no longer needed for

5 of 47

UNCLASSIFIED

UNCLASSIFIED

	Telephone Unit Second Generation (STU II) and computer disks and tapes:	operations. (N1-457-89-4)
400-28	<u>STU 2 Program File.</u> For Secure Telephone Units-2nd Generation (STU II), Secure Voice, NATO Support, and out-of-production field support for secure voice:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
400-29	<u>STU 3 File.</u> This file consists of information and material pertaining to various technical facets of the STU III program and includes program memoranda, World Wide testing materials, and cellular and ARSTU information:	TEMPORARY. Destroy after 2 years or when no longer needed for operations, whichever is later. (N1-457-89-4)
400-30	<u>Technical Data Reference File.</u> This file includes technical data and information on communications systems, interfaces and system interoperability:	TEMPORARY. Review for destruction after 5 years. Destroy after review if no longer required for operations. (N1-457-89-4)
400-31	<u>Third Generation STU III Production File.</u> This file contains test data and drawings, and manuals on the STU III database program:	TEMPORARY. Destroy after 5 years or when no longer needed for operations, whichever is later. (N1-457-89-4)
400-32	<u>TRANSEC Applications Test Set File.</u> This file contains information pertaining to an in-house Transmission Security test bed geared for the testing and development of secure waveforms:	TEMPORARY. Review for destruction after 5 years. (N1-457-89-4)
400-33	<u>Universal Modem File.</u> This file consists of information on the Universal Modem, an Air Force satellite communications system, that will be used by all U.S. services and approved NATO nations:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
400-34	<u>User Relations File.</u> This file contains background information of potential users of the STU III database and the conference database:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-89-4)
400-35	<u>Department of Defense (DoD) Public Key Infrastructure (PKI) Certificate of Acceptance and Acknowledgement of Responsibilities</u> This file consists of DD2842 (Subscribers) and DD2841 (Registration Officials) acceptance and acknowledgement of responsibilities forms for the Department of Defense (DOD) Public Key Infrastructure (PKI). These forms are used to certify the identity of the individual named in the certificates, and bind that person to a particular public/private key pair. They are also used to certify the users acceptance and acknowledgement of responsibilities that are listed on the form and identify the official who identity proofed and	TEMPORARY. Close annually. Transfer to NCRC. Destroy forms 10 years and 6 months after the date of the signature on the DD2841 and DD2842. (GRS 24-13)

6 of 47

UNCLASSIFIED

UNCLASSIFIED

	authorized the issuance of the certificates to this individual.	
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[Back to Table of Contents](#)**401 POLICY, PLANNING, REQUIREMENTS, AND EVALUATION**

401-01	<u>National TEMPEST Information Center Library.</u> This file contains TEMPEST documents related to standards, test plans and test reports for commercial and governmental crypto equipment: This category of records is File Series Exempt from automatic declassification at 25 years, under Executive Order 13526.	PERMANENT. Transfer to NCRC when 5 years old. (N1-457-89-2)
401-02	<u>Nuclear Command and Control File.</u> This file contains nuclear command and control information:	PERMANENT. Transfer to NCRC. (N1-457-88-8)
401-03	<u>Program/Project Planning File.</u> This file contains individual analyst project/current operation records:	PERMANENT. Transfer to NCRC when 5 years old. (N1-457-89-2)
401-04	<u>Quality Assurance Records.</u> Contain copies of INFOSEC contracts, Quality Plans, equipment specifications, and correspondence between contractors and COR (contractor officer representative):	TEMPORARY. Transfer to the NCRC after 3 years. Review annually thereafter for destruction. (N1-457-88-8)
401-05	<u>Special Defense Acquisition Fund Database.</u> This database provides budget, accounting and inventory control support for items procured by the SDAF to be made available for Allied COMSEC contingencies:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-89-5)
401-06	<u>Technical Planning File.</u> This file contains programs and operational data:	PERMANENT. Transfer to NCRC when 5 years old. (N1-457-89-2)

[Back to Table of Contents](#)**402 INFOSEC STANDARDS AND EVALUATIONS**

402-01	<u>COMSEC Analysis Reports File.</u> This file contains analytical studies of U.S. and allied communications:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)
402-02	<u>Cryptosecurity Assessment File.</u> This file includes evaluation and analysis records generated by Agency analysts regarding cryptosecurity assessment:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)
402-03	<u>Evaluation Documentation File.</u> This file contains Agency evaluation papers concerning logic, equipment, and systems security for Space, Command, Control, and Communications (C3):	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)
402-04	<u>Library Card File.</u> This file contains abstracted information from Agency technical reports. (The reports are stored in the Technical	

7 of 47

UNCLASSIFIED

	Library.) A. Electronic copy: B. Paper copy:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2) TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-89-2)
402-05	<u>Research Reports.</u> This file contains technical security research reports concerning technology, methods, techniques and defensive countermeasures related to technical security:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)
402-06	<u>Technical Library Reports.</u> This file consists of technical reports pertaining to cryptologics, cryptoequipments, and information security systems. Included are logics that have never been used as well as logics, equipment, and systems with wide deployments. Details of cryptanalytic weaknesses and attacks are discussed; these documents are extremely sensitive:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)

[Back to Table of Contents](#)

<u>403 FOREIGN SYSTEMS EVALUATIONS</u>		
403-01	<u>ADPS Reports Control Case Folders.</u> This file consists of correspondence between consumers and Agency management. The correspondence relates to report requests, report formats, number of copies, distribution, classification, and any other information pertaining to Automated Data Processing Systems case files:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-2)
403-02	<u>Cryptogeneration Reference File.</u> This file contains documents and listings of documents used in support of Computer Security activities taken from previous evaluations. This is essentially used as a reference file:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-2)
403-03	<u>Foreign COMSEC Devices Reference File.</u> This file includes information on communications security devices developed and produced by foreign nations and FOCI (Foreign Owned, Controlled or Influenced) companies:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-4)

UNCLASSIFIED

403-04	<u>Research and Analysis File.</u> This file includes records documenting research and analysis efforts in evaluation, assessment, and math techniques. Included are records documenting program management:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)
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[Back to Table of Contents](#)

<u>404 INFOSEC Field Evaluations</u>		
404-01	<u>BLACKER Database</u> This database contains copies of BLACKER project documentation:	TEMPORARY. Retain until no longer required for operations. (N1-457-89-4)
404-02	<u>BLACKER File.</u> This file consists of project correspondence and reports concerning the promotion of COMSEC for advanced data networks, both commercial and governmental. NOTE: Reports are sent to the Technical Library:	TEMPORARY. Cut off annually. Destroy when 3 years old or sooner if no longer needed for operations. (GRS 23-1)(N1-457-89-2)
404-03	<u>Link Encryption Products File (Technical).</u> This file contains technical documentation on the design, subsequent engineering and testing of COMSEC Link Encryption Products:	TEMPORARY. Transfer to NCRC when no longer required for operations. Review in 10 years. Destroy when related product is obsolete. (N1-457-89-2)
404-04	<u>Reports File.</u> This file consists of project correspondence and reports concerning the Information Security evaluation of Fielded Systems and networks. NOTE: Reports are sent to the Technical Library:	TEMPORARY. Cut off annually. Destroy when 3 years old or sooner if no longer needed for operations. (GRS 23-1)(N1-457-89-2)
404-05	<u>T Operating System (TOS) File.</u> This file contains information concerning the Computer Security evaluation of the T Operating System. NOTE: Reports are sent to the Technical Library:	TEMPORARY. Cut off annually. Destroy 2 years thereafter. (N1-457-89-2)

[Back to Table of Contents](#)

<u>405 CCEP AND TRUSTED PRODUCT EVALUATION PROGRAMS</u>		
405-01	<u>Commercial COMSEC Endorsement Program Reference File.</u> This file includes reference papers pertaining to proposals for User Partnerships and Commercial Communications Security Endorsement Programs (CCEP) requests to include action memoranda, briefings and decisions made by the COMSEC Architecture Council:	TEMPORARY. Destroy when no longer required for operational purposes. (N1-457-89-4)

9 of 47

UNCLASSIFIED

UNCLASSIFIED

405-02	<u>CCEP Development File.</u> This file contains information on the development of equipment under the CCEP for the production of common carrier microwave signals and securing of the GEOSTAR satellite communications systems:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
405-03	<u>Evaluation Reference File.</u> This file contains evaluation files from private industry maintained for product evaluations:	TEMPORARY. Transfer to NCRC upon termination or completion of evaluation. Review in 3 years and destroy when no longer needed. (N1-457-89-2)
405-04	<u>INFOSEC Product Endorsement File.</u> This file contains documents concerning the Commercial COMSEC Endorsement Program (CCEP), vendor data and technical information to support programs:	TEMPORARY. Destroy after 2 years or when no longer needed for operations, whichever is later. (N1-457-89-4)
405-05	<u>Product Evaluations Forum Subsystem Database (DOCKMASTER).</u> This database consists of evaluation forums maintained for discussion, record keeping, announcement, and related purposes for product evaluations:	TEMPORARY. Delete or destroy data when no longer needed for operations. (N1-457-89-2)
405-06	<u>Software Evaluation Manuals.</u> This file consists of commercial software manuals and other documentation evaluated concerning computer security products:	TEMPORARY. Transfer to NCRC when inactive. Destroy 3 years thereafter. (N1-457-89-2)

[Back to Table of Contents](#)

