



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF MANUAL

Directive Current as of 15 Sep 2014

DOM/SJS  
DISTRIBUTION: A, C, J, S

CJCSM 5760.01A, Vol. II  
13 July 2012

## JOINT STAFF AND COMBATANT COMMAND RECORDS MANAGEMENT MANUAL: VOLUME II—DISPOSITION SCHEDULE

### References:

- a. DODD 5015.2, 6 March 2000, "DOD Records Management Program"
- b. CJCSM 5760.01 series, "Joint Staff and Combatant Command Records Management Procedural Manual"

1. Purpose. To comply with the provisions of reference a, which requires the Joint Staff to implement a generic disposition schedule for the Joint Staff and Combatant Commands. See Supplemental Instructions to this volume at Enclosure A and complete disposition schedule by Series Bucket and Sub-Bucket at Enclosure C. Crosswalks from the previous edition of CJCSM 5760.01 Vol. II can be found at Enclosure D.

2. Superseded/Cancellation. CJCSM 5760.01 Vol. II, 10 March 2003, "Joint Staff and Combatant Command Records Management Manual: Volume II--Disposition Schedule," is hereby superseded.

3. Applicability. This manual applies to:

a. All Joint Staff directorates, separate offices, activities, and agencies responsive to the Chairman of the Joint Chiefs of Staff.

b. All headquarters of the Combatant Commands, their subordinate unified commands, joint task forces, and all other subordinate functional components or operational forces that include members of the several Services and remain immediately responsive to the Combatant Commanders. This excludes the Service components assigned to the Combatant Commands and other functional components or operational forces consisting of members of a single Service.

Exception: USSOCOM Service Components will maintain records generated as a result of component expenditure of Major Forces Protection 11 funds separate from service records and will control them in accordance with this manual.

c. All Joint Staff and Combatant Command records in any media, including electronic records created or stored in any automated information system or electronic information system, the Defense Information Services Organization Joint Information Service Center and Joint Staff and Combatant Command local area networks and microcomputers.

4. Procedures. Procedures for using the disposition schedule in this manual are contained in CJCSM 5760.01A, Volume I.

5. Summary of Changes. Substantive changes have been made to this Volume reflecting its re-organization into large and small buckets. The large buckets are divided into 12 categories of information. Each large bucket contains several sub-buckets defining records with dispositions of 6 months, 3 years, 7-10 years, and those records that are to be preserved permanently. In addition, descriptions of each large bucket and subsequent sub-buckets were added to define and clarify the types of records that are populated there. Also included are lists of non-records and records exceptions. Record exceptions are either records that do not fit into any of the sub-buckets or are records that have event-driven dispositions.

6. Releasability. This manual is approved for public release; distribution is unlimited. DOD components (to include the Combatant Commands), other Federal agencies, and the public may obtain copies of this manual through the Internet from the CJCS Directives Home Page--[http://www.dtic.mil/cjcs\\_directives](http://www.dtic.mil/cjcs_directives).

7. Effective Date. This instruction is effective upon receipt.



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Enclosures:

- A — Supplemental Instructions
- B — Disposition Subject Index
- C — Bucket Dispositions
- D — Disposition Crosswalks

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ENCLOSURE A

SUPPLEMENTAL INSTRUCTIONS

1. Disposition Schedule Big Buckets

- 0000 Series Bucket — Joint Staff (JS) Top 5 and Headquarters (HQ)  
Combatant Command Records
- 0100 Series Bucket — Organization, Manpower, Committee, and Board  
Records
- 0200 Series Bucket — Personnel and Payroll
- 0300 Series Bucket — Intelligence and Security
- 0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs
- 0500 Series Bucket — C2, Operations, Planning, and Exercises
- 0600 Series Bucket — Logistics, Acquisitions, Supply, Services, Budget, and  
Safety
- 0700 Series Bucket — Communications, Cryptology, and Electronics  
Policies, Procedures, and Reports
- 0800 Series Bucket — International
- 0900 Series Bucket — General Administration and Management
- 1000 Series Bucket — Information Technology (IT) Procurement, Planning,  
Operations, and Management
- 1100 Series Bucket — Medical

See individual series for further description of records covered in each category.

## 2. Disposition Detail Descriptions and Authorities

a. The records disposition schedules that follow constitute authority for retention, transfer, temporary or permanent retirement, and/or destruction of record and non-record material within the Joint Staff and Combatant Commands. Their use is mandatory. Volume I of this manual provides detailed procedures for applying them. General guidelines are reiterated below.

b. Under the major disposition series buckets, the disposition schedule lists sub-buckets defining records materials created in and maintained by the Joint Staff and Combatant Commands with dispositions of 6 months, 3 years, 7-10 years, and those records that are to be preserved permanently. The dispositions correlate to type because in many cases each type may cover a wide variety of subjects. They also correlate to holder and holder use of that document. The disposition for a file will be chosen based upon both type of record and holder use—i.e., whether the holding office has office of record responsibility for it or is retaining it for convenience. Choices listed under each type of record provide for selecting a disposition that corresponds to holder and use.

## 3. Fiscal Year (FY) / Calendar Year (CY) Cutoffs

a. Files will be cut off, active files will be separated from inactive ones, and eligible material will be retained, retired, transferred, and/or destroyed in accordance with the disposition standards. The cutoff date in these standards is the date a file is removed from active status. Files will be cut off at the end of the CY or at the end of the FY per the originating office's business rules in accordance with Joint Staff and Combatant Command policy. The cutoff date is also the start date of the retention period, except for files cut off on the occurrence of a certain event, where the start date of the retention period is the end of the CY—or, for files maintained on an FY basis, the end of the FY—in which they are cut off.

b. The following additional guidance applies to all records. All technical and reference material will also be reviewed on an annual basis and all noncurrent materials destroyed.

(1) Files maintained on a CY basis will be cut off on 31 December of each year and new CY files established.

(2) Files maintained on an FY basis will be cut off at the end of the applicable FY and new files established.

(3) Files with a retention period of less than 1 year will be maintained on a daily, weekly, or monthly basis. These files will be cut off and disposed of after their authorized retention period. For example, large accumulations of

records that are disposable after 6 months could be cut off at the end of each month, a new file started, and the file disposed of after 6 months.

(4) Files maintained as case, action, or project files are cut off on the occurrence of a certain event, kept in the inactive files area, and disposed of in accordance with disposition standards.

#### 4. Pre-accessioning

a. Pre-accessioning is when agencies transfer to the National Archives and Records Administration (NARA) a copy of permanently valuable electronic records while retaining legal custody and control over access to the records. Agencies would continue to maintain the record copy of the information until such time that NARA is given legal custody of the records, which, for purposes of this schedule, is 25 years after cutoff and after declassification review.

b. Joint Staff and Combatant Command organizations that use this disposition schedule and are ready to pre-accession records to the National Archives should first contact the JS Information Management Division (IMD) for guidance and assistance.

5. Media Neutral. This records schedule is written to authorize the disposition of the records in any media (media neutral).

6. Sensitive Compartmented Information (SCI). In accordance with policy in Intelligence Community directives for SCI documents, retain the JS/CCMD record copy for 30 years, then review for removal from SCI channels. Once removed from SCI channels, records must conform to the Permanent sub-bucket disposition in this schedule.

7. NATO. NATO documents are to be disposed of in accordance with JS/CCMD record management policies and the United States Security Authority for NATO Affairs (USSAN) I-07. See reference i in CJCSM 5760.01A Vol. I.

8. Event-Driven Records. Records that begin their dispositioning period based on an event, rather than a set duration; i.e., records of departing personnel or change of administration. For cutoff purposes, these records begin their dispositioning either in the FY or CY, depending upon business processes.

9. Flexible Scheduling. Flexible Scheduling allows for the minimum/maximum retention for records that have been categorized into big buckets. This edition of the JS/CCMD disposition schedule includes a 7-10 year retention band. This means that the records in this bucket, titled "Management and Program/Operations Records," cannot be destroyed or deleted earlier than 7 years or later than 10 years after the cutoff.

10. Committee and Board Records

a. CJCSM 5760.01, Vol. II covers records created and maintained by temporary and permanent commissions, boards, councils, and committees that are mission related to the Joint Staff and Combatant Commands.

b. Records that are created by advisory commissions, committees, councils, boards, and other groups established under the Federal Advisory Committee Act (FACA) are covered by the National Archives General Record Schedule 26, which can be found at this link:

<<http://www.archives.gov/records-mgmt/grs/grs26.html>>

The term "advisory committee" as defined by FACA means any committee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or other subgroup which is (1) established by statute or reorganization plan, (2) established or utilized by the President, or (3) established or utilized by one or more agencies or officers of the Federal government. This term does not apply to any committee which is composed wholly of full-time officers or employees of the Federal government.

c. This schedule does not apply to the records of Presidential commissions, boards, councils, and committees covered by the Presidential Records Act.

11. Electronic Information Systems/Electronic Feeder Systems (EIS/EFS).

a. Please note that EIS are not covered by this big bucket schedule. EIS are typically scheduled individually because the inputs, outputs, and master data file can have multiple dispositions. Each system gets a separate SF 115, whether it comes from the Joint Staff or Combatant Commands, and is processed for NARA approval through IMD.

b. An EIS is any computer processing system that contains electronic records, regardless of whether the system resides on a micro-, mini-, or mainframe computer or in a network or stand-alone configuration, and regardless of the media used to store the records. EIS functions include collecting, storing, assembling, processing, transmitting, and disseminating information electronically according to defined procedures.

c. For more information, please visit:

[https://www.intelink.gov/wiki/Joint Staff %26 Combatant Command Electronic Information System Scheduling](https://www.intelink.gov/wiki/Joint_Staff_%26_Combatant_Command_Electronic_Information_System_Scheduling)

ENCLOSURE B

DISPOSITION SUBJECT INDEX

(Note: The first 4 digits denote series bucket and the last 2 denote the sub-bucket.)

Abstracts of Joint Staff Papers	(Exc) — 0000-06-G
Accounting ( <i>See Financial Management</i> )	(Exc) — 0600-06-G
Acquisition	0600-07
Additional Duty Designations	(Exc) — 0900-06-N
<b>Administration (Series Bucket)</b>	<b>0900</b>
Administration, of a specific activity or program — See subject activity or program	
Administrative Grievance, Disciplinary, and Adverse Actions Files	(Exc) — 0200-06-GG
Administrative Instructions, Joint Staff	(3yr) — 0000-02-H (Perm) — 0000-04-Q
Administrative Orders	(3yr) — 0900-02-V,W (7-10yr) — 0900-03-M (Perm) — 0900-04-S
Administrative Publications, Joint	(3yr) — 0000-02-G
Administrative Records — See subject to which the record relates	
Aeromedical Evacuation	(7-10yr) — 1100-03-G (Perm) — 1100-04-G
Aerospace Defense	(Perm) — 0500-04-Z
Agenda, Joint Staff	(3yr) — 0000-02-I (Perm) — 0000-04-S

Agreements — See also the subject of the agreement	
Agreements, for communications services	(3yr) — 0700-02-B
Agreements, General, involving Joint Staff/Combatant Commands	(7-10yr) — 0900-03-B
Agreements, International	(Perm) — 0800-04-B
Airspace Management and Use	(3yr) — 0500-02-H (Exc) — 0500-06-L,M
Alerts and Warnings	(3yr) — 0500-02-G (Perm) — 0500-04-T
Allied Communications Publications	(Perm) — 0700-04-B
Antiterrorism	(7-10yr) — 0500-03-E (Perm) — 0500-04-AA
Application for Civilian Leave	(3yr) — 0200-02-L (Exc) — 0200-06-T
Applications, Information Technology	<b>(See 1000 Series Bucket)</b>
Attendance	(3yr) — 0200-02-Y (7-10yr) — 0200-03-Q
Audio Recordings	See 0900 series, note #4 (Exc) — 0900-06-C,D
Audiovisual Documentation	(Exc) — 0900-06-V
Audits, General	(Short) — 0900-01-D (3yr) — 0900-02-D
Audits, Security	(Short) — 0300-01-B (3yr) — 0300-02-M (7-10yr) — 0300-03-E (Exc) — 0300-06-N
Awards, Civilian Employee	(3yr) — 0200-02-Q (Perm) — 0200-04-A

Awards, Military	(3yr) — 0200-02-T,U (Perm) — 0200-04-C (Exc) — 0200-06-U
Background Papers	(Perm) — 0900-04-C
Badges, General Identification	(3yr) — 0300-02-K
Badges, JCS Identification	(3yr) — 0200-02-S (7-10yr) — 0200-03-J
Ballistic Missile Defense	(7-10yr) — 0500-03-G (Perm) — 0500-04-CC
Biological Warfare Plans and Programs	(3yr) — 0500-02-J (Perm) — 0500-04-EE
Biological Weapons, Logistics	(7-10yr) — 0600-03-C (Perm) — 0600-04-C
Biological Weapons, Preventive Medical Defense	(7-10yr) — 1100-03-A (Perm) — 1100-04-A
Boards and Committees — See also subject of the board	
Boards and Committees, General	(3yr) — 0100-02-E,F (Perm) — 0100-04-H
<b>Budget (Acquisition, Logistics, Supply, Services, Budget, and Safety Series Bucket)</b>	<b>0600</b>
Budget, General	(Perm) — 0600-04-E/F/G
Bulletins, Joint Staff and Combatant Command	(Short) — 0900-01-C (3yr) — 0900-02-C
Case Files — See subject of the case and/or proponent of the file	
Case Files, Official Joint Staff/Joint Chiefs of Staff	(Perm) — 0000-04-A
Casualty	(Perm) — 0200-04-E

Chairman of the Joint Chiefs of Staff Memorandum (CM)	(3yr) — 0000-02-C (Perm) — 0000-04-D/E/F
Chairman of the Joint Chiefs of Staff Records	(Perm) — 0000-04-G,H
Chairman's Memorandum	(3yr) — 0000-02-C (Perm) — 0000-04-D/E/F
Chairman's Memorandum of Policy	(7-10yr) — 0000-03-C (Perm) — 0000-04-O
Charter, Organizational	(Perm) — 0100-04-B
Chemical Warfare Records	(3yr) — 0500-02-J (Perm) — 0500-04-EE
Chemical Weapons, Logistics	(7-10yr) — 0600-03-C (Perm) — 0600-04-C
Chemical Weapons, Preventive Medical Defense	(7-10yr) — 1100-03-A (Perm) — 1100-04-A
Circulars, Joint Staff and Combatant Command	(Trans) — 0900-01-C (3yr) — 0900-02-C
Civil Service Retirement System	(3yr) — 0200-02-E,F (7-10yr) — 0200-03-F
Clearance Investigations	(Perm) — 0300-04-C (Exc) — 0300-06-B (Exc) — 0300-06-T
Climatological Files	(Perm) — 0500-04-DD
Codewords/Nicknames/Exercise Terms	(3yr) — 0500-02-E (Perm) — 0500-04-K
Combat Camera	(Perm) — 0500-04-W
<b>Combatant Command Headquarters Corporate Records (Series Bucket)</b>	<b>0000</b>
<b>Command and Control ( C2, Operations, Planning, and Exercises Series Bucket)</b>	<b>0500</b>
Command and Control Centers	(7-10yr) — 0500-03-C (Perm) — 0500-04-V

