5.41 INBOUND/OUTBOUND DOCUMENT MANAGEMENT

5.41.1 OBJECTIVES

5.41.1.1 To establish a more efficient and effective system of recording incoming and outgoing communications received within NSC, from the Intelligence Community, Department Heads, and other Government Agencies.

5.41.2 SCOPE

5.41.2.1 All incoming and outgoing communications are sorted and classified according to subject, personality, activity, event, and organization.

5.41.2.2 Received documents are properly recorded in the records registry logbook. Entries are arranged chronologically by date and time with the inclusion of the following data:

- 5.41.2.2.1 document control number;
- 5.41.2.2.2 source of document;
- 5.41.2.2.3 title and subject description;
- 5.41.2.2.4 name of the addressee;
- 5.41.2.2.5 receiving unit, and
- 5.41.2.2.6 date release and initial of the receiving recipient.

5.41.2.3 Incoming documents, memorandums, and reports are affixed with a control number sticker on the upper right corner of the envelope with the insertion of date and initial of the receiving Records Officer/Staff.

5.41.2.4 Records Staff performs messengerial services such as:

- a) documents routing within the units;
5.41.2.5

5.41.3 DEFINITION OF TERMS

5.41.3.1 Inbound document- refers to correspondence, reports, memorandums, issuances and personal letters from Executive Offices, Department Heads, and Intelligence Community that are sorted out and arranged according to its subject, content and description.

5.41.3.2 Outbound document- these are official reports/documents received within the agency that are immediately delivered to person concerned.

5.41.4 POLICY STATEMENTS

5.41.4.1 Received sealed documents marked as “secret, confidential, for NSA’s eyes only” are immediately sent to the addressee.

5.41.4.2 Correspondences, reports, packages, and personal mails sent to NSA and other Officials are delivered to units concerned within the day.

5.41.4.3 Dispatch of outgoing document: Records Officer/Staff shall check if communication is properly signed by the NSA, or by NSC Official. In addition, sealed document shall have the complete name, address of the sender, and addressee at the backside of the envelope. Attached official receipt will confirm who and when the document was received.

5.41.4.4 Document marked “RUSH, URGENT, ASAP” shall be given priority over other documents; these correspondences/reports shall be delivered on the next working day.
### 5.41.5 PROCEDURE DETAILS

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<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>INTERFACE</th>
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<tbody>
<tr>
<td></td>
<td>START</td>
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<tr>
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<td>Receive incoming/outgoing documents</td>
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<td>Record pertinent data</td>
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<td>Check &amp; classify according to subject, personality, event, activity, and organization</td>
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<td>Affix with document control number</td>
<td>Dispatch messenger for delivery &amp; pick-up of documents</td>
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<td>Distribute to person/units concerned</td>
<td>Receipts returned to recipient/units</td>
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