<u>406 STRATEGIC SYSTEM SECURITY EVALUATIONS</u>		
406-01	<u>Communications Security (COMSEC) Analysis Reports File.</u> This file contains analytical studies of U.S. and allied communications:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)
406-02	<u>Engineer's Equipment Project/Case File.</u> This file contains data generated during the development, production, and operational phases of equipment:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)
406-03	<u>Evaluation Documentation File.</u> This file contains Agency evaluation papers concerning logic, equipment, and systems security for Space, Command, Control, and Communications (C3), voice and data systems applications:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)
406-04	<u>Secure Communications Systems and Strategic Weapons File.</u> This file includes data on the evaluation of the overall security effectiveness of DoD communications systems, weapons systems, and specialized defense systems:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)

10 of 47

UNCLASSIFIED

406-05	<p><u>Technical Library File.</u> This file consists of a collection of manuals and memos. A. OPI produced or unique materials: B. All others:</p>	<p>PERMANENT. Relocate to the NCRC when no longer required for operations. (N1-457-89-2) TEMPORARY. Destroy when no longer required for operations. (N1-457-89-2)</p>
406-06	<p><u>Weapons and Special Programs File.</u> This file consists of background and related reports on Weapons and Special Programs Users and Briefing Aids as well as information on KUTA, NOBLEMAN, and SANCHEZ equipment:</p>	<p>TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)</p>

[Back to Table of Contents](#)

407 FACILITIES AND COUNTERMEASURES EVALUATION

407-01	<p><u>Countermeasures Development File.</u> This file contains information reflecting the research, development, design and fabrication of technical security countermeasures, tools, and techniques to protect U.S. facilities:</p>	<p>PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)</p>
407-02	<p><u>NSA/SCIF TEMPEST Program File.</u> This file contains documents relating to the National TEMPEST policy and the NSA TEMPEST Program. Included is material concerning TEMPEST certification for NSA controlled Sensitive Compartment Information Facilities (SCIFs). A. Policy and program records: This category of records is File Series Exempt from automatic declassification at 25 years, under Executive Order 13526. B. All other records:</p>	<p>PERMANENT. Transfer to NCRC when no longer needed for operation. (N1-457-89-2) TEMPORARY. Cut off annually. Destroy when five years old. (N1-457-89-2)</p>

UNCLASSIFIED

407-03	<u>Security Database.</u> This database is used to track the security of Agency facilities and equipment worldwide. As a supplement to Technical Security Evaluation Files, it is used to track dates, names, phone numbers and related items pertaining to inspections:	TEMPORARY. Delete or destroy when two years old or when no longer needed for operations, whichever is later. (N1-457-89-2)
407-04	<u>Technical Security Evaluation File.</u> This file contains all reports, correspondence, and background materials related to technical security facility evaluations performed at Agency and U.S. facilities worldwide:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)

[Back to Table of Contents](#)

<u>408 COMPUTER SCIENCE SECURITY EVALUATION TECHNOLOGIES & COMPUTING SUPPORT</u>		
408-01	<u>DBMS Guideline Forum Database</u> This database is a forum for discussions concerning Trusted Database Management Systems:	TEMPORARY. Delete data when 2 years old. (N1-457-89-2)
408-02	<u>DOCKMASTER TNI Database.</u> This database is a forum for cataloging comments on the Trusted Network Interpretations Document:	TEMPORARY. Delete data when 2 years old. (N1-457-89-2)
408-03	<u>Implementation Evaluation Reports and Technical Notes File.</u> This file contains reports and notes concerning the implementation of systems:	TEMPORARY. Close annually. Transfer to the NCRC. Destroy after 5 years or sooner if no longer required for operations. (N1-457-89-2)
408-04	<u>Standards of Acceptance File.</u> This file includes documentation on security fault analysis and cryptographic standards for equipment:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)
408-05	<u>PDB Tool File.</u> This file is a Project Database of evaluations and status reports, timelines, and equipment problems:	TEMPORARY. Close annually. Delete or destroy when no longer required for operations. (N1-457-89-2)
408-06	<u>Research and Analysis File.</u> This file includes records documenting research and analysis efforts in evaluation, assessment, and math techniques. Included are records documenting program management:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)
408-07	<u>TEMPEST Reports.</u> This file includes reports of TEMPEST tests by contractors, other government agencies, the military services, private industry, and Agency elements:	TEMPORARY. Destroy when no longer needed for operations or when they become obsolete. (N1-457-89-2)

12 of 47

UNCLASSIFIED

UNCLASSIFIED

408-08	<u>Trusted Network Guideline Database.</u> This database contains a master copy of the Trusted Network Guideline (TNG):	TEMPORARY. Delete after retention period of hard copy media or when no longer needed for operations. (GRS 20-3)(N1-457-89-2)
408-09	<u>Trusted Network Interpretation (TNI) and DBMS Databases.</u> These databases are a forum for cataloging comments and discussions concerning Trusted Database Management Systems:	TEMPORARY. Delete data when 2 years old. (N1-457-89-2)
408-10	<u>Trusted UNIX Database.</u> This database is a forum to catalog ideas, minutes, and agenda items for the Trusted UNIX Project:	TEMPORARY. Delete data when 2 years old. (N1-457-89-2)

[Back to Table of Contents](#)

<u>409 COMSEC MONITORING AND ANALYSIS</u>		
409-01	<u>COMSEC Analysis Reports File.</u> This file contains analytical studies of U.S. and allied communications:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)
409-02	<u>Cryptosecurity Assessment File.</u> This file includes evaluation and analysis records generated by Agency analysts regarding cryptosecurity assessment:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)
409-03	<u>Electromagnetic Compatibility Analysis Center (ECAC) File.</u> This file contains listings of U.S., DoD and civil government frequencies. Includes locations, equipments, organizational designators, and computer information:	TEMPORARY. Destroy when no longer required for operational purposes. (N1-457-89-2)
409-04	<u>Operational Code File.</u> This file contains records regarding the Emergency Action Message codes. It also contains historical files of the codebooks:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
409-05	<u>Operations File.</u> This file contains records pertaining to COMSEC Operations including station profiles, communications nets, systems, monitoring and analysis, and COMSEC procedures:	PERMANENT. Transfer to NCRC when 5 years old. (N1-457-89-2)
409-06	<u>Research and Analysis File.</u> This file includes records documenting research and analysis efforts in evaluation, assessment, and math techniques. Included are records documenting program management:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)
409-07	<u>Research Reports.</u> This file contains technical security research reports concerning technology, methods, techniques and defensive countermeasures related to technical security:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)

13 of 47

UNCLASSIFIED

UNCLASSIFIED

409-08	<u>Signals File.</u> This file contains records pertaining to a variety of subjects including adversary SIGINT targeting, COMSEC vulnerability assessments, satellites, non-communications signals, foreign signals, threats, jamming, and the Worldwide Airborne Command Post:	PERMANENT. Transfer to NCRC when 5 years old. (N1-457-89-2)
409-09	<u>SIGSEC Technical Analysis Report File.</u> This file consists of frequencies and related technical characteristics of signals monitored by RCMC's:	TEMPORARY. Destroy when superseded, rescinded, or revised. (N1-457-89-2)

[Back to Table of Contents](#)

<u>410 CONTROL COMSEC</u>		
410-01	<u>COMSEC Material Account File.</u> This file contains information relative to establishing accounts, listing custodians and changes, correspondence and memoranda relating to Communications Security material accounts:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-5)
410-02	<u>COMSEC Account Maintenance.</u> This database enables account managers to establish and maintain COMSEC accounts. Information stored includes custodian names, alternate names, mailing and courier addresses, and facility clearances:	TEMPORARY. Delete or destroy data when no longer needed by OPI. (N1-457-88-8)
410-03	<u>COMSEC Accounting System.</u> This database allows the Agency Central Office of Record to maintain accountability for COMSEC keying material and equipment worldwide:	TEMPORARY. Delete or destroy data when no longer needed by OPI. (N1-457-88-8)
410-04	<u>COMSEC Automatic Destruction Database.</u> This database allows vault personnel to automatically destroy COMSEC material as it is superseded. It contains supersession rates, effective editions and dates, and a history on the transfers under which material was destroyed:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
410-05	<u>COMSEC Distribution System.</u> This database allows production managers the ability to ship COMSEC materials to users worldwide. The quantities of materials to be shipped and a historical record of shipments is maintained:	TEMPORARY. Delete or destroy data when no longer needed by OPI. (N1-457-88-8)
410-06	<u>COMSEC Inventory Control.</u> This database exists to facilitate vault personnel to manage their stock of COMSEC key. It is used to track the current location of any COMSEC material for which they are responsible:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
410-07	<u>COMSEC Management Database (COMMANDS).</u> This database contains program management data including CORREV, SNAFU, NUGGETS, FINPLAN and	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-5)

14 of 47

UNCLASSIFIED

UNCLASSIFIED

	other contract files. It is used to track contractors, data and funding, delivery schedules and related data:	
410-08	<p><u>Nomenclature System.</u> This database is used to assign nomenclature associated with all COMSEC material such as manuals, equipment, keys, etc. Data such as short titles, long titles, accounting legends, security classifications, and supersession rates is tracked:</p>	PERMANENT. Retain by OPI. (N1-457-88-8)
410-09	<p><u>PEACOCK File.</u> This file contains activities, system analysis, and reliability reports and related documents pertinent to research and analysis of communications security.</p> <p>A. Hard copy:</p> <p>B. Electronic copy:</p>	<p>PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-5)</p> <p>TEMPORARY. Delete when no longer needed for operations. (N1-457-89-5)</p>
410-10	<p><u>S36MIS Database.</u> This database is used to gain control of all incoming work and to provide shop floor control throughout the production and distribution process relating to the reproduction of COMSEC materials. It contains all ARFCOS (Armed Forces Courier Service) addresses needed for distribution. Management information statistics and reports are derived from this database:</p>	TEMPORARY. Delete or destroy data when no longer needed for operations. (N1-457-88-8)