Command and Control Systems	<b>(See 1200 Series Bucket)</b>
Committee and Board Records	(3yr) — 0100-02-E,F (Perm) — 0100-04-H
<b>Communications (Communications, Cryptology, and Electronics Policies, Procedures, and Reports Series Bucket)</b>	<b>0700</b>
Communications, Operations	(Short) — 0700-01-A (3yr) — 0700-02-A (Perm) — 0700-04-A (Exc) — 0700-06-A
Communications, Publications, ACP	(Perm) — 0700-04-B
Communications, Publications, JANAP	(Perm) — 0700-04-C
Communications, Reports and Reference	(Short) — 0700-01-A (3yr) — 0700-02-A (Perm) — 0700-04-A (Exc) — 0700-06-A
Communications, Security	(3yr) — 0300-02-E
Congressional Correspondence	(3yr) — 0400-02-B (7-10yr) — 0400-03-A (Perm) — 0400-04-B
Controlled Material	(Exc) — 0300-08-L,M
<b>Joint Staff Top 5 and Headquarters Combatant Command Records (Series Bucket)</b>	<b>0000</b>
Correspondence — See subject and/or proponent	
Counter-Intelligence	(3yr) — 0300-02-Q (Perm) — 0300-04-H
Counter-Intelligence Investigations	(Perm) — 0300-04-C (Exc) — 0300-06-B (Exc) — 0300-06-T
Counter-Measure, Electronic Warfare — <b>See Frequency or Spectrum Management</b>	

Counter-Narcotics	(7-10yr) — 0500-03-F (Perm) — 0500-04-BB
Courier, Defense Courier Service	(7-10yr) — 0300-03-A (Exc) — 0300-06-R
Cover and Deception Operations	(3yr) — 0500-02-C (Perm) — 0500-04-G
Crisis Action	(Perm) — 0500-04-M
Cryptology	(3yr) — 0700-02-J (7-10yr) — 0700-03-C (Perm) — 0700-04-E (Exc) — 0700-06-E
Customer Service, IT and Helpdesk related	(3yr) — 1000-02-P
Declassification	(7-10yr) — 0900-03-I (Exc) — 0900-06-O
Defense Readiness Conditions	(3yr) — 0500-02-G (Perm) — 0500-04-T
Delegation of Authority	(Exc) — 0900-06-N
Destruction Certificates	(3yr) — 0300-02-C
Director, Joint Staff Records	(Perm) — 0000-04-M
Directorate Instructions/Manuals/Notices	(3yr) — 0000-02-J
Directorate Numbered Memorandum (J# M/DM)	(7-10yr) — 0000-03- H, I, J
Directorate Secretary's Memorandum (J-#SMs) — (Also known as a Transmittal Memorandum)	(7-10yr) — 0000-03-K
Directory Service Listings	(Short) — 0200-01-F (Exc) — 0200-06-FF
Disclosure, Financial	(Exc) — 0200-06-RR (7-10yr) — 0200-03-S
Disclosure, Foreign	(7-10yr) — 0800-03-C

Distribution Authorization Sheet	(3yr) — 0900-02-Z (Perm) — 0900-04-T
Distribution Management	(3yr) — 0900-02-BB,CC (Exc) — 0900-06-F,R
Document Receipt	(3yr) — 0300-02-B
Electronic Mail — See the subject of the E-mail	
Electronic Records, Technical Documentation/Metadata/Software	(3yr) — 1000-02-R
Electronic Warfare and Countermeasures — <b>See Frequency or Spectrum Management</b>	
<b>Electronics (Communications, Cryptology, and Electronics Series Bucket)</b>	<b>0700</b>
Emergency Planning	(Perm) — 0500-04-O
Environmental File	(Perm) — 0500-04-DD
Evacuation, Aeromedical	(7-10yr) — 1100-03-G (Perm) — 1100-04-G
Exercises, Medical	(7-10yr) — 1100-03-H (Perm) — 1100-04-H
Exercises, Operational	(3yr) — 0500-02-D (7-10yr) — 0500-03-A (Perm) — 0500-04-I (Exc) — 0500-06-A,H,I,K
Exercises, War Games	(3yr) — 0500-02-F (Perm) — 0500-04-P
Facilities Management	(3yr) — 0600-02-G (Perm) — 0600-04-I
Facilities, Foreign for U.S. civilian employee training	(7-10yr) — 0200-03-P
Facilities, Foreign for U.S. military use	(Exc) — 0800-06-B
Facilities, Information Technology	(3yr) — 1000-02-H

Family Advocacy	(3yr) — 1100-02-B (Exc) — 1100-06-D
Federal Civilian Workforce Information Systems	<b>(See 1200 Series Bucket)</b>
Federal Employees Retirement System	(3yr) — 0200-02-E,F (7-10yr) — 0200-03-F
Federal Employees, Political Activities	(3yr) — 0200-02-EE (Exc) — 0200-06-EE
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Financial Disclosure	(Exc) — 0200-06-RR (7-10yr) — 0200-03-S
Financial Management	(7-10yr) — 0600-03-G (Perm) — 0600-04-G
Financial Records, Information Technology Resources and Services	(3yr) — 1000-02-N
Finding Aids	(Perm) — 0900-04-B (Exc) — 0900-06-S
Flag/General Officer Nomination	(Exc) — 0200-06-G,H,V,W, X,Y
Flimsies, CJCS/JS/JS Directorate	(Perm) — 0000-04-A
Flimsies, Service	(Perm) — 0000-04-C (Exc) — 0000-06-C
Force Health Protection	(7-10yr) — 1100-03-F (Perm) — 1100-04-F
Forces, U.S. Military, General — See Operations, Planning, Command and Control Series Bucket	0500
Foreign Disclosure	(7-10yr) — 0800-03-C
Foreign Military Sales, Security Assistance	(7-10yr) — 0800-03-A (Perm) — 0800-04-H

Foreign Nationals	(3yr) — 0300-02-R
Foreign Training	(7-10yr) — 0800-03-B (Perm) — 0800-04-I
Forms, JS and Combatant Command	(7-10yr) — 0900-03-A (Exc) — 0900-08-H,L,M
Freedom of Information Act	(3yr) — 0900-02-J,K (7-10yr) — 0900-03-E,F,G (Exc) — 0900-06-B,T,U
Frequency Management	(3yr) — 0700-02-C (7-10yr) — 0700-03-A,G (Perm) — 0700-04-D (Exc) — 0700-06-D
General/Flag Officer Nomination	(Exc) — 0200-06-G,H,V,W, X,Y
Graphic Arts	(3yr) — 0900-02-R (Perm) — 0900-04-K (Exc) — 0900-06-J
Graphics Management	(3yr) — 0900-02-BB,CC (Exc) — 0900-06-F,R
Green Papers, JCS	(Exc) — 0000-06-G
Ground Support Equipment and Maintenance	(7-10yr) — 0600-03-J
Health Records, Mental	(Exc) — 1100-06-F
Health Records, Military	(7-10yr) — 1100-03-I (Perm) — 1100-04-I
Historical Records, Combatant Command	(Perm) — 0000-04-EE,FF (Exc) — 0000-06-D,E,F
Historical Records, Joint Staff	(Perm) — 0000-04-V,W
Identification Credentials	(3yr) — 0300-02-K
Incident, Crisis	(Perm) — 0500-04-M

Incident, Security	(3yr) — 0300-02-L (7-10yr) — 0300-03-D
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<b>(Information Technology Series Bucket)</b>	<b>1000</b>
Information Conditions	(3yr) — 0500-02-G (Perm) — 0500-04-T
Information Memorandum, SJS	(Exc) — 0000-06-A
Information Operations	(7-10yr) — 0500-03-B (Perm) — 0500-04-S
Information Paper	(Perm) — 0900-06-W
Information Act, Freedom of	(3yr) — 0900-02-J,K (7-10yr) — 0900-03-E,F,G (Exc) — 0900-06-B,T,U
Inspections of Joint Staff and Combatant Command Activities	(3yr) — 0900-02-P
Inspections, Security Inspections	(Short) — 0300-01-B (3yr) — 0300-02-M (7-10yr) — 0300-03-E (Exc) — 0300-06-N
Inspector General	(7-10yr) — 0900-03-K,O (Perm) — 0900-04-H
Instructions/Manuals/Notices, CJCS	(7-10yr) — 0000-03-C (Perm) — 0000-04-O
Institute for Defense Analysis	(Perm) — 0000-04-U
<b>Intelligence (Intelligence and Security Series Bucket)</b>	<b>0300</b>
Intelligence, Joint Strategic Planning Documents	(Perm) — 0500-04-Q
Internal Control Program	(3yr) — 0900-02-O (7-10yr) — 0900-03-J (Perm) — 0900-04-G

Internal Placement, Personnel	(3yr) — 0200-02-D
<b>International (Series Bucket)</b>	<b>0800</b>
International Joint Board Files	(Perm) — 0100-04-G
International Security (Records-related)	(3yr) — 0300-02-N (7-10yr) — 0300-03-G (Exc) — 0300-08-D,E
Interoperability Standards	(7-10yr) — 0700-03-B,H
Interviews with Employees	(Short) — 0200-01-A
Invention, Patent, and Trademark Records	(Exc) — 0400-06-E
Inventory Reports	(3yr) — 0300-02-F (7-10yr) — 0300-03-B
IT Asset and Configuration Management	(3yr) — 1000-02-I,J (Exc) — 1000-06-B,C
J-# Director Memorandum (J-#DM)	(7-10yr) — 0000-03-H,I,J
J-# Instructions, Manuals, and Notices (J-# I)	(3yr) — 0000-02-J
J-# Memorandum (J-#M)	(7-10yr) — 0000-03-H,I,J
J-# Secretary's Memorandum (J-#SM)	(7-10yr) — 0000-03-K
Joint Staff/Joint Chiefs of Staff Histories	(Perm) — 0000-04-V,W
Joint Chiefs of Staff Identification Badge	(3yr) — 0200-02-S (7-10yr) — 0200-03-J
Joint Chiefs of Staff, Memorandum (MJCS)	(3yr) — 0000-02-D (Perm) — 0000-04-J
Joint Chiefs of Staff Numbered Paper Register	(Perm) — 0000-04-T
JCS Send Messages	(Perm) — 0000-04-R (Exc) — 0000-06-H
Joint Action Directives	(Perm) — 0000-04-X (Exc) — 0000-06-I

Joint Administrative Instructions (JAI)	(3yr) — 0000-02-H (Perm) — 0000-04-Q
Joint Army-Navy-Air Force Publication (JANAP)	(Perm) — 0700-04-C
Joint Experimentation Records	(7-10yr) — 0000-03-G (Perm) — 0000-04-BB
Joint Interoperability of Tactical Command and Control System (JINTACCS)	(3yr) — 0700-02-I (7-10yr) — 0700-03-F (Perm) — 0700-04-H
Joint Manpower Program (JMP)	(Perm) — 0100-04-F (Exc) — 0100-06-A
Joint Program Assessment Memorandum	(Perm) — 0500-04-Q
Joint Publications/Joint Administrative Publications	(3yr) — 0000-02-G (Perm) — 0000-04-P
Joint Requirements Oversight Council (JROC)	(7-10yr) — 0000-03-E (Perm) — 0000-04-Z
Joint Security Assistance Memorandum	(Perm) — 0500-04-Q
Joint Staff Agenda Files	(3yr) — 0000-02-I (Perm) — 0000-04-S
Joint Staff Case Files and Papers	(Perm) — 0000-04-A
<b>Joint Staff Top 5 Records (Series Bucket)</b>	<b>0000</b>
Joint Staff Flimsies	(Perm) — 0000-04-A
Joint Staff Green Papers	(Exc) — 0000-06-G
Joint Staff Histories	(Perm) — 0000-04-V,W
Joint Staff SJS Information Memorandum (IMs)	(Exc) — 0000-06-A
Joint Staff Instructions, Manual, and Notices (JSIs)	(3yr) — 0000-02-H (Perm) — 0000-04-Q
Joint Staff Numbered Joint Action Directives	(Perm) — 0000-04-X (Exc) — 0000-06-I

Joint Staff Policy Memorandums (JSPMs) — Information copies only	(Short) — 0000-01-A
Joint Strategic Planning System	(Perm) — 0500-04-Q
Joint Strategic Target Planning System	(Perm) — 0500-04-R
Joint Warfighting Capabilities Assessment (JWCA) — (now known as Functional Capabilities Board records)	(7-10yr) — 0000-03-F (Perm) — 0000-04-AA
Labor Management Relations	(7-10yr) — 0200-03-H,I
Leave, Civilian Application for	(3yr) — 0200-02-L (Exc) — 0200-06-T
Leave, Donated Leave Program	(Exc) — 0200-06-R
Leave, Military	(Exc) — 0200-06-HH
<b>Legal (Military Justice, Legal, Protocol, and Public Affairs Series Bucket)</b>	<b>0400</b>
Legislative Testimony	(Perm) — 0400-04-C
Lessons Learned	(Perm) — 0500-04-J
Library Material — <i>(Considered Non-Record Material)</i>	
<b>Logistics (Logistics, Acquisitions, Supply, Services, Budget, and Safety Series Bucket)</b>	<b>0600</b>
Logistics Readiness Reports	(Perm) — 0500-04-D
Logistics, International Conference	(Perm) — 0800-04-G
Mail Control	(Short) — 0900-01-E (3yr) — 0900-02-X,Y,AA
Mail, Electronic — See the subject of the E-mail	
Mailing Lists	(Short) — 0900-01-F
<b>Management (General Administration and Management Series Bucket)</b>	<b>0900</b>

Management, of a specific activity — See the subject activity	
<b>Manpower (Organization and Manpower Series Bucket)</b>	<b>0100</b>
Manuals/Instructions/Notices, CJCS	(7-10yr) — 0000-03-C (Perm) — 0000-04-O
<b>Medical (Series Bucket)</b>	<b>1100</b>
Medical, General Administration	(3yr) — 1100-02-A (Exc) — 1100-06-A
Medical, Preventative Defense	(7-10yr) — 1100-03-A (Perm) — 1100-04-A
Medical Video Recordings	(3yr) — 0900-02-S,T (Perm) — 0900-04-L,M
Medical, Personal Injury Files	(3yr) — 0200-02-Z
Memorandums — See subject and/or proponent of the memo	
Mental Health	(Exc) — 1100-06-F
Message Center Operations, Communications	(Short) — 0700-01-B (3yr) — 0700-02-E (Exc) — 0700-06-F,G
Messages, General and Special Handling	(Short) — 0700-01-C (Perm) — 0700-04-F (Exc) — 0700-06-H,I,J,K
Messages, JCS Send	(Perm) — 0000-04-R (Exc) — 0000-06-H
Metadata	(3yr) — 1000-02-R
Military Assignment	(3yr) — 0200-02-V (7-10yr) — 0200-03-K

