

## Request for Records Disposition Authority

Records Schedule Number           DAA-0457-2016-0002

Schedule Status                    Appraiser Working Version

  

Agency or Establishment           National Security Agency/Central Security Service

Record Group / Scheduling Group   Records of the National Security Agency/Central Security Service

Records Schedule applies to       Major Subdivision

Major Subdivision                 Associate Director for Corporate Leadership

Minor Subdivision                 Office of the Ombudsman

Schedule Subject                  NSA OMBUDSMAN Program

Internal agency concurrences will be provided   No

Background Information           Records concern the development, administration and evaluation of the NSA Ombudsman’s program. The Ombudsman is an independent, confidential, informal and neutral conflict resolution practitioner. The NSA Ombudsman maintains all communications with those seeking assistance in strict confidence and takes all reasonable steps to safeguard anonymity and confidentiality of NSA employees in accordance with title 5 U.S.C. §571-584 and the International Ombudsman Association Standards. This includes protecting the identity of any individual contacting the NSA Ombudsman and the information provided in confidence and shall not be disclosed.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0457-2016-0002

Sequence Number	
1	NSA OMBUDSMAN Annual Reports: Disposition Authority Number: DAA-0457-2016-0002-0001
2	OMBUDSMAN Working Case Files: Disposition Authority Number: DAA-0457-2016-0002-0002

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 870 411"><b>NSA OMBUDSMAN Annual Reports:</b></p> <p data-bbox="345 432 1149 464">Disposition Authority Number      <b>DAA-0457-2016-0002-0001</b></p> <p data-bbox="345 485 1487 632">These documents result from reporting of periodic summaries of the activities of the OMBUDSMAN and may be provided to the Executive/Director level, may also include periodic Ombudsman Annual Reports, Climate Reviews and Ad Hoc Briefings.</p> <p data-bbox="345 653 919 684">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 705 878 737">Item Status                              <b>Pending</b></p> <p data-bbox="345 758 818 789">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="345 810 805 842">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="345 978 659 1010"><b>Disposition Instruction</b></p> <p data-bbox="345 1031 1422 1104">Cutoff Instruction                      <b>Cut off at end of the calendar year in which the record is created.</b></p> <p data-bbox="345 1125 1166 1157">Retention Period                      <b>Destroy 4 year(s) after cutoff</b></p>
2	<p data-bbox="345 1262 854 1293"><b>OMBUDSMAN Working Case Files:</b></p> <p data-bbox="345 1314 1154 1346">Disposition Authority Number      <b>DAA-0457-2016-0002-0002</b></p> <p data-bbox="345 1367 1497 1745">These records relate to the identification and information on concerns, disputes, and issues presented to the NSA Ombudsman. This documentation summarizes task and is used to informally keep track of issues and aid in the development of solutions or resolutions that ultimately may include these tasks. These tasks relate to confidential discussions protected from any outside inspection other than the NSA Ombudsman, and information provided anonymously with the intent to help resolve the matter. These records may include but are not limited to, non-attribution issue summaries, dispute resolution communications, and outreach efforts, notes of work product of the neutral parties or non-party participants, summaries of descriptive statistics, and executive overview.</p> <p data-bbox="345 1766 919 1797">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 1818 878 1850">Item Status                              <b>Pending</b></p> <p data-bbox="345 1871 818 1902">Is this item media neutral?        <b>Yes</b></p>

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Cutoff Instruction	Cut off after case is closed
Retention Period	Destroy immediately after case is closed
Additional Information	
GAO Approval	Not Required

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
10/20/2015	Certify	NSA One	NSA User	NSA - NSA

## Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0