UNCLASSIFIED

UNCLASSIFIED

[Back to Table of Contents](#)

<u>412 SPACE COMSEC DEVELOPMENT</u>		
412-01	<u>BATSON II Technical Documents File.</u> This file is a collection of BATSON II technical documents including SR, PDR, CDR, FDR, Schematics, MAMS, video tapes, BATSON II Working Group meeting notes:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
412-02	<u>KEYWAY Contracts Data Requirements Lists (CDRL) File.</u> This file contains contractor reporting documentation which is accumulated during the KEYWAY R and D program:	TEMPORARY. Retain in office until project completion. Transfer to the NCRC. Destroy after 7 years. (N1-457-89-4)
412-03	<u>RICEBIRD Contracts Data Requirements Lists (CDRL) File.</u> This file contains contractor reporting documentation which is being accumulated during the RICEBIRD R and D program:	TEMPORARY. Retain in office until project completion. Transfer to the NCRC. Destroy after 7 years. (N1-457-89-4)
412-04	<u>MYKOTRONIX Technical Documents and Space Applications.</u> This file is a collection of MYKOTRONIX technical documents including schematics, Security Fault Analysis, Security Testing, and final reports. Informal and formal contractual reports for the MYK-5, MYK-12, and other products:	TEMPORARY. Retain in office until project completion. Transfer to NCRC. Destroy after 7 years. (NARA Approval Pending - SF115 submitted 4 May 1999.)

[Back to Table of Contents](#)

<u>413 COMPUSEC</u>		
413-01	<u>CANDLESNUFFER Database.</u> This database contains information documenting the development of software analysis COMPUSEC tools through the use of advanced programming techniques. NOTE: Reports are sent to the Technical Library:	TEMPORARY. Delete or destroy when two years old or when no longer needed for operations, whichever is later. (N1-457-89-2)
413-02	<u>Cryptogeneration File.</u> This file contains documents and listings of documents used in support of COMPUSEC activities taken from previous evaluations. This is essentially used as a reference file:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-2)
413-03	<u>ESCHAR Database.</u> This database contains files on systems design and implementation:	TEMPORARY. Delete or destroy when related system is terminated, replaced, or updated. (N1-457-89-4)

UNCLASSIFIED

UNCLASSIFIED

413-04	<u>MINSTREL File.</u> This file contains documents, specifications, and listings, concerning the development of electronic computer interfaces to transcribers for speech signals. NOTE: Reports are sent to the Technical Library:	TEMPORARY. Review after certification (scheduled for 1991). Destroy when no longer needed for evaluations. (N1-457-89-2)
413-05	<u>Modification Data Record File.</u> This file provides the present and historical information on all modifications made to INFOSEC equipment. It also provides for the tracking of mandatory modification and their implementation by users. It implements NACI 2005 and S Regulation 90-16:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
413-06	<u>POSTBOY File.</u> This file consists of technical data on the POSTBOY development program:	TEMPORARY. Destroy upon termination or completion or when no longer needed for operations. (N1-457-89-4)
413-07	<u>Project and Contract File.</u> This file consists of project, program management, and contract files related to secure computer systems. A. Project records: B. Contract files: NOTE: For record copies of contract files, reference Administrative and Management Records Disposition Schedule item 364-02. C. All other records:	PERMANENT. Transfer to NCRC. (N1-457-89-2) TEMPORARY. Destroy upon termination or completion. (GRS 3-3c) (N1-457-89-2) TEMPORARY. Delete or destroy when 5 years old. (N1-457-89-2)
413-08	<u>Projects File.</u> This file is the "historical record" of the COMPUSEC procurement responses to Program Budget System (PBS) I and III, and Systems Acquisition Plans (SAPs):	PERMANENT. Transfer to the NCRC at the end of the program cycle or when no longer required for reference purposes. (N1-457-89-2)
413-09	<u>Software Evaluation Manuals.</u> This file consists of evaluated commercial software manuals and other documentation which concern computer security products:	TEMPORARY. Transfer to NCRC when inactive. Destroy 3 years thereafter. (N1-457-89-2)

UNCLASSIFIED

413-10	<p><u>Technical Review Group Project Files.</u> This file consists of project, program management, and contract files related to all NSA/NCSC and TRG (Technical Review Group) related projects and programs in the Combined Cryptologic Security Program.</p> <p>A. Project records:</p> <p>B. Contract files:</p> <p>NOTE: For record copies of contract files, reference Administrative and Management Records Disposition Schedule item 364-02.</p> <p>C. All other records:</p>	<p>PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)</p> <p>TEMPORARY. Destroy upon termination or completion. (GRS 3-3c) (N1-457-89-2)</p> <p>TEMPORARY. Delete or destroy when 5 years old. (N1-457-89-2)</p>
413-11	<p><u>TNI Discussion Database.</u> This database is a forum for Trusted Network Interpretation Discussions:</p>	<p>TEMPORARY. Delete data when 2 years old. (N1-457-89-2)</p>
413-12	<p><u>TNI Interpretations Database.</u> This database is a forum for cataloging interpretations for networks derived from the "Trusted Computer System Evaluation Criteria:</p>	<p>TEMPORARY. Delete data when 2 years old. (N1-457-89-2)</p>
413-13	<p><u>T Operating System (TOS) File.</u> This file contains information concerning the COMPUSEC evaluation of the T Operating System. NOTE: Reports are sent to the Technical Library:</p>	<p>TEMPORARY. Cut off annually. Destroy two years thereafter. (N1-457-89-2)</p>
413-14	<p><u>Trusted UNIX Database.</u> This database is a forum to catalog ideas, minutes, and agenda items for the Trusted UNIX Project:</p>	<p>TEMPORARY. Delete data when 2 years old. (N1-457-89-2)</p>

[Back to Table of Contents](#)

<p>414 TECHNICAL SUPPORT AND DATA MANAGEMENT</p>		
414-01	<p><u>Agreement Data Requirements List Program Database.</u> This database is used to produce Agreement Data Requirements List (ADRL) documents. ADRLs are used to declare data items required from contractors for development studies:</p>	<p>TEMPORARY. Delete or destroy data when 5 years old or when superseded or obsolete, whichever is later. (N1-457-88-8)</p>
414-02	<p><u>ATEMAN Database.</u> Used to store and edit manuals concerning the testing of printed wiring boards on the ST-51 automatic test equipment:</p>	<p>PERMANENT. (This database is being transferred to the Department of the Army in 1990.) (N1-457-88-8)</p>

UNCLASSIFIED

414-03	<u>Computer Aided Drawing Revision Effort (CADRE) Database.</u> This database is used to store engineering drawings on computervision equipment:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-88-8)
414-04	<u>Configuration Control Database.</u> This database tracks Engineering Change Proposals (ECPs) for INFOSEC equipment. It is used to update SPED (System for Processing Engineering Data):	TEMPORARY. Delete or destroy when information is 5 years old, or when no longer needed for operations, whichever is later. (N1-457-88-8)
414-05	<u>Data Location Database (DATLOC).</u> This database contains the Institute for Interconnecting and Packaging Electronic Circuits and its predecessor's (The Institute of Printed Circuits) records pertaining to INFOSEC equipment. A. Paper copy: B. Electronic copy:	PERMANENT. Transfer to NCRC. (N1-457-88-8) PERMANENT. Retain by OPI. (N1-457-88-8)
414-06	<u>FOOTPRINT File.</u> This database is used to track various stages and information concerning INFOSEC equipment manuals:	TEMPORARY. Delete or destroy when superseded or obsolete. (N1-457-88-8)
414-07	<u>Informer Database.</u> This database tracks engineering drawings, engineering changes, configuration control, and Logistics Support Analysis (LSA) for each project. Contractors get copies of software for transmission:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
414-08	<u>Mandatory Modifications Database.</u> This database tracks mandatory modifications which have been approved/disapproved for INFOSEC equipment:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-88-8)
414-09	<u>Manuals Database.</u> This database stores figure numbers for INFOSEC equipment manuals:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
414-10	<u>SPED Tapes Database.</u> This database tracks when and what contractor tapes were loaded into SPED (System for Processing Engineering Data):	TEMPORARY. Delete or destroy information when 5 years old or when no longer needed for operations, whichever is later. (N1-457-88-8)

20 of 47

UNCLASSIFIED

UNCLASSIFIED

414-11	<u>System for Processing Engineering Data (SPED).</u> This file is used to track parts lists, drawing lists, and structures and latest revision levels for the development of INFOSEC projects and equipment:	TEMPORARY. Delete or destroy information when 5 years old or when no longer needed for operations, whichever is later. (N1-457-88-8)
414-12	<u>TEXTPROC Database.</u> This database is used to store and process text 360 files of Agency maintenance manuals and specifications for COMSEC equipment:	PERMANENT. Retain by OPI. (N1-457-88-8)
414-13	<u>Visual Search Microfilm File (VSMF).</u> The VSMF contains military, federal, industry, and international specifications, and vendor parts information used to support all phases of a COMSEC equipments life cycle. This file is supported by a database containing index information:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)