Military Awards	(3yr) — 0200-02-T,U (Perm) — 0200-04-C (Exc) — 0200-06-U
Military Justice	(3yr) — 0400-02-E (Perm) — 0400-04-I,J (Exc) — 0400-06-C,D
Military Personnel Health Records	(7-10yr) — 1100-03-I (Perm) — 1100-04-I
Military Personnel Records, Official	(Short) — 0200-01-D (3yr) — 0200-02-R (Exc) — 0200-06-HH,II,JJ
Military Training, General	(3yr) — 0200-02-W (7-10yr) — 0200-03-L,M
Military Training, Individual	(Exc) — 0200-06-Z
Mobilization, Logistics	(7-10yr) — 0600-03-B (Perm) — 0600-04-B (Exc) — 0600-06-A
Mobilization, Support	(7-10yr) — 0600-03-D (Perm) — 0600-04-D
Motion Pictures	(3yr) — 0900-02-U (Perm) — 0900-04-P,Q
National Intelligence Analytical Memo (NIAMS)	(3yr) — 0300-02-P
National Intelligence Estimate (NIE)	(3yr) — 0300-02-P
National Security Council (NSC)	(7-10yr) — 0000-03-D (Perm) — 0000-04-Y
NATO Messages	(3yr) — 0700-02-F (Exc) — 0700-06-H,I,J,K
NATO Supplements to Allied Communications Publications	(Exc) — 0700-06-C
Navigation and Overflight	(Perm) — 0800-04-F

Negotiations, International	(Perm) — 0800-04-A
Newsletters, Joint Staff and Combatant Command	(Short) — 0900-01-C (3yr) — 0900-02-C
North Atlantic Treaty Organization Files	(Short) — 0800-01-A (3yr) — 0800-02-A (Exc) — 0800-06-A
North Atlantic Treaty Organization Exercises	(3yr) — 0500-02-D (7-10yr) — 0500-03-A (Perm) — 0500-04-I (Exc) — 0500-06-A,H,I,K
North Atlantic Treaty Organization Security (Records-related)	(3yr) — 0300-02-N (7-10yr) — 0300-03-G (Exc) — 0300-06-D,E
North Atlantic Treaty Organization Security Violations/Incidents	(3yr) — 0300-02-L (7-10yr) — 0300-03-D
North Atlantic Treaty Organization, Reconnaissance in NATO Countries	(Perm) — 0500-04-N
Nuclear Safety	(Perm) — 0600-04-K (Exc) — 0600-06-B
Nuclear Weapons, Logistics	(7-10yr) — 0600-03-C (Perm) — 0600-04-C
Office Administration	(3yr) — 0900-02-DD
Office Copier Management	(3yr) — 0900-02-BB,CC (Exc) — 0900-06-F,R
Operating Instructions (OI)	(7-10yr) — 0900-03-N
Operational Requirements Document (ORD)	(7-10yr) — 0000-03-F (Perm) — 0000-04-AA
<b>Operations (Series Bucket)</b>	<b>0500</b>
Operations, Cover and Deception	(3yr) — 0500-02-C (Perm) — 0500-04-G

Operations, General Purpose	(Perm) — 0500-04-H
Operations, Information Technology	(3yr) — 1000-02-L
Operations, Medical	(7-10yr) — 1100-03-H (Perm) — 1100-04-H
Operations, Planning Contingency	(Perm) — 0500-04-L
Operations, Plans (OPLAN/CONPLAN)	(Perm) — 0500-04-L
Operations, Policy	(Perm) — 0500-04-A
Operations, Records of Codeword / Nickname	(Perm) — 0500-04-C
Operations, Satellite and Space	(Short) — 0500-01-A (3yr) — 0500-02-I (7-10yr) — 0500-03-A (Perm) — 0500-04-Y (Exc) — 0500-06-C,D,E,F, G,J,N
Operations, Security	(7-10yr) — 0500-03-D (Perm) — 0500-04-X
Operations, Special	(Perm) — 0500-04-F
Operations, Summary of	(3yr) — 0500-02-A (Perm) — 0500-04-B
Order, Information Technology Purchase Order	(3yr) — 1000-02-F (7-10yr) — 1000-03-B
Order, Purchase Order	(3yr) — 0600-02-D,E (7-10yr) — 0600-03-H (Perm) — 0600-04-H (Exc) — 0600-06-C,D
Orders, Administrative	(3yr) — 0900-02-V,W (7-10yr) — 0900-03-M (Perm) — 0900-04-S
<b>Organization (Series Bucket)</b>	<b>0100</b>
Organization and Manpower Correspondence	(3yr) — 0100-02-G (Exc) — 0100-06-B

Organization Charter	(Perm) — 0100-04-B
Organization Structure	(Perm) — 0100-04-C
Organization, Planning	(3yr) — 0100-02-A (Perm) — 0100-04-A
Orientation	(Exc) — 0900-06-Q
Parking Permits	(3yr) — 0300-02-K
Passes, Identification	(3yr) — 0300-02-K
Patent, Invention, and Trademark Records	(Exc) — 0400-06-E
<b>Payroll (Series Bucket)</b>	<b>0200</b>
Payroll Correspondence	(3yr) — 0200-02-B (7-10yr) — 0200-03-A,B
Permits, Identification	(3yr) — 0300-02-K
Personal Papers, Unofficial	0900-08
<b>Personnel (Series Bucket)</b>	<b>0200</b>
Personnel Correspondence, General	(3yr) — 0200-02-A (Exc) — 0200-06-A
Personnel Correspondence, Individual Employee	(Short) — 0200-01-C (3yr) — 0200-02-G
Personnel Directories	<b>(See 1200 Series Bucket)</b>
Personnel, Civilian, Adverse Actions	(3yr) — 0200-02-K
Personnel, Civilian, Alternate Worksite	(3yr) — 0200-02-DD (Exc) — 0200-06-DD
Personnel, Civilian, Appeals	(Exc) — 0200-06-GG
Personnel, Civilian, Counseling	(3yr) — 0200-02-I
Personnel, Civilian, Displaced Employee Program	(Short) — 0200-01-B

Personnel, Civilian, Donated Leave Program	(Exc) — 0200-06-R
Personnel, Civilian, Drug Testing	(3yr) — 0200-02-BB,CC (Exc) — 0200-06-BB,CC
Personnel, Civilian, Employee Performance Files	(3yr) — 0200-02-C (7-10yr) — 0200-03-C,D,E (Exc) — 0200-06-P,Q
Personnel, Civilian, Employee Records Cards	(Exc) — 0200-06-O
Personnel, Civilian, Employment Offers	(Exc) — 0200-06-I,J,K,L
Personnel, Civilian, Employment Records General	(Exc) — 0200-06-M
Personnel, Civilian, Equal Employment Opportunity	(3yr) — 0200-02-H (7-10yr) — 0200-03-G (Exc) — 0200-06-S
Personnel, Civilian, Federal Employees' Retirement Records (FERS/CSRS)	(3yr) — 0200-02-E,F (7-10yr) — 0200-03-F
Personnel, Civilian, Grievances	(Exc) — 0200-06-GG
Personnel, Civilian, Incentive Awards	(3yr) — 0200-02-Q (Perm) — 0200-04-A
Personnel, Civilian, Incentive Awards Program Reports	(3yr) — 0200-02-P
Personnel, Civilian, Injury	(3yr) — 0200-02-Z
Personnel, Civilian, Interview	(Short) — 0200-01-A
Personnel, Civilian, Job Announcements	(Exc) — 0200-06-KK
Personnel, Civilian, Labor Management Relations	(7-10yr) — 0200-03-H,I
Personnel, Civilian, Leave Application Forms (SF 71)	(3yr) — 0200-02-L (Exc) — 0200-06-T
Personnel, Civilian, Occupational Injury/Illness	(7-10yr) — 0200-03-R
Personnel, Civilian, Pay	(Exc) — 0200-06-AA (Exc) — 0200-06-LL

Personnel, Civilian, Payroll Correspondence	(3yr) — 0200-02-B (7-10yr) — 0200-03-A,B
Personnel, Civilian, Political Activity	(3yr) — 0200-02-EE (Exc) — 0200-06-EE
Personnel, Civilian, Position Classification	(Exc) — 0200-06-C,D,N
Personnel, Civilian, Promotion and Demotion	(Short) — 0200-01-E
Personnel, Civilian, Promotion and Internal Placement	(3yr) — 0200-02-D
Personnel, Civilian, Reports, Statistical	(3yr) — 0200-02-A (Exc) — 0200-06-A
Personnel, Civilian, Retirement Assistance	(3yr) — 0200-02-F
Personnel, Civilian, Standards of Conduct	(3yr) — 0200-02-J
Personnel, Civilian, Supervisors' Records	(3yr) — 0200-02-N
Personnel, Civilian, Time and Attendance	(3yr) — 0200-02-Y (7-10yr) — 0200-03-Q
Personnel, Civilian, Training	(3yr) — 0200-02-X (7-10yr) — 0200-03-N,O,P
Personnel, Civilian, Wage Survey	(3yr) — 0200-02-M
Personnel, Civilian, Within-Grade Increase, Denials	(3yr) — 0200-02-O
Personnel, Military, Assignment	(3yr) — 0200-02-V (7-10yr) — 0200-03-K
Personnel, Military, Awards	(3yr) — 0200-02-T,U (Perm) — 0200-04-C (Exc) — 0200-06-U
Personnel, Military, Casualty Reporting	(Perm) — 0200-04-E
Personnel, Military, General/Flag Officer Nominations	(Exc) — 0200-06-G,H,V,W, X,Y

Personnel, Military, Individual Training	(Exc) — 0200-06-Z
Personnel, Military, JCS Identification Badge	(3yr) — 0200-02-S (7-10yr) — 0200-03-J
Personnel, Military, Leave	(Short) — 0200-01-D (3yr) — 0200-02-R (Exc) — 0200-06-HH,II,JJ
Personnel, Military, Official Military Personnel Record	(Short) — 0200-01-D (3yr) — 0200-02-R (Exc) — 0200-06-HH,II,JJ
Personnel, Military, Training Programs	(3yr) — 0200-02-W (7-10yr) — 0200-03-L,M
Photos, Motion Picture	(3yr) — 0900-02-U (Perm) — 0900-04-P,Q
Photos, Still	(3yr) — 0900-02-Q (Perm) — 0900-04-I,J (Exc) — 0900-06-I
<b>Planning (Series Bucket)</b>	<b>0500</b>
Planning, Anti-Terrorism/Force Protection	(7-10yr) — 0500-03-E (Perm) — 0500-04-AA
Planning, Ballistic Missile Defense	(7-10yr) — 0500-03-G (Perm) — 0500-04-CC
Planning, Emergency	(Perm) — 0500-04-O
Planning, Information Technology	(3yr) — 1000-02-B,C,D (7-10yr) — 1000-03-A (Exc) — 1000-06-A
Planning, Intelligence	(Perm) — 0300-04-B
Planning, Joint Strategic Planning System	(Perm) — 0500-04-Q
Planning, Medical Operational Support	(7-10yr) — 1100-03-E (Perm) — 1100-04-E
Planning, Medical Strategic	(7-10yr) — 1100-03-D (Perm) — 1100-04-D

Planning, Operations	(Perm) — 0500-04-L
Planning, OPLAN/CONPLAN	(Perm) — 0500-04-L
Planning, Organizational	(3yr) — 0100-02-A (Perm) — 0100-04-A
Planning, Programming, and Budgeting System	(7-10yr) — 0600-03-E (Perm) — 0600-04-E
Planning, Reconnaissance and Surveillance	(Perm) — 0500-04-N
Planning, Single Integrated Operational Plan (SIOP)	(Perm) — 0500-04-R
Planning, Strategic Planning and Arms Limitation	(Perm) — 0800-04-D
Planning, Strategic Planning System	(Perm) — 0500-04-Q
Planning, Strategic Target Planning System	(Perm) — 0500-04-R
Point Papers	(Exc) — 0900-06-W
Policy, Budget	(7-10yr) — 0600-03-F (Perm) — 0600-04-F
Policy, Chairman of the Joint Chiefs of Staff	(7-10yr) — 0000-03-C (Perm) — 0000-04-O
Policy, Foreign Disclosure	(7-10yr) — 0800-03-A
Policy, Information Technology	(3yr) — 1000-02-A
Policy, Intelligence	(Perm) — 0300-04-B
Policy, Joint Staff (Instructions/Manuals/Notices)	(3yr) — 0000-02-H (Perm) — 0000-04-Q
Policy, Memorandums of	(Perm) — 0000-04-A
Policy, Operations	(Perm) — 0500-04-A
Policy, Procurement	(3yr) — 0600-02-D,E (7-10yr) — 0600-03-H (Perm) — 0600-04-H (Exc) — 0600-06-C,D

Policy, Public Affairs	(7-10yr) — 0400-03-B (Perm) — 0400-04-D,E (Exc) — 0400-06-A,B
Policy, Readiness	(3yr) — 0500-02-B (Perm) — 0500-04-D
Policy, Reconnaissance and Surveillance	(Perm) — 0500-04-N
Policy, Security	(Perm) — 0300-04-A
Position Papers	(Perm) — 0900-06-W
Postal Administration	(Short) — 0900-01-E (3yr) — 0900-02-X,Y,Z,AA
Printing Management	(3yr) — 0900-02-BB,CC (Exc) — 0900-06-F,R
Prisoner of War	(Perm) — 0300-04-I
Privacy Act Reports	(3yr) — 0900-02-L
Privacy Act, General Administration	(3yr) — 0900-02-M
Privacy Act, Requests for Personal Information	(7-10yr) — 0900-03-H
Procurement, General	(3yr) — 0600-02-D,E (7-10yr) — 0600-03-H (Perm) — 0600-04-H (Exc) — 0600-06-C,D
Procurement, Information Technology	(3yr) — 1000-02-F (7-10yr) — 1000-03-B
Program Objective Memorandum (POM) Records	(3yr) — 0600-02-A (7-10yr) — 0600-03-F (Perm) — 0600-04-F
Project Control	(Perm) — 0900-02-F
Property and Space Management and Services	(3yr) — 0600-02-G (Perm) — 0600-04-I
Property Pass	(3yr) — 0300-02-I