[Back to Table of Contents](#)

<u>415 SYSTEMS APPLICATIONS AND USER SUPPORT</u>		
415-01	<u>AMCCDIS File.</u> This file contains records, historical information, correspondence, and samples of all the systems to include non-nuclear, codes, authenticators, and pads:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-4)
415-02	<u>CALLFREQ Database.</u> This file contains current Army force structures, design specifications, for active and reserve U.S. Army units. It also provides information regarding the U.S. Army changing call-sign program:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
415-03	<u>DIATRIBE Database.</u> This database contains information pertaining to structure, specification, and scheduling of Army, Navy, Air Force, Marines, Coast Guard, Joint, NATO, and civilian non-nuclear codes and pads and related information. This database also has panels to run programs to extract data from other databases:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
415-04	<u>KMEP Database.</u> This database holds information used for processing within the DIATRIBE database:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)

21 of 47

UNCLASSIFIED

UNCLASSIFIED

415-05	<u>MARBUGS Database.</u> This database contains information pertaining to structure, specifications and scheduling of non-Army Communication Electronic Operation Instructions (CEOI) to include Navy/Marine, Joint, NATO and civilian. It also provides information concerning every aspect of non-Army CEOI design and development:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
415-06	<u>MARPROD Database.</u> This database provides information for production of Marine/Naval Communication Electronic Operation Instructions (CEOI):	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
415-07	<u>Plasterwork/Special Operations Improved COMSEC System (SOICS)</u> This file contains technical information and correspondence relating to the Plasterwork/SOICS user partnership program:	TEMPORARY. Destroy when 5 years old or when superseded or obsolete. (N1-457-89-4)
415-08	<u>PROJKMD Database.</u> This database contains the SAS data for the DIATRIBE database:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
415-09	<u>USARMYCS Database.</u> This database provides information for production of the Army Communications Electronic Operation Instructions (CEOI):	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)

[Back to Table of Contents](#)

416 USER SUPPORT AND ADMINISTRATION		
416-01	<u>ADAMSRIB Database.</u> This database provides product development information. It is a history file for COMSEC key generation:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
416-02	<u>Communications Tasking Requirements.</u> This file consists of work orders for telecommunication and RAPPER accounts within the INFOSEC organization:	TEMPORARY. Destroy 1 month after completion of actions. (N1-457-88-8)
416-03	<u>Correspondence Tracking System (CTS) Database.</u> This database provides users the ability to record and track action and information items received:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
416-04	<u>Equipment System Database (EQUIP).</u> This database is used as an inventory tracking system for equipment and requirements within the INFOSEC organization:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)

22 of 47

UNCLASSIFIED

UNCLASSIFIED

416-05	<u>IPTC Database.</u> This database contains information regarding courses which are necessary for Industrial Production professionalization:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
416-06	<u>M204 Copy Cleanup, Back-Up, and Restore Database.</u> This database is used by ADP programmer analysts to perform Model 204 file management tasks:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
416-07	<u>SPACEMAN Database.</u> This database contains the INFOSEC phone directory, as well as manpower information:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
416-08	<u>Star Tracking System.</u> This is a tracking system for DDI information, action, and record items:	TEMPORARY. Review for destruction or transfer to NCRC after 5 years. (N1-457-89-5)
416-09	<u>S3PRS, M204, S3, PRS Database.</u> This database contains production information relating to software that is used to produce quarterly and fiscal year management reports for status and cost analysis:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
416-10	<u>S33DAS, M204 Database (KATO).</u> This database consists of data extracted from the Accounting System to permit flexible retrieval and report generating capabilities for frequently requested short title production data:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)

[Back to Table of Contents](#)

<u>417 INFORMATION SYSTEMS OPERATIONS</u>		
417-01	<u>ADMNS410 Database.</u> This database is used to generate receipts and reports pertaining to production and processing of magnetic tapes:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
417-02	<u>ALDLCFM Database (Assembly Language Daily Load of Card File Maintenance Database).</u> This database stores daily card decks (inputs) for databases:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
417-03	<u>DOORWAY Database.</u> This database is used to track special room access:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)

23 of 47

UNCLASSIFIED

UNCLASSIFIED

417-04	<u>M2ATPROD Database.</u> This database tracks the processing of magnetic tapes relating to COMSEC key production that contain compartmented information:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
417-05	<u>M2DPSCHD (M204 Daily Production Schedule Database).</u> This database tracks the daily processing of M204 generated magnetic tapes:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
417-06	<u>PROBLOG Database.</u> This database is used to track problems with IBM mainframe software:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
417-07	<u>PRODAJS.</u> This database is used as an overlay by which all production jobs are scheduled and processed on RAPPER:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)

[Back to Table of Contents](#)**418 INFOSEC – INTERNATIONAL RELATIONS**

418-01	<u>COMSEC 1, 2, and 3 File.</u> This file contains correspondence and documents covering electronic mail service, encryption devices, fiber optics, telephone security, classification, codes, computer security, key lists, and other security related matters:	PERMANENT. Transfer to NCRC when no longer required for operations. (N1-457-89-5)
418-02	<u>COMSEC 4 and 5 Equipment File.</u> This file contains correspondence that covers all functions involving requirements, acquisition and procurement, production, operation and disposition of crypto-equipment and other ancillary and unique COMSEC equipment spare parts:	PERMANENT. Transfer to NCRC when no longer required for operations. (N1-457-89-5)
418-03	<u>COMSEC 10, 12, 24, 32, USCSB and NTISSC File.</u> This file contains correspondence, messages, and policy data relative to assistance given to Allied or other friendly countries. Also, material regarding foreign relations and international coordination in communications security matters:	PERMANENT. Transfer to NCRC when no longer required for operations. (N1-457-89-5)
418-04	<u>COMSEC 15 Industrial Security File.</u> This file contains correspondence relative to industrial security (release of COMSEC information to and for use by contractors):	PERMANENT. Transfer to NCRC when no longer required for operations. (N1-457-89-5)

24 of 47

UNCLASSIFIED

UNCLASSIFIED

418-05	<u>COMSEC 18 Civil Agencies File.</u> This file contains correspondence regarding COMSEC dealings with Civil Agencies:	PERMANENT. Transfer to NCRC when no longer required for operations. (N1-457-89-5)
418-06	<u>COMSEC 20 and 30 Security File.</u> This file contains correspondence which covers physical security, transmission security, compromises, anti-jam, tempest, spread spectrum, weapons systems, and satellite:	PERMANENT. Transfer to NCRC when no longer required for operations. (N1-457-89-5)
418-07	<u>Military Communication -Electronics Board (MCEB) File.</u> This file contains correspondence regarding agenda items, minutes, directives, completion papers and U.S. positions relative to MCEB:	PERMANENT. Transfer to NCRC when no longer required for operations. (N1-457-89-5)
418-08	<u>Off-Shore Procurement File.</u> This file contains correspondence pertaining to off-shore procurement of electronic components for cryptographic equipment:	TEMPORARY. Destroy when 5 years old. (N1-457-89-5)

[Back to Table of Contents](#)

<u>419 NATIONAL TELECOMMUNICATIONS AND INFOSEC COMMITTEE (NTISSC)</u>		
419-01	<u>Committee Assessment File.</u> This file contains annual assessments of the status of Communications Security, telecommunications, and automated information systems security within the United States Government, developed by the USCSB, NCSC, and NTISSC:	PERMANENT. Transfer to NCRC. (N1-457-89-5)
419-02	<u>Country File.</u> This file contains information on each country to which COMSEC equipment was released, including equipment type, quantity, terms of release, and related data:	PERMANENT. Transfer to NCRC. (N1-457-89-5)
419-03	<u>SAISS Meeting Minutes File.</u> This file contains documentation of all meetings of the Subcommittee on Automated Information Systems Security:	PERMANENT. Transfer to NCRC. (N1-457-89-5)

UNCLASSIFIED

<u>420 OFFICE OF CIVIL AGENCY INFOSEC ASSESSMENTS</u>		
420-01	<u>Assessment Background File.</u> This file consists of memoranda, correspondence, and other data related to COMSEC applications for scientific and diplomatic civil agencies, as well as threat data:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-5)
420-02	<u>Assessment Reports File.</u> This file contains activities, system analysis, reliability reports, and related documents pertinent to research and analysis of communications security:	PERMANENT. Transfer to NCRC when no longer needed for operations. N1-457-89-5)
420-03	<u>Background File.</u> This file contains general law enforcement directives concerning INFOSEC, and information relative to publications that reflect INFOSEC procedures, doctrine, policies and applications:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-5)
420-04	<u>Language/State Department File.</u> This file consists of personal files of foreign language intern tours and copies of publications and reports from the State Department that are maintained for reference purposes. A. Intern file: B. State department reference files:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-5) TEMPORARY. Destroy when superseded, rescinded, obsolete or when no longer needed. (N1-457-89-5)
420-05	<u>NACSI/NTISSC/NTISSP File.</u> This file contains background information and documentation on the National Communication Security Instructions (NACSI); National Telecommunication and Information System Security Committee (NTISSC); and National Telecommunication and Information System Security Program (NTISSP):	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-5)

<u>421 OFFICE OF TACTICAL MILITARY INFOSEC ASSESSMENTS</u>		
421-01	<p><u>Military Assessments File.</u> This file contains records of completed INFOSEC assessments of tactical military commands and exercises as well as files to assist in identifying equipments employed by U.S. military and future COMSEC programs.</p> <p>A. Assessment information:</p> <p>B. Working aids:</p>	<p>PERMANENT. Transfer to NCRC. (N1-457-89-5)</p> <p>TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-5)</p>
421-02	<p><u>Country Threat/SPECAT File.</u> This file contains information collected on threats from countries/terrorists and communications systems and materials relative to Special Category programs:</p>	<p>PERMANENT. Transfer to NCRC. (N1-457-89-5)</p>
421-03	<p><u>NTDS/NATO Operation File.</u> This file contains copies of the rules and regulations for the Naval Tactical Data Systems (NTDS) employed by the U.S. and NATO military forces:</p>	<p>PERMANENT. Transfer to NCRC. (N1-457-89-5)</p>
421-04	<p><u>S243 TAC Air Force INFOSEC Assessment File.</u> This file contains memoranda, correspondence, and analytical studies/reports of U.S. communications and reports on threat to U.S. communications by various countries, as well as reference materials and working aids.</p> <p>A. Assessments and related records:</p> <p>B. Working aids and reference materials:</p>	<p>PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-5)</p> <p>TEMPORARY. Destroy when no longer needed for reference purposes. (N1-457-89-5)</p>

<u>422 OFFICE OF STRATEGIC INFORMATION SECURITY ASSESSMENTS</u>		
422-01	<p><u>Defense Agency Assessments File.</u> This file contains information security assessments created by defense agencies:</p>	<p>PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-5)</p>
422-02	<p><u>Port Security Vulnerability Assessment Program (PSVAP) File.</u> This file contains various Port Security assessments of Navy facilities:</p>	<p>PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-5)</p>

UNCLASSIFIED

422-03	<u>Threat File.</u> This file contains information on threats to Port Security, seaborne, Soviet merchant, Warsaw Pact SIGINT sites, and Communist shipping:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-5)
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[Back to Table of Contents](#)

<u>423 RESEARCH, WEAPONS, AND RANGES TELECOMMUNICATIONS ASSESSMENTS</u>		
423-01	<u>Research Information File.</u> This file contains background information on U.S. research, development test and evaluation facilities, ranges, COMSEC equipment descriptions, and past assessments:	PERMANENT. Transfer to NCRC when no longer required for operations. (N1-457-89-5)
423-02	<u>Sensitive Contractor File.</u> This file contains sensitive Government Contractor correspondence concerning INFOSEC products and services users:	PERMANENT. Transfer to NCRC. (N1-457-89-5)
423-03	<u>Start – INF Treaties File (Strategic Arms Reduction Treaty – Intermediate-Range Nuclear Forces).</u> This file contains assessment data, threat information and reports concerning CONUS (Continental United States) inspection sites: This category of records is File Series Exempt from automatic declassification at 25 years, under Executive Order 13526.	PERMANENT. Transfer to NCRC. (N1-457-89-5)
423-04	<u>Strategic Defense Initiative Materials File.</u> This file consists of SDI Organization studies, memos, project descriptions, and research materials: This category of records is File Series Exempt from automatic declassification at 25 years, under Executive Order 13526.	PERMANENT. Transfer to NCRC. (N1-457-89-5)
423-05	<u>TK File.</u> This file consists of various TK materials which complement non-compartmented information in threat assessments: This category of records is File Series Exempt from automatic declassification at 25 years, under Executive Order 13526.	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-5)
423-06	<u>Treaties File.</u> This file relates to threats and assessments as they pertain to the Threshold Test Ban Treaty, the Chemical/Biological treaty, and the Peaceful Nuclear Explosions Treaty: This category of records is File Series Exempt from automatic declassification at 25 years, under Executive Order 13526.	PERMANENT. Transfer to NCRC. (N1-457-89-5)

[Back to Table of Contents](#)

28 of 47

UNCLASSIFIED

<u>424 RISK ASSESSMENT AND THREAT FILES</u>		
424-01	<u>Intelligence/Threat Reference File.</u> This file contains information pertaining to the threat to secure voice systems. Included is information on foreign developments in voice communications security devices and interoperability between systems:	PERMANENT. Close annually. Transfer to the NCRC 1 year after closing. (N1-457-89-4)
424-02	<u>SFA/TEMPEST/CV File.</u> This file contains Security Fault Analysis, TEMPEST, and Cryptologic Verification information concerning the impact of potential system security failures and confirmation of implemented designs: NOTE: For Nuclear Command and Control COMSEC/INFOSEC files: Reference section 402.	TEMPORARY. Retain locally. Destroy when no longer needed for operations. (N1-457-89-2)
424-03	<u>Technical Assessment File.</u> This file contains INFOSEC risk assessment reports and technical papers regarding information systems:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)
424-04	<u>Threat History File.</u> This file contains a history of known exploitation of information processing equipment and systems:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2)

[Back to Table of Contents](#)

<u>425 GENERATION SYSTEMS</u>		
425-01	<u>Administrative and Specification Reference File.</u> This file contains general office administrative files as well as records detailing computer programs for the generation of COMSEC keying materials. A. COMSEC key-related records: This category of records is File Series Exempt from automatic declassification at 25 years, under Executive Order 13526. B. All other records:	PERMANENT. Transfer to NCRC. (N1-457-88-8) TEMPORARY. Cut off annually. Transfer to NCRC. Destroy 5 years thereafter. (N1-457-88-8)
425-02	<u>Library File.</u> This file is kept on an M204 database and contains pertinent information for each tape residing within the Branch.	TEMPORARY. Delete when superseded or obsolete. (N1-457-88-8)

UNCLASSIFIED

[Back to Table of Contents](#)

<u>426 ELECTRONIC KEY SYSTEMS MANAGEMENT</u>		
426-01	<u>GTE FSVS File.</u> This file contains GTE reports and other documentation necessary to support the Future Secure Voice System (STU-III) key management system supported by GTE:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-88-8)
426-02	<u>GTE SDNS File.</u> This file contains GTE reports and other documentation necessary to support the Secure Data Network System key management system supported by GTE:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-88-8)

[Back to Table of Contents](#)

<u>427 NUCLEAR COMMAND AND CONTROL (NC2)/KEY MANAGEMENT</u>		
427-01	<u>Code Book File.</u> This file contains information pertaining to codebooks and other pertinent data for nuclear command and control:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
427-02	<u>Code Related Program Material File.</u> This file consists of disks containing program related materials and are updated regularly:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
427-03	<u>ICBM Key Management Reference Material File.</u> This file contains background and reference information pertaining to key management and COMSEC equipment design. It consists of records regarding InterContinental Ballistic Missile codes, keying material, and tapes; as well as related production requests, specifications, messages, and reports. A. OPI: This category of records is File Series Exempt from automatic declassification at 25 years, under Executive Order 13526. B. All others:	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2) TEMPORARY. Destroy when no longer needed for reference purposes. (N1-457-89-2)
427-04	<u>ICBM Nuclear Command and Control Working Files.</u> Codebooks and all other pertinent working files concerning technical data for nuclear command and control: NOTE: Information incorporated into permanent format becomes part of record series 427-05.	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
427-05	<u>Nuclear Command and Control COMSEC/INFOSEC File.</u> This file contains records regarding programs, as well as program summaries, for the Nuclear Command Control-COMSEC/INFOSEC program. It also contains the historical	PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-4)

30 of 47

UNCLASSIFIED

	<p>files of these programs: This category of records is File Series Exempt from automatic declassification at 25 years, under Executive Order 13526.</p>	
<p>427-06</p>	<p><u>Project Information Files.</u> This file consists of information on all projects being evaluated for key management: EKMS (Electronic Key Management System), DTO, KMD/KP, SDNS (Secure Data Network System), KMS (Key Management System), NKDS, LRIP DTO, SKMM, FIRRS, Central Facility II and CIA projects: Cherrystem and Crane. Also NGS II. A. OPI: This category of records is File Series Exempt from automatic declassification at 25 years, under Executive Order 13526. B. All others:</p>	<p>PERMANENT. Transfer to NCRC when no longer needed for operations. (N1-457-89-2) TEMPORARY. Destroy when program is completed, cancelled or becomes obsolete. (N1-457-89-2)</p>
<p>427-07</p>	<p><u>NC2 (Nuclear Command and Control) Automation.</u> A. Historical File - This file contains historical information concerning every aspect of software and hardware used in NC2 system processing and dissemination. This information includes files regarding the development and operation of these systems, to include software and hardware components: B. Reference File - This file includes current research and development data of systems used in NC2 and relevant hardware and software: C. Subject File - This file contains data pertaining to research and development of the software and hardware used in NC2 systems. Data also supports program justification and procurement actions:</p>	<p>PERMANENT. Transfer to NCRC when no longer needed for operations. TEMPORARY. Destroy when no longer needed for operations. TEMPORARY. Review in 5 years. Documentation may still be needed during the termination period. Destroy when no longer needed for operations. (NARA Approval Pending - SF115 Submitted 4 May 1999)</p>

UNCLASSIFIED

427-08	<u>NC2 (Nuclear Command and Control Standards)</u> This file contains recommendations for developing software and hardware used in NC2 systems:	PERMANENT. Close annually. Transfer to NCRC 1 year after closing. (NARA Approval Pending - SF115 Submitted 4 May 1999)
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[Back to Table of Contents](#)