Psychological Operations	(Perm) — 0500-04-F
Public Affairs, General	(7-10yr) — 0400-03-B (Perm) — 0400-04-D,E (Exc) — 0400-06-A,B
Public Relations	(Short) — 0400-01-B
Publications, Allied Communications	(Perm) — 0700-04-B
Publications, Joint	(Perm) — 0000-04-P
Publications, Joint Army/Navy/Air Force	(Perm) — 0700-04-C
Publications, Reference — <i>(Considered Non-Record Material)</i>	
Purples, Service	(Perm) — 0000-04-C (Exc) — 0000-06-C
Readiness, General	(3yr) — 0500-02-B (Perm) — 0500-04-D
Reading Files	(Short) — 0900-01-B (Exc) — 0900-06-A
Receipts, Document	(3yr) — 0300-02-B
Reconnaissance Operations	(Perm) — 0500-05-F
Reconnaissance, General	(Perm) — 0500-05-N
Records Disposition	(3yr) — 0900-02-I (7-10yr) — 0900-03-D
Records Management	(3yr) — 0900-02-H (7-10yr) — 0900-03-C
Reference Publications and Library Materials — <i>(Considered Non-Record Material)</i>	
Register of Numbered Joint Staff Papers	(Perm) — 0000-04-T
Register, TOP SECRET	(7-10yr) — 0300-03-A (Exc) — 0300-06-R

Reimbursement, Passenger / Travel	(7-10yr) — 0600-03-I (Perm) — 0600-04-J (Exc) — 0600-06-E
Reports Control	(3yr) — 0900-02-E
Reports of Investigation	(Exc) — 0300-06-O
Reports/Studies	(Perm) — 0900-04-E (Exc) — 0900-06-P
Reproduction Management	(3yr) — 0900-02-BB,CC (Exc) — 0900-06-F,R
Requirements Generation System (RGS)	(7-10yr) — 0000-03-F (Perm) — 0000-04-AA
Requisition	(3yr) — 0600-02-D,E (7-10yr) — 0600-03-H (Perm) — 0600-04-H (Exc) — 0600-06-C,D
Rules of Engagement (ROE)	(3yr) — 0500-02-G (Perm) — 0500-04-T
Safety, General	(7-10yr) — 0600-03-K
Safety, Nuclear	(Perm) — 0600-04-K (Exc) — 0600-06-B,F
Satellite Communications (SATCOM)	(7-10yr) — 0700-03-E (Perm) — 0700-04-G
Satellite Operations	(Short) — 0500-01-A (3yr) — 0500-02-I (7-10yr) — 0500-03-H (Perm) — 0500-04-Y (Exc) — 0500-06-C,D,E,F, G,J,N
Schedules of Daily Activities	(3yr) — 0900-02-N (Perm) — 0900-04-F (Exc) — 0900-06-K
Sensitive Compartmented Information (SCI) Documents	(3yr) — 0300-02-O (Exc) — 0300-06-J

Science Advisor	(7-10yr) — 0900-03-L (Perm) — 0900-04-R
Secretary, JCS Memorandum (SM)	(3yr) — 0000-02-F (Perm) — 0000-04-N
<b>Security (Series Bucket)</b>	<b>0300</b>
Security Assistance	(7-10yr) — 0800-03-A (Perm) — 0800-04-H
Security Investigations	(Perm) — 0300-04-C (Exc) — 0300-06-B (Exc) — 0300-06-T
Security, Access	(3yr) — 0300-02-D (Exc) — 0300-06-A,K
Security, Accreditation	(Exc) — 0300-06-H,I
Security, Classification Guide	(3yr) — 0300-02-G (7-10yr) — 0300-03-F (Exc) — 0300-06-F,G
Security, Clearance	(Perm) — 0300-04-C (Exc) — 0300-06-B (Exc) — 0300-06-T
Security, Communications (COMSEC)	(3yr) — 0300-02-E
Security, Container	(Short) — 0300-01-A (Exc) — 0300-06-P
Security, Correspondence	(3yr) — 0300-02-A
Security, Data	(3yr) — 1000-02-K (Exc) — 1000-06-D,E
Security, Destruction Certificate	(3yr) — 0300-02-C
Security, Document Receipt	(3yr) — 0300-02-B
Security, Inspections	(3yr) — 0300-02-M (7-10yr) — 0300-03-E (Exc) — 0300-06-N

Security, International (Records-related)	(3yr) — 0300-02-N (7-10yr) — 0300-03-G (Exc) — 0300-06-D,E
Security, Inventory Reports	(3yr) — 0300-02-F (7-10yr) — 0300-03-B
Security, Personnel	(3yr) — 0300-02-J (7-10yr) — 0300-03-C (Exc) — 0300-06-C
Security, Policy	(Perm) — 0300-04-A
Security, Property Pass	(3yr) — 0300-02-I
Security, Report of Investigation	(Exc) — 0300-06-O
Security, Rosters	(3yr) — 0300-02-D (Exc) — 0300-06-A,K
Security, Surveys	(3yr) — 0300-02-J (7-10yr) — 0300-03-C (Exc) — 0300-06-C
Security, Systems	(3yr) — 1000-02-K (Exc) — 1000-06-D,E
Security, Technical Surveys	(3yr) — 0300-02-H
Security, Training	(3yr) — 0300-02-J (7-10yr) — 0300-03-C (Exc) — 0300-06-C
Security, TS Register	(7-10yr) — 0300-03-A (Exc) — 0300-06-R
Security, Violations	(3yr) — 0300-02-L (7-10yr) — 0300-03-D
Service Memorandum/Flimsy	(Perm) — 0000-04-C (Exc) — 0000-06-C
Single Integrated Operational Plan (SIOP)	(Perm) — 0500-04-R
Software, IT Source code	(3yr) — 1000-02-R

Sound (Audio) Recordings	See 0900 series. Note #4 (Exc) — 0900-06-C,D
Space	(Short) — 0500-01-A (3yr) — 0500-02-I (7-10yr) — 0500-03-H (Perm) — 0500-04-Y (Exc) — 0500-06-C,D,E,F, G,J,N
Space Management and Maintenance, General	(3yr) — 0600-02-G (Perm) — 0600-04-I
Special Access Program (SAP)	(3yr) — 0300-02-S (Perm) — 0300-04-J
Special National Intelligence Estimate (SNIE)	(Exc) — 0300-06-V
Special Operations	(Perm) — 0500-04-F
Special Studies	(Perm) — 0800-04-E
Spectrum Management	(3yr) — 0700-02-C (7-10yr) — 0700-03-A,G (Perm) — 0700-04-D (Exc) — 0700-06-D
Speeches	(3yr) — 0400-02-C (Perm) — 0400-04-F
Standards of Interoperability	(7-10yr) — 0700-03-B,H
Standards of Conduct	(Exc) — 0200-06-QQ
Standard Operating Procedures	(7-10yr) — 0900-03-N
Still Photography	(3yr) — 0900-02-Q (Perm) — 0900-04-I,J (Exc) — 0900-06-J
Strategic, Capabilities	(Perm) — 0800-04-D
Strategic, Forces	(Perm) — 0500-04-U
Strategic, Planning and Arms Limitation	(Perm) — 0800-04-D

Strategic, Planning System	(Perm) — 0500-04-Q
Strategic, Target Planning System	(Perm) — 0500-04-R
Strategic, Weapon Systems	(Exc) — 0500-06-C
STU III Data & Keys	(Short) — 0300-01-A (Exc) — 0300-06-P
Studies/Reports	(Perm) — 0900-04-E (Exc) — 0900-06-P
Substance Abuse	(Exc) — 1100-06-E
<b>Supply (Series Bucket)</b>	<b>0600</b>
Supply Management and Services	(3yr) — 0600-02-G (Perm) — 0600-04-I
<b>Support Services (Series Bucket)</b>	<b>0600</b>
Suspense Files — <i>(Considered Non-Record Material)</i>	
Tags, Identification	(3yr) — 0300-02-K
Talking Papers	(Perm) — 0900-04-D
Technical Control	(Short) — 0700-01-D (3yr) — 0700-02-G (Exc) — 0700-06-L,M,N
Technical Documentation	(3yr) — 1000-02-R
Telephone, Communications General	(Short) — 0700-01-A (3yr) — 0700-02-A (Perm) — 0700-04-A (Exc) — 0700-06-A
Telephone, Secure Telephone Unit (STU) III Keys	(Short) — 0300-01-A (Exc) — 0300-06-P
Telephone, Work Orders	(Short) — 0700-01-A (3yr) — 0700-02-A (Perm) — 0700-04-A (Exc) — 0700-06-A

Terminology	(3yr) — 0900-02-B (Perm) — 0900-04-A
Testimony, Legislative	(Perm) — 0400-04-C
THREATCON	(3yr) — 0500-02-G (Perm) — 0500-04-T
Time and Attendance Reports	(3yr) — 0200-02-Y (7-10yr) — 0200-03-Q
Time Cards	(3yr) — 0200-02-Y (7-10yr) — 0200-03-Q
Trademark, Patent, and Invention Records	(Exc) — 0400-06-E
Training, Civilian	(3yr) — 0200-02-X (7-10yr) — 0200-03-N,O,P
Training, Foreign	(7-10yr) — 0800-03-B (Perm) — 0800-04-I
Training, General	(Perm) — 0200-04-D
Training, Military Individual	(Exc) — 0200-06-Z
Training, Military Program	(3yr) — 0200-02-W (7-10yr) — 0200-03-L,M
Transitory Files	(Short) — 0900-01-B (Exc) — 0900-06-A
Transmittal Memorandum	(7-10yr) — 0000-03-K
Transportation, Passengers	(7-10yr) — 0600-03-I (Perm) — 0600-04-J (Exc) — 0600-06-E
Travel/Transportation	(7-10yr) — 0600-03-I (Perm) — 0600-04-J (Exc) — 0600-06-E
Treaty Obligations	(Perm) — 0800-04-C
Travel Card, Government Contractor-Issued	(3yr) — 0600-02-B

Unconventional Warfare	(Perm) — 0500-04-F
Unidentified Files	(Exc) — 0900-08-Y
Unit Manning Documents (UMD)	(Short) — 0100-01-A (3yr) — 0100-02-D (7-10yr) — 0100-03-C
Unit Readiness Reports	(Perm) — 0500-04-D
Vice Chairman of the Joint Chiefs of Staff Records	(Perm) — 0000-04-I
Video Recording	(3yr) — 0900-02-S,T (Perm) — 0900-04-L,M
Visit, Staff	(3yr) — 0900-02-G
War Games	(3yr) — 0500-02-F (Perm) — 0500-04-P
White House Correspondence	(3yr) — 0400-02-A (Perm) — 0400-04-A
Working Papers	(3yr) — 0900-02-A
WSEG Reports/Studies	(Perm) — 0000-05-U
Year 2000 (Y2K)	(7yr) — 1000-03-E

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ENCLOSURE C

BUCKET DISPOSITIONS

**0000 SERIES BUCKET SCHEDULE**  
**Joint Staff Top 5 and**  
**Headquarters (HQ) Combatant Command Records**

This schedule provides disposition authorization for records that pertain to JS Top 5 and HQ Combatant Command Records. Records and information covered by this schedule represent corporate knowledge in the form of official case files and documentation. This includes, but is not limited to, memorandums, procedural guidance, policy documents, joint publications, histories, messages, agendas, briefings, reports, studies, and correspondence of the Top 5 (Chairman of the Joint Chiefs of Staff; Vice Chairman of the Joint Chiefs of Staff; Assistant to the Chairman; Director, Joint Staff, and Vice Director, Joint Staff), Combatant Commanders, Chiefs of Staff, and subordinate directorates and commands.

**SERIES NOTES:**

1. Action Officer Case Files. Copies of action officer case files are non-records. Background materials pertaining to official case files shall be retained in accordance with 0000 bucket series in the front of this manual. Working papers shall be retained in accordance with the 0900-02, Working Papers and Office Administrative Files, Sub-bucket.
2. Refer to Enclosure A of this document for volume-wide instructions on:
  - a. Disposition Schedule Big Buckets, **See A-1**.
  - b. Disposition Detail Descriptions and Authorities, **See A-1**.
  - c. FY/CY Cutoff Instructions, **See A-2**.
  - d. Pre-accessioning, **See A-3**.
  - e. Media Neutral Dispositions, **See A-3**.
  - f. SCI Material, **See A-3**.
  - g. NATO Material, **See A-3**.

- h. Event-Driven Records, **See A-3.**
- i. Flexible Scheduling, **See A-4.**
- j. Electronic Information Systems/Electronic Feeder Systems (EIS/EFS),  
**See A-4.**

**Short-Term Records (6 months)**

**0000-01 — Series Description**

Short-Term records (180 days or less) of the JS Top 5 and HQ Combatant Commands are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies that require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records also include, but are not limited to:

- A. DJS Records — Information only copies of miscellaneous memorandums from JS activities to the Director, Joint Staff maintained in ASB/AD/SJS.

Disposition: **TEMPORARY.**

Destroy/Delete 6 months after cutoff.

**Working Papers & Office Administrative Records (3 years)**

**0000-02 — Series Description**

Records of the Joint Staff Top 5 and HQ Combatant Commands that document routine administrative and organizational decisions, actions, and processes. Records include, but are not limited to:

- A. Official JS Case Files and Papers — Reference copies maintained by any activity.
- B. SJS Information Memorandums — Reference copies maintained by all other JS activities.
- C. CJCS Memorandums — Reference copies maintained by any activity.
- D. Memorandums Issued in the Name of the Chairman, Joint Chiefs of Staff (MCM) or in the Name of the Joint Chiefs of Staff — Reference copies maintained by any activity.
- E. DJS Memorandums (DJSMs) — Reference copies maintained by all other JS activities.
- F. SJS Memorandums (SMs) — Reference copies maintained by any activity.

- G. Joint Publications (JT Pubs) and Joint Administrative Publications (JT Admin Pubs) — JT Pubs administrative files consisting of: printing job order requests, letters to the military Services pertaining to distribution formats, JS Forms 48 (D Sheets), and miscellaneous administrative papers that are superfluous to the JS case file maintained by J-7 as current working files.
- H. Joint Staff Instructions (JSI), Manuals (JSM), Notices (JSN), and Joint Administrative Instructions (JAI) — Manuscripts, annual reviews, coordination papers, and administrative background papers used in issuing JSI/JSM/JSN/JAIs maintained by the office of primary responsibility (OPR) as backup material for published JSI/JSM/JSN/JAIs.
- I. JS Agenda Files — agenda items, briefing sheets and slides, attendance records, photographs, and other similar or related materials maintained by any activity for reference.
- J. Directorate Instructions, Manuals, and Notices (J-#1s, J-#Ms, J-#Ns) — Publications for use solely within a directorate, consisting of: edited manuscript and copy of printed publication and changes; request for issuance of forms; documents showing coordination, comments, and actions affecting the publication; printed copy of each form prescribed by the publication including copy of request for approval and development of forms; original of the latest form showing annual or special reviews; and any other documentation pertaining to issuance of the publication maintained by the Milsec as the official JS record copy.
- K. JS Division and Below Numbered Memorandums — Memorandums issued by divisions to coordinate and process actions in response to internal taskings, serially numbered beginning with “1” during each CY (e.g., LRDM-1-84) maintained by the Milsec or division in the master record file as the official record copy. (Note: Provide background materials directly related to a JS paper to IMD for incorporation into official JS case file for disposition in accordance with 0000-04-A).
- L. Combatant Command Commander/Deputy Commander/Chief of Staff Correspondence — Reference copies of Command Policy memorandums and all correspondence, briefings, reports, and background materials.