<u>428 PROTECTIVE TECHNOLOGY IMPLEMENTATION</u>		
428-01	<u>Connoisseur Program File.</u> This file concerns the Agency's efforts to prevent integrated circuit reverse engineering. Included are records documenting research and development efforts, regulations and specifications, correspondence, test data and related information:	PERMANENT. Transfer to NCRC. (N1-457-88-8)
428-02	<u>INFOSEC Special Test File.</u> This file contains IST product assurance surveys, project notes, contract data, and correspondence: NOTE: For record copies of contract files, reference Administrative and Management Records Disposition Schedule item 364-02.	TEMPORARY. Destroy when 5 years old. (N1-457-88-8)

[Back to Table of Contents](#)

<u>429 SPECIAL PROJECTS</u>		
429-01	<u>IC Parametric Data File.</u> This file contains information on the uniqueness of each Integrated Circuit design:	PERMANENT. Transfer to NCRC. (N1-457-88-8)
429-02	<u>Integrated Circuit Design Files Database.</u> These files contain schematic representations of special purpose chips which can be used to generate Logic V tapes and CALMA GD S-2 tapes:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
429-03	<u>Printed Circuit Board Artwork Database.</u> These computer files contain data from which printed circuit board artwork can be generated:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
429-04	<u>Design File Back-Up.</u> This computer file contains electrical design data and engineering drawings:	TEMPORARY. Destroy after 2 years. (N1-457-88-8)

[Back to Table of Contents](#)

<u>430 MULTI-MEDIA SYSTEMS</u>		
430-01	<u>DOC Direct File.</u> This file contains engineering data for TRI-TAC equipments:	TEMPORARY. Review for destruction after 5 years. Destroy when no longer

32 of 47

UNCLASSIFIED

UNCLASSIFIED

		needed for operations. (N1-457-89-4)
430-02	<u>SIGINT Overtake File.</u> Signals Intelligence overhead tapes:	TEMPORARY. Destroy after two years or when no longer needed for operations, whichever is later. (N1-457-89-2)
430-03	<u>TRI-TAC/MSE Visual Aids File.</u> This file consists of photographs, viewgraphs, and slides of the TRI-TAC and MSE COMSEC equipment:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
430-04	<u>TRI-TAC Video Tapes File.</u> This file contains descriptive video tapes of the TRI-TAC System and of the specific COMSEC equipment used:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)

[Back to Table of Contents](#)

<u>431 SYSTEM ENGINEERING</u>		
431-01	<u>CANEWARE Technical and Management Working Database.</u> This database contains technical and management data relating to the CANEWARE program:	TEMPORARY. Delete or destroy after 2 years. (N1-457-89-4)
431-02	<u>CANEWARE/Technical Working Files Database.</u> This database contains technical data pertaining to CANEWARE (Department of State) and Multinet Gateway Programs involving U.S. Air Force RADC:	TEMPORARY. Delete or destroy data after 2 years. (N1-457-89-4)
431-03	<u>Contract Data Items File.</u> This file contains Contract Data Requirements for programs, such as: CANEWARE, LEAD (Low-Cost Encryption/Authentication Device), CARTMAN, and Mitre PCRC: NOTE: For record copies of contract files, reference Administrative and Management Records Disposition Schedule item 364-02.	TEMPORARY. Destroy when superseded or obsolete. (N1-457-89-4)
431-04	<u>LEAD Program File List Database.</u> This database contains information on the Low-Cost Encryption/Authentication Device (LEAD) Program:	TEMPORARY. Delete or destroy data after 2 years. (N1-457-89-4)
431-05	<u>LEAD Technical Working Documentation File.</u> This file contains copies of technical documents relating to LEAD (Low-Cost Encryption/Authentication Device):	TEMPORARY. Cut off annually. Delete or destroy data 2 years thereafter. (N1-457-89-4)
431-06	<u>Systems Engineering File/Special Projects.</u> This file contains comprehensive and detailed records on special projects to include background information and reference materials:	TEMPORARY. Destroy 5 years after termination of contracts. (N1-457-89-4)

33 of 47

UNCLASSIFIED

431-07	<u>Systems Engineering File/SATCOM and NAV SPO.</u> This file contains comprehensive and detailed records on Satellite Communications and NAV SPO systems to include their usage and operating instructions:	TEMPORARY. Destroy when superseded, revised, or when obsolete. (N1-457-89-4)
431-08	<u>Systems Engineering File/Space Telemetry Tracking & Control Systems.</u> File includes usage and operating instructions:	TEMPORARY. Destroy when superseded, revised, or when obsolete. (N1-457-89-4)
431-09	<u>Systems Engineering File/STU III.</u> World wide test data and system engineering data on the STU 3:	TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-4)
431-10	<u>Technical File – Networks.</u> This file consists of a compendium of technical files regarding INFOSEC Networks:	PERMANENT. Close annually and transfer to the NCRC when no longer needed for operations. (N1-457-89-4)
431-11	<u>Technical Library File.</u> This file consists of technical manuals and associated material. A. OPI: B. All others:	PERMANENT. Transfer to the NCRC when no longer required for operations. (N1-457-89-2) TEMPORARY. Destroy when no longer required for operations. (N1-457-89-2)

[Back to Table of Contents](#)

432 ENGINEERING		
432-01	<u>MSS/Dispatcher Database.</u> This database contains maintenance and engineering related data. It is also a trouble call reporting system:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
432-02	<u>Engineering Projects and Requirements.</u> This file contains information concerning Engineering Projects and in-house drawings of local requirements:	PERMANENT. Transfer to NCRC when no longer required for operations. (N1-457-88-8)

<u>433 ENGINEERING AND TECHNICAL SUPPORT</u>		
433-01	<u>CALMA Graphics Databases File.</u> This file is used to generate all CALMA databases used for the manufacture of Custom Large Scale Integration Microcircuitry:	PERMANENT. Retain by OPI. (N1-457-88-8)
433-02	<u>Component Engineering Technical File.</u> This file consists of technical support data for Custom Large Scale Integration Microcircuitry and Components:	TEMPORARY. Cut off annually. Destroy 5 years thereafter. (N1-457-88-8)
433-03	<u>Novice Code File.</u> This file is used to model nuclear radiation attacks on equipment and components:	TEMPORARY. Delete or destroy data after 2 years. (N1-457-88-8)
433-04	<u>ST-51 Automated Test Program Contract File.</u> This file contains contract information, correspondence and technical data for the TSEC/ST-51 Automated Test Program generation contracts: NOTE: For record copies of contract files, reference Administrative and Management Records Disposition Schedule item 364-02.	TEMPORARY. Cut off annually. Destroy 5 years after termination or completion. (N1-457-88-8)
433-05	<u>ST-51 Test Programs File.</u> This file consists of programs used to test COMSEC Printed Wiring Boards on the (Telecommunications Security) TSEC/ST-51:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
433-06	<u>ST-51 Test Program Manuals File.</u> This file contains information on the content and use of (Telecommunications Security) TSEC/ST-51 Automated Test Programs:	TEMPORARY. Delete or destroy when no longer needed for operations. (N1-457-88-8)
433-07	<u>Testers Test Script 2 Database.</u> This database is used to track and compile printed circuit board evaluations:	TEMPORARY. Delete or destroy information when no longer needed for operations. (N1-457-88-8)

INDEX

<u>TITLE</u>	<u>NUMBER</u>
ADAMSRIB Database	416-01
Administrative and Specification Reference, Generation Systems	425-01
ADMNS410 Database	417-01
ADPS Reports Control Case Folders	403-01
Agreement Data Requirements List Program Database	414-01
ALDLCDFM Database (Assembly Language Daily Load...)	417-02
AMCCDIS File	415-01
Analysis File, Research and	408-06
Analysis, Common Carrier	400-02
Analysis, COMSEC Monitoring and Analysis Reports	409-01
Analysis, COMSEC Monitoring Research and Analysis File	409-06
Analysis, INFOSEC Standards and Evaluations COMSEC Analysis Reports	402-01
Analysis, Strategic System Security Evaluations COMSEC Analysis Reports	406-01
Aperture Card File, STU 2	400-27
Architectural Reference (Secure Voice)	400-01
Assessment Background File, Civil Agency INFOSEC	420-01
Assessment Reports File, Civil Agency INFOSEC	420-02
Assessment, COMSEC Monitoring and Analysis Cryptosecurity	409-02
Assessment, INFOSEC Standards and Evaluations Cryptosecurity	402-02
Assessments, Military	421-01
Assessments, NTISSC Committee	419-01
ATEMAN Database	414-02
Background File, Civil Agency INFOSEC	420-03
Background, Civil Agency INFOSEC Assessments	420-01
BATSON II Technical Documents	412-01
BLACKER Database	404-01
BLACKER, Correspondence and Reports	404-02
Briefing, Secure Voice	400-24
CALLFREQ Database	415-02
CALMA Graphics Databases File	433-01