Disposition: **TEMPORARY.**

Destroy/Delete 3 years after cutoff.

### **Management and Program/Operations Records (7-10 years)**

#### **0000-03 — Series Description**

Records which document the Program/Operations, management processes, and on-going activities of the Joint Staff Top 5 and HQ Combatant Commands. Records include, but are not limited to:

- A. Official JS Case Files and Papers — Held by J-3/Reconnaissance Operations Division (ROD), J-3/Special Operations Division (SOD), J-3/Joint Operations Division (JOD), or any other JS activity in SCI channels and special control programs. (Note: Disposition in this sub-bucket refers to all copies that are not the official record copy).
- B. DJS Memorandums — held by J-3/ROD, J-3/SOD, J-3/JOD or any other JS activity in special control channels other than SCI; e.g., limited distribution papers. (Note: Disposition in this sub-bucket refers to all copies that are not the official record copy).
- C. CJCS Instructions (CJCSIs), Manuals (CJCSMs), Notices (CJCSN) and Memorandums of Policy (MOPs) — the duplicate set of records retained for relocation and reconstitution purposes at the Relocation and Reconstitution Section, Ft Ritchie, MD.
- D. National Security Council (NSC) — NSC documents and related materials concerning NSC matters maintained by other JS/CCMD activities other than NSC Affairs Office. Also, memorandums directing studies and/or relaying NSC decisions for implementation that are circulated by a Service memorandum maintained by other JS/CCMD activities other than NSC Affairs Office.
- E. Joint Requirements Oversight Council Records — Routine administrative support documents relating to the JROC maintained by the Joint Staff as the official record copy
- F. Joint Warfighting Capabilities Assessment and Requirements Generation System (RGS) Process Records — Official JROC pre-decisional internal staffing and tasking correspondence (JROC Staff Memorandums) maintained by the Joint Staff as the official record copy. (Note: Also known as Functional Capabilities Board documents per CJCSI 3137.01).
- G. Joint Experimentation Records — Routine and administrative activities and events relating to the Joint Experimentation Program maintained by the Joint Staff/Combatant Command as the official record copy
- H. Directorate Numbered Implementing Memorandums (J-#As) Referred to as J-#Ms/J-#DMs pre 1991 — memorandums from the JS directorates to addressees below Assistant Secretary of Defense (ASD)-level or to Vice Director, Joint Staff, or Director, Joint Staff, for other action. Held by the J-directorate or offices within the J-directorate in SCI channels as the official JS record copy. (Note: Provide background materials directly related to a JS paper to IMD for incorporation into official JS case file for disposition in accordance with 0000-04-A).
- I. Directorate Numbered Implementing Memorandums (J-#As) Referred to as J-#Ms/J-#DMs pre 1991 — memorandums from the JS directorates to addressees below ASD-level or to Vice Director, Joint Staff, or Director, Joint Staff, for other action. Held by offices within the directorates in special control channels other than SCI as the official JS record copy; e.g., limited distribution papers. (Note: Provide background materials directly related to a JS paper to IMD for incorporation into official JS case file for disposition in accordance with 0000-04-A).

- J. Directorate Numbered Implementing Memorandums (J-#As) Referred to as J-#Ms/J-#DMs pre 1991 — Directorate Implementing Memorandum consisting of: memorandums from the JS directorates to addressees below ASD-level or to Vice Director, Joint Staff, or Director, Joint Staff, for other action. They are signed by the J-Director or his designee maintained by the Milsec as the official record copy
- K. Transmittal Memorandum — Memorandums issued by directorates and signed by the Milsecs used to coordinate and process actions under CJCSI 5711.01 within the Joint Staff, to Defense agencies and the Services, numbered using the same number as the related JS Form 136 maintained by the Milsec as the official record copy. (Note: Provide background materials directly related to a JS paper to IMD for incorporation into official JS case file for disposition in accordance with 0000-04-A).

Disposition: **TEMPORARY.**

Destroy/Delete no less than 7 years and no more than 10 years after cutoff.

**Permanent Mission and Function Records (*Permanent*)**

**0000-04 — Series Description**

This series contains Joint Staff Top 5 and HQ Combatant Command records that document policies, plans, procedures, and significant activities that have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to:

- A. Official JS Case Files and Papers — Case files consisting of: serially numbered case files of the permanent record copy of all JS serially numbered papers published by the Secretary, Joint Staff, that bear a Joint Chiefs of Staff (JCS) or SJS serial number (JCS 1234/567, SJS 1234/567, SJS 9X-12345, and XX-12345) containing substantive long-term historical value, with all related background papers, Notes to Holders, Corrigendums, Changes, Decision Notices, and JS Forms 136; CMs; MCMs; JCS Memorandums; MJCSs; DJSMs; Joint National Security Memorandums; SMs; MOPs; JS Pubs; CJCS/JS sends messages with related background papers, directorate memos, cover page of draft actions, flimsies, etc.; and various supporting and/or independent documents from JS directorates or agencies, Department of Defense, other government agencies, Combatant Commanders, subordinate commanders, etc. (i.e., war plans, war games, manpower documents) maintained by IMD, SJS, as the official JS record copy.
- B. Official JS Case Files and Papers — Held by IMD in SCI channels for the SJS as the official JS record copy.
- C. Service Memorandums/Planner's Memo Flimsies — Memorandums or flimsies circulated or tabled as proposed amendments to a document

under JS consideration (Chief of Staff of the Air Force Memorandum, Chief of Staff of the Army Memorandum, Commandant of the Marine Corps Memorandum, Chief of Naval Operations Memorandum) maintained by IMD as the official JS record copy and filed in official JS case file or agenda pack.

- D. CJCS Memorandums — Memorandums issued by the Chairman of the Joint Chiefs of Staff in carrying out his responsibilities. The Vice Chairman, Joint Chiefs of Staff, may also sign. Maintained by IMD as part of the official JS case file.
- E. CJCS Memorandums — received and maintained by IMD and pertain to a JS paper; held by IMD in SCI channels for the SJS as the official JS record copy; held by J-3/ROD, J-3/SOD, J-3/JOD, or any other JS activity in SCI channels.
- F. CJCS Memorandums — held by J-3/ROD, J-3/SOD, J-3/JOD, or any other JS activity in special control channels other than SCI; e.g., limited distribution papers, special access programs. (Note: J-3/Deputy Director for Global Operations/Nuclear Operations Branch maintains official record copy of CMs relating to Single Integrated Operational Plan policy (Achieves for the Single Integrated Operation Plan).
- G. CJCS Records — Miscellaneous correspondence, messages, speeches, and other records (protocol, public affairs, legal counsel, legislative affairs, etc.) issued or received by the Chairman of the Joint Chiefs of Staff in carrying out his responsibilities maintained by the CJCS staff as the official files of the Chairman and are considered the official JS record copies.
- H. CJCS Records — Miscellaneous Forms 136, Chairman's Daybook, Morning Meetings, and Taskings maintained by ASB, AD, SJS.
- I. Vice Chairman of the Joint Chiefs of Staff Records — Miscellaneous correspondence, messages, speeches, and other records (protocol, public affairs, legal counsel, legislative affairs, etc.) issued or received by the Vice Chairman, Joint Chiefs of Staff, in carrying out his responsibilities maintained by the VCJCS staff as the official files of the Vice Chairman and are considered the official JS record copies; Miscellaneous Forms 136, Vice Chairman's Daybook, Morning Meetings Taskings maintained by ASB/AD/SJS.
- J. Memorandums Issued in the Name of the Chairman, Joint Chiefs of Staff or in the Name of the Joint Chiefs of Staff — Memorandums used to issue instructions that are in accordance with policies, plans, and procedures approved by the Chairman of the Joint Chiefs of Staff maintained by IMD as the official JS record copy and are filed in official JS case file; also covers records held by IMD in SCI channels for the SJS as the official JS record copy; records held by J-3/ROD, J-3/SOD, J-3/JOD, or any other JS activity in SCI channels; and records held by J-3/ROD, J-3/SOD, J-3/JOD, USSTRATCOM, or other JS activity in special control channels other than SCI; e.g., limited distribution papers.

- K. DJS Memorandums — Memorandums from the Office of the Director, Joint Staff, to the Chairman of the Joint Chiefs of Staff; the Chiefs of the Services; Operations Deputies; subordinate agencies of the Joint Chiefs of Staff; offices of the Secretary of Defense; JS Form 136 Actions; and other government agencies maintained by IMD for the SJS as the official JS record copy.
- L. DJS Memorandums — received and maintained by IMD and pertain to a JS report; also records held by IMD in SCI channels for the SJS as the official JS record copy and held by J-3/ROD, J-3/SOD, J-3/JOD, or any other JS activity in SCI channels.
- M. DJS Records — Miscellaneous correspondence, messages, JS Form 136 actions, and other records received by the Director, Joint Staff maintained by ASB/AD/SJS in files grouped by originator.
- N. SJS Memorandums — SMs consisting of: memorandums forwarding approved directives of the JCS and assigning actions or transmitting instructions or information within the Joint Staff and to the Services and Combatant Commands maintained by IMD as the official JS record copy and pertain to a JS action; records also cover those held by IMD in SCI channels for the SJS as the official JS record copy; those held by J-3/ROD, Joint Special Operations Agency (JSOA), J-3/JOD, or any other JS activity in SCI channels; and those held by J-3/ROD, JSOA, J-3/JOD, or any other JS activity in special control channels other than SCI; e.g., limited distribution papers.
- O. CJCS Instructions, Manuals, Notices, and Memorandums of Policy (MOPs) — CJCSIs, CJCSMs, CJCSNs, and MOPs contain statements of policy and procedural information approved by the Chairman of the Joint Chiefs of Staff and issued for the guidance of the Joint Staff, Combatant Commands, and Services maintained by IMD as the official JS record copy.
- P. Joint Publications and Joint Administrative Publications — JT Pubs are publications of joint interest, dealing with administrative matters, prepared under the cognizance of JS directorates, and applicable to the Military Departments, Combatant Commands, and other authorized agencies maintained by IMD as the official JS record copy.
- Q. Joint Staff Instructions, Manuals, Notices, and Joint Administrative Instructions — JSI, JSM, and JAI contain policy and procedural guidance of indefinite duration applicable only to the Joint Staff. JSNs contain policy, guidance, or information of a one-time or brief nature applicable only to the Joint Staff. SJS/IMD is responsible for overall management and administration of the JS directives program maintained by RR Br and initiated by JS Directorates or agencies that are responsible for review, consolidation, and currency.
- R. For the CJCS Messages — Copies of distribution received in IMD that pertain to a JS action and are the official JS record copy.
- S. JS Agenda Files — Documents used to brief the Joint Staff, Operations Deputies, and Deputy Operations Deputies that are important aids in the

- JS decision-making process, consisting of: agenda items, briefing sheets and slides, attendance records, photographs, and other similar or related materials maintained by IMD as the official JS record copy; CJCS briefing sheets, consisting of: synopsis of action submitted for consideration in the TANK maintained by IMD as the official JS record copy or maintained by other JS activities or action officers.
- T. Register of Numbered JS Papers (1968-1995) — Consolidated annual listing (updated monthly) of all JS implementers published and maintained by IMD as the official JS record copy.
- U. Weapons System Evacuation Group (WSEG) Institute for Defense Analysis (IDA) Reports and Studies for the Joint Staff — WSEG/IDA reports and studies tasked by Joint Staff, consisting of: completed report or study designated by a series number (e.g. WSEG Report No 555/Study No 777) maintained by IMD as the official JS record copy.
- V. JCS/JS Histories — Calendar year histories prepared by the Combatant Commands and joint activities on the missions, functions, operations, and activities of the command or agency and forwarded to the Joint Staff in compliance with CJCSI 5320.01 series maintained by IMD as the official JS record copy; Histories prepared by the Joint History Office, Office of the Chairman of the Joint Chiefs of Staff, on the history of the Joint Chiefs of Staff, Joint Staff, and other special activities maintained by IMD as the official JS record copy; Historical documents in SCI channels maintained by any activity as the official JS record copy and Historical documents in special control channels other than SCI maintained by any activity as the official JS record copy
- W. JCS/JS Histories — Historical documents maintained by J-8 official JS record copies; all research files of printed electronic mail and electronic records used to create historical monographs and studies maintained by JS historical offices; oral historical records, consisting of: original recorded interview, first-draft transcription, final draft, correspondence with interviewees, release-to-publish forms, and other documents relating to historical interviews maintained by JS historical offices; audio-visual oral historical records maintained by JS historical offices.
- X. JS Numbered Joint Action Directives — Green directives consisting of: papers (formerly green-colored) issued by the SJS for distribution within the Joint Staff to appropriate echelons of the Services, Combatant Commands, and specified Defense agencies referring incoming communications to JS directorates and Defense agencies for information, study, guidance, and/or appropriate action maintained by IMD as the official JS record copy.
- Y. National Security Council — NSC documents and related materials concerning NSC matters maintained by NSC Affairs Office as the official record copy, including various documents including meeting agendas and minutes, point papers, briefing sheets and books, reports, and other background information used in interdepartmental meetings to formulate decisions and policies on NSC-related matters, and NSC Background/

Issue Books prepared for use by the Chairman of the Joint Chiefs of Staff. Also, NSC memorandums directing studies and/or relaying NSC decisions for implementation that are circulated by a Service Memorandum maintained by NSC Affairs Office as the official record copy and NSC documents processed and maintained by Combatant Command as the record copy.

- Z. Joint Requirements Oversight Council Records — Policy, procedures, and guidance relating to the jurisdiction, functions, responsibilities, and organization structure of the JROC maintained by the Joint Staff as the official record copy.
- AA. Joint Warfighting Capabilities Assessment (JWCA) and Requirements Generation System Process Records — Policies, procedures, and guidance relating to the JWCA and RGS process, their organizational structure, and relationship to the JROC maintained by the Joint Staff/Combatant Command as the official record copy; Chairman's Program Recommendation Memorandum and Chairman's Program Assessment maintained by the Joint Staff as the official record copy; official JROC decisional correspondence (JROC Memorandums) maintained by the Joint Staff as the official record copy; files relating to individual JWCA and specific requirements generated, including mission need statement (MNS), capstone requirements document (CRD), operational requirements document (ORD), and briefings and other materials supporting those documents maintained by the Joint Staff/Combatant Command as the official record copy; documentation reflecting JS/J-6 certification of MNSs, CRDs, and ORDs for conformance with Joint C4/C4I policy and doctrine, architectural integrity, and interoperability standards for all DoD C4I acquisitions maintained by the Joint Staff as the official record copy; documentation reflecting JS/J-4 certification of MNSs, CRDs, and ORDs for aviation munitions for cross-Service interoperability and for all munitions for conformance with insensitive munitions design requirements maintained by the Joint Staff as the official record copy. (Note: Also known as Functional Capabilities Board documents per CJCSI 3137.01).
- BB. Joint Experimentation Records — Policies, procedures, and guidance relating to the Joint Experimentation Program; files relating to oversight and assessment of joint experimentation that explore and access Joint Vision concepts and desired operational capabilities in a future joint environment; files relating to operational activities and events regarding the development and execution of the Joint Experimentation Campaign Plan maintained by the Joint Staff/Combatant Command as the official record copy.
- CC. Combatant Command Commander/Deputy Commander/Chief of Staff Correspondence — Memorandums issued/signed by the commander/deputy commander/chief of staff of the Combatant Command, Command Policy Memorandums serially numbered, and Command Numbered Memorandums, correspondence, messages, briefings, reports, and all

related background material held by the designated office of record as the official record copy.

- DD. Combatant Command Instructions — Instructions containing policies, procedures, and guidance for CCMD activities maintained by any CCMD activity as the official record copy.
- EE. Combatant Command Historical Records — Copies of recurring CCMD histories sent to the Joint Staff in response to CJCSI 5320.01.
- FF. Combatant Command Historical Records — Special historical studies prepared by the Combatant Command maintained as the official CCMD record copy; historical documents in SCI and other special control channels maintained by any CCMD activity as the official record copy; oral historical records consisting of: original recorded interview, first-draft transcription, final draft, correspondence with interviewees, release-to-publish forms, and other documents relating to historical interviews maintained by CCMD historical offices; audio-visual records maintained by CCMD historical offices; command emblem and heraldry, consisting of: drawing and documents describing and chronicling the creation and evolution of the command emblem, flag, patches, and other heraldic items maintained by the OPR.

Disposition: **PERMANENT.**

- Transfer paper records to the National Archives 25 years after cutoff, after declassification review.
- Pre-accessioning — Transfer physical custody of electronic records to the National Archives for pre-accessioning (see Enclosure A, #4) 5 years after cutoff. Transfer legal custody of electronic records to the National Archives 25 years after cutoff, after declassification review.
- Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
- 0000-04-K — Contact IMD for instruction on pre-1990 microfilm sets pertaining to DJSMs.

**Non-Record Materials**

**0000-05 — Series Description**

Non-Record material maintained by any activity is for reference purposes only. Table 0.1 lists non-record numbers from the previous edition of CJCSM 5760.01, Vol. II. See enclosure D.

0004-01	0020-03	0024-02	0032-03
0005-03	0021-02	0025-03	0033-02
0007-03	0021-04	0026-02	0035-02
0013-04	0021-05	0028-03	0035-05
0014-04	0021-13	0029-08	0035-06

0015-03	0022-02	0030-05	0035-14
0008-03	0019-02	0023-02	0031-02

Table 0.1 Non Records

Disposition: **TEMPORARY**.

Destroy/delete when no longer needed for reference.

**Record Exceptions**

**0000-06 — Series Description**

Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions. Table 0.2 lists the following descriptions and dispositions that are authorized by the previous CJCSM 5760.01 Vol. II and are still in effect.

Description of Records	Dispositions
<p>A. <u>SJS Information Memorandums</u> — Numbered memorandums (SJS 99-99999) relaying information of an administrative nature and considered temporary, non-record material maintained by RRCB.</p> <p>B. <u>SJS Memorandums</u> — Maintained by RRCB Branch as the official JS record copy but do not pertain to a JS action (SM’s functionally filed in RRCB).</p>	<p>Cut off annually, hold 7 years, then retire by CY block to JS RHA. Destroy/delete by CY block 20 years after cutoff.</p>
<p>C. <u>Service Memorandums/Planner’s memo flimsies</u> — received and maintained by the JS action officer.</p>	<p>Review annually, purge extraneous papers and duplicate copies, and incorporate background materials pertaining to official actions into official JS case file. Destroy/delete other materials when no longer needed—except that NATO documents will be disposed of in accordance with the appropriate 0811 category number and USSAN 1-07.</p>
<p>D. <u>Combatant Command Historical Records</u> — Historical property accounts, consisting of: funding, contracting, audit, accessioning, display, and other documents on books, journal, art, artifacts, models,</p>	<p>Apply appropriate General Records Schedule.</p>

<p>and other items under the purview of historians maintained by CCMD historical offices.</p>	
<p>E. <u>Combatant Command Historical Records</u> — Recurring command histories prepared by the Combatant Command in compliance with CJCSI 5320.01 on the missions, functions, operations, and activities of the command or agency maintained as the official CCMD record copy.</p>	<p>Destroy/delete when no longer needed.</p>
<p>F. <u>Combatant Command Historical Records</u> — Donated personal papers and other materials, consisting of: correspondence, logs, photographs, and other documents donated to CCMD history offices maintained by CCMD historical offices.</p>	<p>Dispose IAW deed of gift.</p>
<p>G. <u>Abstracts of JS Papers</u> A concise summary of the contents of all JS papers and related documents (CMs, DJSMs, SMs, MJCSs, JAIs, Pubs, MOPs, Weapons Systems Evaluation Group reports, NSC documents, Concept Plans, Operations Plans, messages, etc.) used for data input into EFS and by staff and action officers for research purposes, which are: final or permanent abstracts (Joint Information Search and Retrieval Database [JISR] Form 3) indexed by JS paper (green paper) number.</p>	<p>Cut off annually, verify database and hold 15 years, then retire by CY block to JS RHA for microfilming. When microfilmed, destroy/delete originals. Retain one set of microfilm at R&amp;A Br until no longer needed. Exceptions: pre-1964 abstracts microfilms — transfer to NARA as permanent records 25 years after cutoff, after declassification review; 1964-1966 abstracts — introduce to JISR system and destroy/delete originals after database verification and microfilming. Database disposition is in accordance with 1000 series. Authority: N1-218-00-1 item 14.</p>
<p>H. <u>For The CJCS Messages</u> — Outgoing electrical messages implementing decisions in the name of the Chairman of the Joint Chiefs of Staff or Joint Staff and/or are released under the authority</p>	<p>Disposition is that of the appropriate functional file. Authority: NC1-218-84-1 item 67.</p>

<p>delegated in CJCSI 5711.01. Comeback copies maintained by the message originator and filed in appropriate functional files corresponding to the particular subject.</p>	
<p>I. <u>JS Number Joint Action Directives</u> — Action or standing directives, consisting of: serially numbered documents published in accordance JSI 5711.01 and used for assigning actions within agencies and requesting coordination and/or collaboration externally. Formerly, directives were printed on blue paper (blue bullet) for Service coordination and yellow paper (yellow bullet) for JS agency coordination and/or collaboration only. Serial numbers are determined by the method in which the action is initiated (by a JS action—J-5 2054/100/D; by other than a JS action—J-1 1234-83/D).</p>	<p>Cut off when action is completed, superseded, obsolete, or canceled. Hold 1 year, then destroy/delete. Earlier destruction is authorized. Authority: N1-218-86-1 item 18.</p>
<p>J. <u>JCS/JS Histories</u> — Oral Historical Records — which are all other items maintained by any activity.</p>	<p>Cut off annually, hold 25 years, then destroy/delete.</p>
<p>K. <u>Combatant Command Historical Records</u> — all other items maintained by any activity.</p>	<p>Cut off annually, hold 25 years, then destroy/delete.</p>

Table 0.2 Exceptions

**0100 SERIES BUCKET SCHEDULE  
Organization, Manpower, Committee and Board Records**

This schedule provides disposition authorization for records that pertain to the Organization and Manpower functions of the Joint Staff and Combatant Commands. This includes, but is not limited to, records and information regarding organizational planning and structure; organizational charters that authorize and define the scope of authority, primary functions, and organizational relationships of directorates or agencies within the Joint Staff or Combatant Commands; Manpower Management and Unit Manning Documents; records and information contained in the Manpower Personnel Information System and Joint Manpower Program documentation. This series also covers Committee and Board records relating to the establishment,

organization, membership, and policy of committees/boards that are either permanent or temporary in nature.

**SERIES NOTES:**

1. Action Officer Case Files: Copies of action officer case files are non-records. Background materials pertaining to Official case files shall be retained in accordance with 0000 bucket series in the front of this manual. Working papers shall be retained in accordance with the 0900-02, Working Papers and Office Administrative Files, Sub-bucket.

2. Refer to Enclosure A of this document for volume-wide instructions on:

- a. Disposition Schedule Big Buckets, **See A-1**.
- b. Disposition Detail Descriptions and Authorities, **See A-1**.
- c. FY/CY Cutoff Instructions, **See A-2**.
- d. Pre-accessioning, **See A-3**.
- e. Media Neutral Dispositions, **See A-3**.
- f. SCI Material, **See A-3**.
- g. NATO Material, **See A-3**.
- h. Event-Driven Records, **See A-3**.
- i. Flexible Scheduling, **See A-4**.
- j. Electronic Information Systems/Electronic Feeder Systems (EIS/EFS), **See A-4**.

**Short-Term Records (6 months)**

**0100-01 — Series Description**

Short-Term records (180 days or less) related to organization, manpower, committees, and boards are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to:

- A. Unit Manning Documents — UMDs consisting of: manpower document and monthly strength report forwarded to OSD and other activities maintained by personnel office as the official record copy.

Disposition: **TEMPORARY.**

Destroy/Delete 6 months after cutoff.

### **Working Papers & Office Administrative Records (3 years)**

#### **0100-02 — Series Description**

Records related to organization, manpower, committees, and boards that document routine administrative and organizational decisions, actions, and processes of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. Organization Planning — Requests from directorates or agencies of the Joint Staff or Combatant Commands for organizational changes, consisting of background papers, coordination, proposed inputs, drafts, charts, and related papers received by personnel office for staffing and approval for publication in agency organizational documents; original documents in which all data have been converted to microform maintained by any JS/CCMD activity.
- B. Civilian position structure — Consisting of: information reflecting the civilian position structure of each organizational segment, including individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar information maintained by any JS/CCMD activity as the official record copy.
- C. Manpower Management — Chronological file (audit trail) of documents that approve the addition, redistribution, and/or deletion of manpower authorizations for the Joint Staff and Combatant Commands maintained by any JS/CCMD activity as the official record copy; documents/forms requesting changes in directorate or agency manning positions consisting of requests for billet adjustment, memorandums, working papers, justifications, and related documents used to document changes to billets. Used to effect change in Unit Manning Document positions maintained by any JS/CCMD activity as the official record copy; computer data for unit and position manpower authorizations for all fiscal periods in the current manpower program, the last day of each calendar month (fiscal year); civilian position statements prepared for all civilian positions and individually for vacated positions before they may be filled maintained by personnel office as the official record copy.
- D. Unit Manning Documents — Input documents that affect changes to UMDs, consisting of: duty assignment memorandums, duplicate request forms, SF 52s, cut sheets, memorandums, and other correspondence

maintained by any Joint Staff/CCMD activity as the official record copy; manpower information and feeder reports including any other unit manning reports maintained by any activity (e.g. personnel statistical reporting) that are not year-end reports.

- E. Committee and Board Records — Records relating to the establishment, organization, membership, and policy of committees/boards that are temporary in nature (not mandated by public law or executive order) maintained by the committee/board secretariat as the official record copy. (NOTE: For records created by advisory commissions, committees, councils, boards, and other groups established under FACA, see GRS 26, Item 2(b) or GRS 26, Item 2(c)).
- F. Committee Management Officer Control Files — Consisting of: monitoring and control case files of records relating to the approval, establishment, review, and termination of individual boards/committees held as official records. (NOTE: For committees created under FACA, see GRS 26, item 4).
- G. Organization and Manpower General Correspondence File — General organization and functions correspondence files, consisting of: routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to organization and functions which cannot logically be filed with the detailed record series listed below maintained by any JS/CCMD activity as the official record copy.

Disposition: **TEMPORARY.**

Destroy/Delete 3 years after cutoff.

### **Management and Program/Operations Records (7-10 years)**

#### **0100-03 — Series Description**

Records which document the organization, manpower, committees, and board program/operations, management processes, and on-going activities of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. Manpower Management — Manpower authorizations as of the last day of each fiscal quarter.
- B. Manpower Management Decision Package Sets — received from OSD or other activity establishing manpower authorizations for the Joint Staff and Combatant Commands, consisting of: documents received from

Office of ASD(Personnel and Readiness) and/or other activities providing approval of individual requests for increasing or decreasing manpower authorizations within the JS and CCMD directorates and agencies maintained by any JS/CCMD activity as the official record copy.

- C. Unit Manning Documents — Consisting of: information and feeder reports used to report workforce actual strength utilization data and expense data, including work reports, consolidations, extracts or tabulations thereof, and similar reports, year-end reports.

Disposition: **TEMPORARY.**

Destroy/Delete no less than 7 years and no more than 10 years after cutoff.

### **Permanent Mission and Function Records (*Permanent*)**

#### **0100-04 — Series Description**

This series contains records related to organization, manpower, committees, and boards that document policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands which have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to:

- A. Organization Planning — Documents relating to the establishment of and changes in organization functions and relationships of directorates and/or agencies, consisting of documents relating to overall functions and missions; copies of organization and functions plans, manuals, and charts; copies of published directives implementing establishment or changes; and coordination papers with the agency head (e.g. Chairman of the Joint Chiefs of Staff; Director, Joint Staff; Commander/Deputy Commander, Combatant Command) and the personnel office indicating their approval for organization changes maintained as the official record copy. (Note: For microforms, transfer one silver halide microform set and one diazo or vesicular copy).
- B. Organization Charters — Documents that authorize and define the scope of authority, primary functions, and organizational relationships of directorates or agencies of the Joint Staff and Combatant Commands maintained by any JS/CCMD activity as the official record copy.
- C. Organization Structure — Documents, charts, publications, and background materials pertaining to the Office of the Chairman, Joint Chiefs of Staff; Joint Staff; or the CCMD organization structure maintained by any JS/CCMD activity as the official record copy.
- D. Manpower Management — Manpower authorizations as of the last day of each fiscal year.
- E. Manpower and Productivity Enhancement Studies — Manpower requirements criteria development files for combat support.