UNCLASSIFIED

CANDLESNUFFER Database	413-01
CANEWARE / Technical Working Files Database	431-02
CANEWARE Technical and Management Working Database	431-01
CCEP Development	405-02
CHIP Control Forms	411-01
Civil Agencies, COMSEC 18	418-05
Code Book File, Nuclear Command and Control / Key Management	427-01
Code Related Program Material File, Nuclear Command and Control	427-02
Commercial COMSEC Endorsement Program Reference	405-01
Committee Assessments File, NTISSC	419-01
Common Carrier Analysis	400-02
Common Carrier Systems Engineering	400-04
Communications Tasking Requirements	416-02
Communications, Technical Data Reference File	400-30
Component Engineering Technical File	433-02
Computer Aided Drawing Revision Effort (CADRE) Database	414-03
COMSEC 1, 2, and 3 File	418-01
COMSEC 10, 12, 24, 32, USCSB and NTISSC File	418-03
COMSEC 15 Industrial Security	418-04
COMSEC 18 Civil Agencies File	418-05
COMSEC 20 and 30 Security File	418-06
COMSEC 4 and 5 Equipment File	418-02
COMSEC Account Maintenance	410-02
COMSEC Accounting System	410-03
COMSEC Analysis Reports, COMSEC Monitoring and Analysis	409-01
COMSEC Analysis Reports, INFOSEC Standards and Evaluations	402-01
COMSEC Analysis Reports, Strategic System Security Evaluations	406-01
COMSEC Automatic Destruction Database	410-04
COMSEC Distribution System Database	410-05
COMSEC Equipment	400-06
COMSEC Inventory Control Database	410-06
COMSEC Management Database (COMMANDS)	410-07
COMSEC Material Account	410-01
COMSEC STU Account	400-05
COMSEC, Commercial Endorsement Program Reference	405-01
COMSEC, Foreign COMSEC Devices Reference File	403-03

37 of 47

UNCLASSIFIED

UNCLASSIFIED

COMSEC, Foreign Devices Reference	400-12
Configuration Control Database	414-04
CONNOISSEUR Program File	428-01
Contract Data Items File	431-03
Contract File, COMPUSEC Projects and	413-07
Contracts Data Requirements List (CDRL), KEYWAY	412-02
Contracts Data Requirements List (CDRL), RICEBIRD	412-03
Contracts, INFOSEC (see Quality Assurance Records)	
Contracts, ST-51 Automated Test Program Contract File	433-04
Correspondence Tracking System (CTS) Database	416-03
Correspondence, ADPS Reports Control Case	403-01
Correspondence, BLACKER	404-02
Correspondence, COR (see Quality Assurance Records)	
Countermeasures Development	407-01
Country File, NTISSC	419-02
Country Threat / SPECAT File	421-02
Cryptogeneration File, COMPUSEC	413-02
Cryptogeneration Reference	403-02
Cryptosecurity Assessment File	402-02
Cryptosecurity Assessment File, COMSEC Monitoring and Analysis	409-02
Customer Telecom Information Security Requirements	400-07
Customer Telecom Systems Information	400-08
Daisy Design Database (DCECP)	411-02
Data Location Database (DATLOC)	414-05
Data Weapons Communication Security Office, Mission File	400-17
Database, ADAMSRIB	416-01
Database, ADMNS410	417-01
Database, Agreement Data Requirements List Program	414-01
Database, ALDLCDFM	417-02
Database, ATEMAN	414-02
Database, BLACKER	404-01
Database, CALLFREQ	415-02
Database, CANDLESNUFFER	413-01
Database, CANEWARE / Technical Working Files	431-02
Database, CANEWARE Technical and Management Working Database	431-01
Database, COMPUSEC Trusted UNIX	413-14

38 of 47

UNCLASSIFIED

UNCLASSIFIED

Database, Computer Aided Drawing Revision Effort (CADRE)	414-03
Database, COMSEC Automatic Destruction	410-04
Database, COMSEC Distribution System	410-05
Database, COMSEC Inventory Control	410-06
Database, COMSEC Management (COMMANDS)	410-07
Database, Configuration Control	414-04
Database, Correspondence Tracking System (CTS)	416-03
Database, Daisy Design (DCECP)	411-02
Database, Data Location (DATLOC)	414-05
Database, DBMS Guideline Forum	408-01
Database, DIATRIBE	415-03
Database, DOCKMASTER Product Evaluations Forum Subsystem	405-05
Database, DOCKMASTER TNI	408-02
Database, DOORWAY	417-03
Database, Equipment System (EQUIP)	416-04
Database, ESCHAR	413-03
Database, FOOTPRINT	414-06
Database, INFORMER	414-07
Database, Integrated Circuit Design Files	429-02
Database, IPTC	416-05
Database, KMEP	415-04
Database, Lead Program File List	431-04
Database, M204 Copy Cleanup, Back-up, and Restore	416-06
Database, M2ATPROD	417-04
Database, M2DPSCHD	417-05
Database, Mandatory Modifications	414-08
Database, MANUALS	414-09
Database, MARBUGS	415-05
Database, MARPROD	415-06
Database, MSS / Dispatcher	432-01
Database, Nomenclature System	410-08
Database, PDB Tool	408-05
Database, Printed Circuit Board Artwork	429-03
Database, PROBLOG	417-06
Database, PRODAJS	417-07
Database, PROJKMD	415-08

39 of 47

UNCLASSIFIED

UNCLASSIFIED

Database, S33DAS, M204 (KATO)	416-10
Database, S36MIS	410-10
Database, S3PRS, M204, S3 PRS	416-09
Database, Security	407-03
Database, SPACEMAN	416-07
Database, Special Defense Acquisition Fund	401-05
Database, SPED Tapes	414-10
Database, TESTERS Test Script 2	433-07
Database, TEXTPROC	414-12
Database, TNI Discussion	413-11
Database, TNI Interpretations	413-12
Database, Trusted Network Guideline	408-08
Database, Trusted Network Interpretation and DBMS	408-09
Database, Trusted UNIX	408-10
Database, USARMYCS	415-09
DBMS Guideline Forum Database	408-01
DCECP Design File (Paper)	411-03
Defense Agency Assessments File	422-01
Design File Back-Up	429-04
Design, DCECP File (Paper)	411-03
Development, CCEP	405-02
Development, Countermeasures	407-01
Development, ISDN Internal Developments Efforts	400-15
DIATRIBE Database	415-03
DOC Direct File	430-01
DOCKMASTER Database, Product Evaluations Forum Subsystem	405-05
DOCKMASTER TNI Database	408-02
Documentation, Lead Technical Working Documentation	431-05
Documentation, Space Command, Control, and Communications Evaluation	402-03
Documentation, Voice and Data Systems Applications Evaluation	406-03
DOORWAY Database	417-03
EAM Historical	400-09
EAM Reference	400-10
EAM Subject	400-11
Electromagnetic Compatibility Analysis Center (ECAC)	409-03
Engineer's Equipment Project/Case	406-02

40 of 47

UNCLASSIFIED

UNCLASSIFIED

Engineering Projects and Requirements	432-02
Engineering, Common Carrier Systems	400-04
Equipment Specifications (see Quality Assurance Records)	
Equipment System Database (EQUIP)	416-04
Equipment, COMSEC	400-06
Equipment, COMSEC 4 and 5 File	418-02
ESCHAR Database	413-03
Evaluation Documentation, Space Command, Control, and Communications	402-03
Evaluation Documentation, Voice and Data Systems Applications Evaluation	406-03
Evaluation Reference	405-03
Evaluation, COMPUSEC Software	413-09
Evaluation, Technical Security	407-04
FOOTPRINT Database	414-06
Foreign COMSEC Devices Reference, Communication Systems	400-12
Foreign COMSEC Devices Reference, Foreign Systems Evaluation	403-03
Foreign Systems Evaluation, Research and Analysis	403-04
General Program File, SPO and Avionics Systems	400-13
Generation Systems Library File	425-02
Generation Systems, Administrative and Specification Reference	425-01
GTE FSVS File, Electronic Key Systems Management	426-01
GTE SDNS File, Electronic Key Systems Management	426-02
History, EAM	400-09
History, Nuclear Command and Control Automation	427-07
History, Secure Voice	400-25
IC Parametric Data File	429-01
ICBM Key Management Reference Material File	427-03
ICBM Nuclear Command and Control Working Files	427-04
Implementation Evaluation Reports and Technical Notes	408-03
Industrial Security, COMSEC 15	418-04
INFORMER Database	414-07
INFOSEC Field Evaluation Reports File	404-04
INFOSEC Overtake File	411-04
INFOSEC Product Endorsement	405-04
INFOSEC Special Test File	428-02
Integrated Circuit Design Files Database	429-02
Intelligence / Threat Reference File, Risk Assessment	424-01

41 of 47

UNCLASSIFIED

UNCLASSIFIED

Internal Developments Efforts, ISDN Program	400-15
IPTC Database	416-05
ISDN Working Group Records	400-14
ISDN, Internal Development Efforts	400-15
ISDN, Secure ISDN Specifications	400-20
Key Management	400-16
KEYWAY Contracts Data Requirements Lists (CDRL)	412-02
KMEP Database	415-04
Language / State Department File	420-04
Lead Program File List Database	431-04
Lead Technical Working Documentation File	431-05
Library Card, Technical Library	402-04
Library File, Generation Systems	425-02
Library, INFOSEC Standards Technical Library Reports	402-06
Library, National TEMPEST Information Center Library	401-01
Library, Strategic System Security Technical Library File	406-05
Library, Systems Engineering Technical Library File	431-11
Link Encryption Products File (Technical)	404-03
M204 Copy Cleanup, Back-up, and Restore Database	416-06
M2ATPROD Database	417-04
M2DPSCHD (M204 Daily Production Schedule Database)	417-05
Management, Key	400-16
Mandatory Modifications Database	414-08
MANUALS Database	414-09
Manuals, CCEP Software Evaluation	405-06
Manuals, COMPUSEC Software Evaluation	413-09
MARBUGS Database	415-05
MARPROD Database	415-06
Military Assessments File	421-01
Military Communication - Electronics Board (MCEB)	418-07
MINSTREL	413-04
Mission File, Data Weapons Communication Security Office	400-17
Modem, Universal File	400-33
Modification Data Record File	413-05
MSS / Dispatcher Database	432-01
MYKOTRONIX Technical Documents and Space Applications	412-04