- F. Joint Manpower Program (JMP) — Documentation reflecting an activity's mission, function, organization, current and projected manpower needs, and, when applicable, required mobilization augmentation. A recommended JMP also identifies and justifies any changes proposed by the commander or director of a joint activity for the next 5 FYs maintained by RRCB as the official JS record copy (fiscal year).
- G. International Joint Board Files — Information on the activities of the U.S. sections of international boards established by the International Joint Commission at the request of the Government of the United States and Canada or Mexico to conduct special studies and investigations concerning boundary waters. Included are minutes of board meetings, public notices, transcripts of public hearings and proceedings, board progress reports to the International Joint Commission, instructions and policy statements, reports of inspection trips, supplemental reports, final reports of boards and the International Joint Commission, and related information maintained as the official record copy; files at office of board chairperson or secretariat, whichever is office of record, and office of members in which a foreign government is secretariat
- H. Committee and Board Records — Records relating to the establishment, organization, membership, and policy of committees/boards that are permanent in nature, including charters, terms of reference, agreements, and directives pertaining to their operation, consisting of: case files of each approved committee, including, but not limited to, directive or charter establishing the committee, resume of major points of interest concerning committee hearings and its general operations, terminating directive, and final committee report and findings.  
(Notes: For records created by advisory commissions, committees, councils, boards and other groups established under FACA, see GRS 26, Item 2(a).  
See 0028 series for JROC charter records.

Disposition: **PERMANENT.**

Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer physical custody of electronic records to the National Archives for pre-accessioning (see Enclosure A, #4) 5 years after cutoff. Transfer legal custody of electronic records to the National Archives 25 years after cutoff, after declassification review.

**Non-Record Materials**

**0100-05 — Series Description**

Non-Record material maintained by any activity is for reference purposes only. Table 1.1 lists non-record numbers from the previous edition of CJCSM 5760.01, Vol. II. See enclosure D.

0101-03	0104-04	0106-02	0109-04
0101-05	0104-09	0106-04	
0102-02	0105-02	0107-03	
0103-02	0105-03	0109-03	

Table 1.1 Non Records

Disposition: **TEMPORARY.**

Destroy/delete when no longer needed for reference.

## Record Exceptions

### 0100-06 — Series Description

Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions. Table 1.2 lists the following descriptions and dispositions that are authorized by the previous CJCSM 5760.01 Vol. II and are still in effect.

Description of Records	Dispositions
A. <u>Joint Manpower Program</u> — Maintained for staffing and approval.	Cut off on completion of JMP action, hold 5 years, then destroy/delete.
B. <u>Organization and Manpower General Correspondence</u> — Matters relating to organization and functions that are received for information only, on which no action is required, consisting of: cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action maintained by any JS/CCMD activity as the official record copy.	Delete or erase when no longer needed.
C. <u>Manpower and Productivity Enhancement Studies</u> — Documents created in connection with manpower surveys and studies covering	Destroy/delete when superseded by a like survey or study, or when no longer needed, whichever is later.

<p>personnel authorizations, manning levels, manpower analysis and requirements, workload and performance measures, staffing standards, and related documentation.</p>	
<p>D. <u>Conference Records</u> — Records pertaining to office participation in conferences, meetings, and similar activities, consisting of: agendas, meeting notes, and like materials maintained by conference participants as the official record copy.</p>	<p>Cut off on termination of conference and incorporate into applicable functional files for disposition in accordance with instructions for that particular file. Authority: NC1-218-84-1 item 517</p>

Table 1.2 Exceptions

**0200 SERIES BUCKET SCHEDULE  
Personnel / Payroll**

This schedule provides disposition authorization for records that pertain to the personnel/payroll functions of the Joint Staff and Combatant Commands. Records include, but are not limited to, areas such as personnel performance, wages, payroll correspondence, and personnel leave records (Mil & Civ); counseling, personnel conduct, promotion/demotion, general and military awards, and GO/FO nominations; training records (Mil & Civ); time and attendance records; Equal Employment Opportunity (EEO), personal and occupational injury, financial disclosure, Federal workplace drug testing, Political activity of Federal employees, and directory service.

*Records from the previous edition of CJCSM 5760.01 Vol. II with notes regarding the Office of Personnel Management (OPM) or the Official Personnel Folder (OPF) are still in effect and are listed in the sub-series buckets below.*

**SERIES NOTES:**

1. Action Officer Case Files: Copies of action officer case files are non-records. Background materials pertaining to official case files shall be retained in accordance with 0000 bucket series in the front of this manual. Working papers shall be retained in accordance with the 0900-02, Working Papers and Office Administrative Files, Sub-bucket.
2. Privacy Act: If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/CCMD Privacy Act Program procedures to secure one.

3. Refer to Enclosure A of this document for volume-wide instructions on:

- a. Disposition Schedule Big Buckets, **See A-1**.
- b. Disposition Detail Descriptions and Authorities, **See A-1**.
- c. FY/CY Cutoff Instructions, **See A-2**.
- d. Pre-accessioning, **See A-3**.
- e. Media Neutral Dispositions, **See A-3**.
- f. SCI Material, **See A-3**.
- g. NATO Material, **See A-3**.
- h. Event-Driven Records, **See A-3**.
- i. Flexible Scheduling, **See A-4**.
- j. Electronic Information Systems/Electronic Feeder Systems (EIS/EFS), **See A-4**.

**Short-Term Records (6 months)**

**0200-01 — Series Description**

Short-Term records (180 days or less) related to personnel/payroll are records that have minimal or no documentary or evidential value. Examples of Short-Term records include, but are not limited to: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities.

- A. Interview Records — Correspondence, reports, and other records relating to interviews with employees maintained by any JS/CCMD activity.
- B. Correspondence and Forms — Displaced Employee Program (DEP) information and rosters reflecting application and registration of individuals eligible to participate in DEP maintained by any JS/CCMD activity as the official record copy. (See series note #2 — Privacy Act).
- C. Correspondence and Forms — All other miscellaneous correspondence and forms maintained by any JS/CCMD activity.
- D. Promotion and Demotion Records — Promotion eligibility rosters consisting of: documents relating to individuals eligible for consideration

for promotion including recommendations, lists, and similar information maintained by any JS/CCMD activity; Centralized and semi-centralized selection board reporting files consisting of: documents relating to consideration and selection of officers, warrant officers, and enlisted personnel for promotion, reduction, removal from promotion lists, and elimination including selection lists, board proceedings, appointments of board members, voting results, and similar or related documents at other offices. (See series note #2 — Privacy Act).

- E. Directory Service — Correspondence, forms, and other records relating to the compilation of directory service listings maintained by personnel office as the official record copy.

Disposition: **TEMPORARY.**

Destroy/Delete 6 months after cutoff.

### **Working Papers & Office Administrative Records (3 years)**

#### **0200-02 — Series Description**

Records related to Personnel/Payroll that document routine administrative and organizational decisions, actions, and processes of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. General Personnel Correspondence — Correspondence, reports, memorandums, and other records relating to the general administration and operation of civilian and military personnel functions, excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels maintained by agency personnel function as the official record copy.
- B. Payroll Correspondence — Correspondence between agency and payroll processor regarding general routine administrative issues, including wage grade job matters, that do not relate to individual payments maintained by any JS/CCMD activity; differential and allowances, consisting of: information to assist overseas civilian personnel offices to document employee eligibility for foreign post differential and foreign quarters and post allowances, including SF 1190 (Foreign Allowances Application, Grant, and Report) and similar information maintained by any JS/CCMD activity (fiscal year).
- C. Employee Performance File System Records (Non-SES) — Appraisals of unacceptable performance of non-senior executive service (SES) appointees (5 USC 4301[2]) where a notice of proposed demotion or removal is issued but not effected, including all related documents maintained by any JS/CCMD activity.
- D. Promotion and Internal Placement Records — Notification of personnel action (SF 50), consisting of: chronological files, and all other copies, documenting promotions and transfers (in and out) that are maintained in personnel office.

- E. Federal Employees' Retirement Records (FERS)/Civil Service Retirement System (CSRS) — General correspondence and subject files consisting of: files relating to general administration and operation of FERS/CSRS including coverage, basic annuity, death benefits and refunds, disability, and debt collection maintained by any JS/CCMD activity.
- F. FERS/CSRS — Records and forms pertaining to an employee's transfer to FERS, participation in the thrift savings plan, and eligibility to retire maintained by any JS/CCMD activity; retirement assistance files, consisting of: correspondence, memorandums, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits maintained by any JS/CCMD activity.
- G. Correspondence and Forms — Relating to pending personnel actions maintained by any JS/CCMD activity as the official record copy; retention registers from which reduction-in-force actions have been taken, consisting of: information showing retention groups of employees according to tenure, length of service, performance ratings, and veteran's preference maintained by any JS/CCMD activity as the official record copy.
- H. Equal Employment Opportunity Records — Preliminary and background consisting of: background records not filed in the official discrimination complaint case files maintained by any JS/CCMD activity; EEO general files, consisting of: general correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, EEO Act of 1972, and any pertinent future legislation, including agency EEO Committee meeting records, minutes, and reports maintained by any JS/CCMD activity as the official record copy.
- I. Personnel Counseling Records — Reports of interviews, analyses, and related records maintained by supervisors.
- J. Adverse and Performance-Based Actions — Adverse action files (5 CFR 752) and performance-based actions (5 CFR 432), consisting of: case files and related records created in reviewing any adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, reduction in force) against an employee. The file includes a copy of the proposed adverse action with supporting papers, statements of witnesses, employee's reply, hearing notices, reports and decisions, reversal of action records, and appeal records, excluding letters of reprimand maintained by the Joint Staff/Combatant Command (Note: Official record copy is maintained by servicing civilian personnel office).
- K. Civilian Leave Application — Maintained by any activity as the official record copy and the time card has not been initialed by the employee.
- L. Wage Survey Files — Wage area surveys, consisting of: wage change survey computation forms, specifications, recommendations, and related correspondence maintained by any JS/CCMD activity.

- M. Supervisor Employee Records — Records of civilian employees' job history, training, personnel actions, etc., that are not appropriate for the OPF or are duplicates of same maintained by supervisors.
- N. Withholding of within-grade increase (WGI) Records — Files concerning an employee's performance rating of record with work examples which establish less than fully successful performance, notice of withholding of WGI, employee's request for reconsideration of denied WGI, and decision concerning such a reconsideration request maintained by any JS/CCMD activity.
- O. Incentive Awards Program Reports — Reports pertaining to the operation of the Incentive Awards Program maintained by any JS/CCMD activity.
- P. Employee Awards Files — General awards records, excluding those relating to department-level awards, consisting of:
  - 1. Case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance maintained by any JS/CCMD activity.
  - 2. General awards records, consisting of: correspondence pertaining to awards from other Federal agencies or non-Federal organizations maintained by any JS/CCMD activity.
  - 3. Length of service and sick leave awards files, consisting of: correspondence, reports, computations of service and sick leave, and lists of awardees maintained by any JS/CCMD activity.
  - 4. Correspondence relating to the administration of awards to employees for suggestions, acts, or superior accomplishments that have contributed to outstanding efficiency and economy in the operation of an agency and letters of appreciation or commendation for an individual or an organizational element maintained by personnel office and other agency activities as the official record copy.
  - 5. Awards board/committee member appointments, records relating to establishment and policy of the board/committee that are temporary in nature, and board or committee proceedings maintained by personnel office and other activities as the official record copy.
  - 6. Records reflecting the origin of the award, copies of general orders, the citation, recommendation, and approval of the award and proceedings of the agency's awards board maintained by personnel office as the agency's official record copy.
- Q. Official Military Personnel Records — Out-processing files, consisting of: documents used to control and account for Military Personnel Record Jackets during processing for transfer or separation, including logs, registers, and sign-out sheets maintained by any JS/CCMD activity.

- R. JCS Identification Badge — Exceptions to policy, copies of orders, and related documents maintained by personnel office as the official record copy.
- S. Military Awards (Personal) — Service component personal awards, consisting of documents relating to recommendation, review, and approval or disapproval of Service component awards for individuals, including requests and related information and the approved/disapproved award maintained by any JS/CCMD activity. (See series note #2 — Privacy Act).
- T. Military Awards (Programs) — Outstanding military personnel programs; e.g., outstanding Noncommissioned Officer/Enlisted Award, Junior Officer of the Quarter, and similar military personnel recognition programs, consisting of: personal data, letters of nomination, minutes of meetings, photographs, and related papers concerning selected and non-selected nominees maintained by any JS/CCMD activity.
- U. Military Assignment Documents — Requisition documents and nomination packets held by personnel office as the official record copy.
- V. Military Training Program Records — Background and working files maintained by any JS/CCMD activity. (Note: For records of formally established schools which train agency personnel in specialized program areas such as law enforcement and national defense, submit an SF 115 through the JSRM to NARA for disposition authority).
- W. Civilian Training Program Records — Background and working files maintained by any JS/CCMD activity; records relating to the Presidential Management Intern Program established by Executive Order (EO) 12008, August 1977, consisting of: files relating to the general administration and operation of the Presidential Management Intern Program including special career programs and executive development programs maintained by any JS/CCMD activity.
- X. Alternate Work Schedule Records — consisting of: documents showing alternative work schedules such as flexitime and compressed schedules maintained by any JS/CCMD activity.
- Y. Personal Injury Files — Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, excluding copies filed in the Employee Medical Folder and copies submitted to the Department of Labor maintained by any JS/CCMD activity.
- Z. Federal Workplace Drug Testing Program Files — Drug testing program records created under EO 12564 and PL 100-71, Section 503 (101 Stat 468), including annual reports to Congress as required by PL 100-71, Para 503(f), excluding consolidated statistical and narrative reports concerning the operation of agency programs and the program records of OPM:
  - 1. Consisting of: drug test plans and procedures with related drafts, correspondence, memorandums, and other records pertaining to

the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions, excluding documents that are filed in records sets of formal issuances (directives, procedures, handbooks, operating manuals, and the like) maintained by any JS/CCMD activity.

2. Selection/scheduling records, consisting of records relating to the selection of specific employees/applicants for testing and the scheduling of tests, including lists of selectees, notification letters, and testing schedules maintained by any JS/CCMD activity.
  3. Federal Workplace Drug Testing Program Files — Records relating to the collection and handling of specimens, consisting of permanent, bound record books containing identifying data on each specimen as recorded at each collection site in the order in which the specimens were collected maintained by any JS/CCMD activity.
  4. Federal Workplace Drug Testing Program Files — Chain of custody records consisting of forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen maintained by any JS/CCMD activity.
- AA. Federal Workplace Drug Testing Program Files — Negative test results maintained by any JS/CCMD activity. (Note: Dispose of any records covered by GRS 1 items 36a-e that are relevant to litigation or disciplinary actions no earlier than the related litigation or adverse action case file(s)).
- BB. Alternate Worksite Records — Unapproved requests maintained by any JS/CCMD activity; forms and other records generated by the agency or the participating employee evaluating the alternate worksite program maintained by any JS/CCMD activity.
- CC. Political Activity of Federal Employees — Holding state or local office records, including reports, correspondence, and related material required to be filed by any civilian employee holding any state or local public office or appointment, consisting of: any information concerning such office or appointment filed by another person or entity maintained by any JS/CCMD activity.