42 of 47

UNCLASSIFIED

UNCLASSIFIED

NACSI / NTISSC / NTISSP File	420-05
National TEMPEST Information Center Library	401-01
NC2 (Nuclear Command and Control) Automation	427-07
NC2 (Nuclear Command and Control) Standards	427-08
Nomenclature System	410-08
Novice Code File	433-03
NSA/SCIF TEMPEST Program	407-02
NTDS / NATO Operation File	421-03
NTISSC Committee Assessments File	419-01
NTISSC Country File	419-02
NTISSC SAISS Meeting Minutes File	419-03
Nuclear Command and Control / Key Management Code Book File	427-01
Nuclear Command and Control COMSEC / INFOSEC File	427-05
Nuclear Command and Control File	401-02
Nuclear Command and Control Project Information Files	427-06
Off-Shore Procurement File	418-08
Operational Code File	409-04
Operations, COMSEC Monitoring and Analysis	409-05
PDB Tool	408-05
PEACOCK File	410-09
Planning, Technical	401-06
Plasterwork/Special Operations Improved COMPSEC System (SOICS)	415-07
Port Security Vulnerability Assessment Program (PSVAP)	422-02
POSTBOY File	413-06
Printed Circuit Board Artwork Database	429-03
PROBLOG Database	417-06
Procurement, Off-Shore	418-08
PRODAJS Database	417-07
Product Endorsement, INFOSEC	405-04
Product Evaluations Forum Subsystem Database (DOCKMASTER)	405-05
Production, Third Generation STU III	400-31
Products, Link Encryption (Technical)	404-03
Program Management, Secure Voice Program	400-18
Program, CONNOISSEUR	428-01
Program, STU 2	400-27
Program/Project Planning File, Policy and Planning	401-03

43 of 47

UNCLASSIFIED

UNCLASSIFIED

Project and Contract File, COMPUSEC	413-07
Project Information Files, Nuclear Command and Control	427-06
Project, Engineer's Equipment	406-02
Project, Technical Review Group	413-10
Projects File, COMPUSEC	413-08
Projects, Engineering Requirements and	432-02
PROJKMD Database	415-08
Protected Communication Zone (PCZ) File	400-19
Quality Assurance Records	401-04
Quality Plans (see Quality Assurance Records)	
Reference, Architectural (Secure Voice)	400-01
Reference, Commercial COMSEC Endorsement Program	405-01
Reference, Cryptogeneration	403-02
Reference, EAM	400-10
Reference, Evaluation Files	405-03
Reference, Communications Foreign COMSEC Devices	400-12
Reference, Foreign Systems Evaluation Foreign COMSEC Devices	403-03
Reference, Generation Systems Administrative and Specification	425-01
Reference, ICBM Key Management Reference Material	427-03
Reference, Nuclear Command and Control Automation	427-07
Report, SIGSEC Technical Analysis	409-09
Reports File, INFOSEC Field Evaluation	404-04
Reports, ADPS Reports Control Case	403-01
Reports, BLACKER	404-02
Reports, Civil Agency INFOSEC Assessments	420-02
Reports, COMSEC Analysis	409-01
Reports, COMSEC Monitoring and Analysis Research	409-07
Reports, Implementation Evaluation Reports and Technical Notes	408-03
Reports, INFOSEC Research	402-05
Reports, INFOSEC Technical Library	402-06
Reports, Strategic System Security COMSEC Analysis	406-01
Reports, TEMPEST	408-07
Research and Analysis File, Computer Science Security Evaluation	408-06
Research and Analysis, Foreign Systems Evaluation	403-04
Research Information File, Weapons and Ranges Telecommunications	423-01
Research Reports, COMSEC Monitoring and Analysis	409-07

44 of 47

UNCLASSIFIED

UNCLASSIFIED

Research Reports, INFOSEC Standards and Evaluations	402-05
Research and Analysis File, COMSEC Monitoring and Analysis	409-06
RICEBIRD Contracts Data Requirements Lists (CDRL)	412-03
S243 TAC Air Force INFOSEC Assessment File	421-04
S33DAS, M204 Database (KATO)	416-10
S36MIS Database	410-10
S3PRS, M204, S3 PRS Database	416-09
SAISS Meeting Minutes File, NTISSC	419-03
SATCOM and NAV SPO, Systems Engineering File	431-07
Secure Communications System and Strategic Weapons File	406-04
Secure ISDN Specifications	400-20
Secure Telephone Subject	400-21
Secure Telephone Units	400-22
Secure Video File	400-23
Secure Voice Briefing	400-24
Secure Voice Historical File	400-25
Secure Voice Program, Program Management	400-18
Secure Voice, Architectural Reference	400-01
Security Database	407-03
Security Requirements, Customer Telecom	400-07
Security, COMSEC 20 and 30	418-06
Sensitive Contractor File	423-02
SFA / TEMPEST / CV File, Risk Assessment	424-02
SIGINT Overtake File	430-02
Signals, COMSEC Monitoring and Analysis File	409-08
SIGSEC Technical Analysis Report	409-09
Small Secure Transceiver (SST)	400-26
Software Evaluation Manuals, CCEP and Trusted Product Evaluation	405-06
Software Evaluation Manuals, COMPUSEC	413-09
Space Telemetry Tracking & Control Systems, Systems Engineering File	431-08
SPACEMAN Database	416-07
Special Defense Acquisition Fund Database	401-05
SPED Tapes Database	414-10
ST-51 Automated Test Program Contract File	433-04
ST-51 Test Program Manuals File	433-06
ST-51 Test Programs File	433-05

45 of 47

UNCLASSIFIED

UNCLASSIFIED

Standards of Acceptance, Computer Science Security Evaluation	408-04
Star Tracking System	416-08
START-INF Treaties File	423-03
State Department / Language File	420-04
Strategic Defense Initiative Materials File	423-04
Strategic Weapons File, Secure Communications System and	406-04
STU 2 Aperture Card File	400-27
STU 2 Program	400-27
STU III File	400-29
STU III, System Engineering File	431-09
STU III, Third Generation Production	400-31
STU III, User Relations File	400-34
STU, COMSEC Account	400-05
System Engineering File / STU III	431-09
System for Processing Engineering Data (SPED)	414-11
Systems Engineering File / SATCOM and NAV SPO	431-07
Systems Engineering File / Space Telemetry Tracking & Control Systems	431-08
Systems Engineering File / Special Projects	431-06
Systems Information, Customer Telecom	400-08
T Operating System (TOS) File, COMPUSEC	413-13
T Operating System (TOS) File, INFOSEC Field Evaluations	404-05
Technical Analysis Reports, SIGSEC	409-09
Technical Assessment File, Risk Assessment and Threat	424-03
Technical Data Reference File, Communications	400-30
Technical Documents, BATSON II	412-01
Technical File, Networks	431-10
Technical Library File, Strategic System Security Evaluations	406-05
Technical Library File, Systems Engineering	431-11
Technical Library Reports, INFOSEC Standards and Evaluations	402-06
Technical Planning File, Policy and Planning	401-06
Technical Review Group Project	413-10
Technical Security Evaluation, Facilities and Countermeasures	407-04
Telecom, Customer Information Security Requirements	400-07
Telecom, Customer Systems Information	400-08
Telephone, Secure Telephone Subject	400-21
Telephone, Secure Telephone Units	400-22

46 of 47

UNCLASSIFIED

UNCLASSIFIED

TEMPEST Reports	408-07
TEMPEST, National TEMPEST Information Center Library	401-01
TEMPEST, NSA/SCIF Program	407-02
Test Set, Transmission Security Applications	400-32
TESTERS Test Script 2 Database	433-07
TEXTPROC Database	414-12
Third Generation STU III Production	400-31
Threat File, Office of Strategic INFOSEC Assessments	422-03
Threat History File, Risk Assessment and Threat	424-04
TK File, Weapons and Ranges Telecommunications	423-05
TNI Discussion Database	413-11
TNI Interpretations Database	413-12
Transmission Security Applications Test Set	400-32
Treaties File, Weapons and Ranges Telecommunications	423-06
TRI-TAC / MSE Visual Aids	430-03
TRI-TAC Video Tapes	430-04
Trusted Network Guideline Database	408-08
Trusted Network Interpretation (TNI) and DBMS Database	408-09
Trusted UNIX Database, COMPUSEC	413-14
Trusted UNIX Database, Computer Science Security Evaluation Technologies	408-10
Universal Modem File	400-33
USARMYCS Database	415-09
USCSB and NTISSC, COMSEC 10, 12, 24, 32 File	418-03
User Relations File, STU III	400-34
Video Tapes, TRI-TAC	430-04
Video, Secure Video File	400-23
Visual Aids, TRI-TAC / MSE	430-03
Visual Search Microfilm File (VSMF)	414-13
Weapons and Special Programs File	406-06
Working Files, ICBM Nuclear Command and Control	427-04
Working Group Records, ISDN	400-14

47 of 47

UNCLASSIFIED