Disposition: **TEMPORARY.**

Destroy/Delete 3 years after cutoff.

**Management and Program/Operations Records (7-10 years)**  
**0200-03 — Series Description**

Records which document the Personnel and Payroll Program/Operations, management processes, and on-going activities of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. Payroll Correspondence — Information for a merit pay unit listing covered employees, consisting of: initial salary, computation of funds for the unit, salary increases granted automatically, merit pay increases granted based on points received from a performance appraisal rating, and similar information maintained by any JS/CCMD activity. (See series note #2 — Privacy Act).
- B. Payroll Correspondence — Pay records governing the establishment and maintenance of domestic and overseas allowances and differentials, agencies, and employees affected maintained by any JS/CCMD activity.
- C. Employee Performance File System Records
  - 1. (Non-SES) All other performance plans and ratings maintained by any JS/CCMD activity.
  - 2. (SES) — All other performance plans and ratings maintained by any JS/CCMD activity.
  - 3. (Non-SES) Supporting documents maintained by any JS/CCMD activity.
  - 4. (SES) — All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, excluding those for SES appointees serving on a Presidential appointment (5 CFR 214) maintained by any JS/CCMD activity.
  - 5. (SES) — SES members' performance records consisting of: SES evaluation summary and objective performance record sheets maintained by any JS/CCMD activity.
- D. Employee Performance File System Records (SES) — SES, scientific and technical, and supergrade files, consisting of: information concerning SES, scientific and technical, and supergrades generated according to 5 USC 3104, 3131, and 3324, including copies of position descriptions, position evaluations, and data on present position incumbent such as individual's qualifications, promotions, and awards at the office with responsibility to monitor and control SES career related records general position documentation. (See series note #2 — Privacy Act).
- E. Employee Performance File System Records (SES) — Information relating to current position incumbent maintained by any JS/CCMD activity.
- F. FERS/CSRS — Appeals pertaining to FERS error corrections maintained by any JS/CCMD activity.
- G. Equal Employment Opportunity Records — EEO complaint cases, consisting of: information reflecting complaints of personnel and job applicants concerning EEO cases resolved within the agency by the EEO Commission or by a U.S. Court, including complaints, transmittal letters, investigative data and summaries, findings of fact statements, exhibits, reports, copies of decisions, final disposition reports, records of hearings and meetings, acceptance statements, withdrawal notices,

and similar information at office having agency-wide responsibility; Affirmative Action Plan (AAP), consisting of: consolidated AAP and related feeder documents maintained by any JS/CCMD activity as the official record copy; surveys, consisting of: surveys on implementation and effectiveness of EEO programs, including reviews, appraisals, recommendations, final survey reports, and similar information maintained by any JS/CCMD activity; reports of on-site reviews of AAP maintained by any JS/CCMD activity as the official record copy.

- H. Labor Management Relations Records
  - 1. General and case files, consisting of: correspondence, memorandums, reports, and other records relating to the relationship between management and employee unions or other groups office negotiating agreement.
  - 2. Labor arbitration general and case files, consisting of: correspondence, memorandums, reports, unit certifications, negotiated agreements, and case files (such as unfair labor practice charges, negotiability disputes, unit clarification, or decertification petitions) relating to labor arbitration cases maintained by any JS/CCMD activity.
- I. Labor Management Relations Records
  - 1. Memorandums of agreement under labor management relations, consisting of: initial union proposals, counter proposals, working documents, and approved agreements maintained by any JS/CCMD activity.
  - 2. Annual report of union recognitions, consisting of: report and all backup material maintained by any JS/CCMD activity.
  - 3. Unfair labor practice complaints, consisting of: initial complaint, case record, and decision at Central Personnel Files.
- J. Joint Chiefs of Staff Identification Badge — General/special orders, amendments, and memorandums issuing permanent award of the JCS Badge maintained by personnel office as the official record copy.
- K. Military Assignment Documents — Policy matters pertaining to military assignments maintained by any JS/CCMD activity as the official record copy.
- L. Military Training Program Records (Gov't Training) — General file of agency-sponsored training, excluding record copy of manuals, syllabi, textbooks, and other training aids developed by the agency, consisting of: correspondence, memorandums, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences maintained by any JS/CCMD activity. (Note: For records of formally established schools which train agency personnel in specialized program areas such as law enforcement and national defense, submit an SF 115 through IMD to NARA for disposition authority).
- M. Military Training Program Records (Non-Gov't Training) — Personnel training, consisting of: correspondence, memorandums, reports, and

other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions maintained by any JS/CCMD activity.

N. Civilian Training Program Records

1. Information on establishing, managing, and evaluating local training programs for civilian employees, consisting of: minutes of training and development committee meetings, training plans, reviews of training requirements, apprentice training program registrations with Department of Labor, higher echelon approvals, annual reports, and similar information, excluding record copy of manuals, syllabi, textbooks, and other training aids developed by the agency located at operating personnel offices.
2. Employee training, consisting of: correspondence, memorandums, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions maintained by any JS/CCMD activity.

O. Civilian Training Program Records — Individual apprentice training, consisting of: information on apprenticeship training, including apprenticeship applications, apprenticeship agreements, notices of authorization for training and subsistence allowance, Department of Veterans Affairs certificates of eligibility and entitlement, Veterans Affairs notices of expiration of entitlement, daily progress records, monthly progress reports, and similar information maintained by any JS/CCMD activity. (See series note #2 — Privacy Act).

P. Civilian Training Program Records

1. Foreign training approvals, consisting of: information on approving the use of foreign governmental facilities or international organization facilities for training civilian employees, including recommendations for use of such facilities, approvals, and similar information, excluding contractual information and personnel assignment information at office responsible for approval.
2. Civilian personnel retraining, consisting of: reports of retraining resulting from base closure, transfer, or consolidation of functions maintained by any JS/CCMD activity.

Q. Time and Attendance Records

1. Source records (machine-readable or paper), consisting of: all time and attendance records upon which leave input data is based, such as time or sign-in sheets, time cards (such as OF 1130), flexitime records, leave applications for jury and military duty, and authorized premium pay or overtime that are maintained at duty post and upon which leave input data is based.

2. Input records: Time and attendance data input into a payroll system, maintained either by agency or payroll processor maintained by any JS/CCMD activity.
  3. Overtime authorization requests, consisting of: documents used at all activities to officially order the approval of overtime maintained by any JS/CCMD activity.
- R. Occupational Injury and Illness Files — Reports and logs (including Occupational Safety and Health Administration [OSHA] Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment maintained by any JS/CCMD activity.
- S. Financial Disclosure Reports — Employment and financial interest statements consisting of: information showing government employment, private employment, and financial interest of civilian employees required to file such statements. Included are statements of employment and financial interest, supplementary statements, reports of change, review comments, and related information maintained by any JS/CCMD activity. (See series note #2 — Privacy Act).

Disposition: **TEMPORARY.**

Destroy/Delete no less than 7 years and no more than 10 years after cutoff.

### **Permanent Mission and Function Records (*Permanent*)**

#### **0200-04 — Series Description**

This series contains records related to Personnel/Payroll that document policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands which have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to:

- A. Employee Awards Files — Decorations to foreign nationals and U.S. citizens not employed by the U.S. Government, consisting of: case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents maintained by any JS/CCMD activity.
- B. Military Awards — General/Special orders, amendments, and memorandums issuing military awards maintained by J-1/Military Personnel Branch as the official JS Record Copy; maintained by the Combatant Command as the official CCMD record copy.
- C. General Training and Education Records — Program files, consisting of: records relating to the overall organization, development, policy, planning, management, and administration of military personnel training and education programs including the establishment, approval, and revision of courses and curricula and the evaluation of methods and results of instruction. Also includes publications and

overall statistical data maintained by any JS/CCMD activity. (Note: See 0900 series bucket for audiovisual).

- D. Casualty Reporting, Notification, and Assistance — Casualty/missing-in-action/captured reporting, notification, and assistance records, consisting of: file copies of casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, assignment of survival assistance officer, and related correspondence provided to the Services maintained by the Combatant Command.

Disposition: **PERMANENT**.

Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer physical custody of electronic records to the National Archives for pre-accessioning (see Enclosure A, #4), 5 years after cutoff. Transfer legal custody of electronic records to the National Archives 25 years after cutoff, after declassification review.

### **Non-Record Materials**

#### **0200-05 — Series Description**

Non-Record material maintained by any activity is for reference purposes only. Table 2.1 list non-record numbers from the previous edition of CJCSM 5760.01, Vol. II. See Enclosure D.

0201-02	0218-02	0229-03	0236-08
0204-02	0223-02	0230-07	0247-02
0204-04	0226-11	0231-07	
0214-05	0227-02	0232-04	
0214-09	0227-04	0236-07	

Table 2.1 Non-Records

Disposition: **TEMPORARY**.

Destroy/delete when no longer needed for reference.

### **Record Exceptions**

#### **0200-06 — Series Description**

Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or permanent dispositions. Table 2.2 lists the following descriptions and dispositions that are authorized by the previous CJCSM 5760.01 Vol. II and are still in effect.

Description of Records	Dispositions
A. <u>General Personnel Correspondence</u> — Personnel policy and precedent case files maintained by JS activities only.	Destroy/delete when superseded or obsolete.
B. <u>Retention registers</u> — No reduction-in-force actions have been taken maintained by any JS/CCMD activity as the official record copy.	Destroy/delete when superseded or obsolete. (GRS 1, item 17b(2)).
C. <u>Position Classification Files</u> — Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency maintained by any JS/CCMD activity.	Destroy/delete when superseded or obsolete. (GRS 1, item 7a(1)).
D. <u>Position Classification Files</u> — Inspections, audits, and surveys, consisting of: correspondence, memorandums, reports, and other records relating to inspections, surveys, desk audits, and evaluations maintained by any JS/CCMD activity.	Destroy/delete when superseded or obsolete. (GRS 1, item 7c(2)).
E. <u>Employee Performance File System Records (Non-SES)</u> — records superseded through an administrative, judicial, or quasi-judicial procedure maintained by any JS/CCMD activity.	Destroy/delete when superseded. (GRS 1, item 23a(2)).
F. <u>Employee Performance File System Records (SES)</u> — SES appointees (5 USC 3132A[2]), consisting of: performance records superseded through an administrative, judicial, or quasi-judicial procedure maintained by any JS/CCMD activity.	Destroy/delete when superseded. (GRS 1, item 23b(1)).
G. <u>GO/FO Nominations — Major Command Information Files</u> — consisting of: papers and related information pertaining to joint GO/FO billets and CCMD activities used for periodic review and background information	Review annually. When no longer needed by GO/FO, transfer to IMD for disposition in accordance with 0231-01 (i.e., Cut off annually, hold 7 years, then retire to ISF. Destroy/delete 20 years after cutoff).

<p>H. <u>GO/FO</u> — action documents, consisting of: documents of interest to the Joint Staff, responses to taskers and queries maintained by GO/FO as the official record copy.</p>	
<p>I. <u>Offers of Employment</u> — Correspondence, letters, and telegrams offering appointment to potential employees accepted offers.</p>	<p>Destroy/delete when appointment is effective. (GRS 1, item, 4a).</p>
<p>J. <u>Offers of Employment</u> — Declined offers when name is received from certificate of eligible.</p>	<p>Return to OPM with reply and application. (GRS 1, item 4B(1)).</p>
<p>K. <u>Offers of Employment</u> — Temporary or excepted appointment.</p>	<p>File inside application. (GRS 1, item 4b(2)).</p>
<p>L. <u>Offers of Employment</u> — All others.</p>	<p>Destroy/delete immediately. (GRS 1, item 4b(3)).</p>
<p>M. <u>General Civilian Employment Records</u> — Request for personnel action (SF-52) and related papers pertaining to actions not consummated maintained by the requesting office.</p>	<p>Cut off on termination of action, hold 30 days, then destroy/delete.</p>
<p>N. <u>Position Classification Files</u> — Appeals files relating to certificates of classification issued by OPM maintained by any JS/CCMD activity.</p>	<p>Destroy/delete when affected position is abolished or superseded. (GRS 1, item 7d(2)).</p>
<p>O. <u>Employee Records Cards</u> — Used for informational purposes outside personnel offices maintained by any JS/CCMD activity.</p>	<p>Destroy/delete on separation or transfer of employee. (GRS 1, item, 4a).</p>
<p>P. <u>Employee Performance File System Records (Non-SES)</u> — All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based maintained by any JS/CCMD activity.</p>	<p>Cut off on date of appraisal, hold 4 years, then destroy/delete. (GRS 1, item 23a(4)).</p>
<p>Q. <u>Employee Performance File System Records (SES)</u> — Employee Performance-related records</p>	<p>Place records on the left hand side of OPF and forward to gaining Federal agency upon</p>

<p>pertaining to former SES appointees consisting of: latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating maintained by any JS/CCMD activity.</p>	<p>transfer or transfer to National Personnel Records Center (NPRC) if employee leaves Federal service. (GRS 1 item 23b(2)(a)).</p>
<p>R. <u>Donated Leave Program Case Files</u> — Donated leave cases, consisting of: case files documenting the receipt and donation of leave for medical emergencies including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.</p>	<p>For Records beginning in January 1994, cut off when file is closed, hold 1 year, then destroy/delete. (GRS 1, item 37).</p>
<p>S. <u>Equal Employment Opportunity</u> — Complaint cases, consisting of: duplicate case files or documents pertaining to complaints maintained by civilian personnel office as the official record copy.</p>	<p>Cut off on final resolution of case, hold 1 year, then destroy/delete. (GRS 1, item 25b).</p>
<p>T. <u>Civilian Leave Application</u> — SF 71 or OPM 71 (Application for Leave) or equivalent and supporting papers relating to requests for and approval of leave maintained by any activity as the official record copy and the time card has been initialed by the employee.</p>	<p>Destroy/delete at end of applicable pay period. (GRS 2, item 6a).</p>
<p>U. <u>Military Awards</u> — Joint service personal awards, consisting of: documents relating to recommendation, review, and approval or disapproval of joint service awards for individuals, including requests and related information and the approved/disapproved award. (See series note #2 — Privacy Act).</p>	<p>Cut off annually, hold 2 years, then retire to ISF. Destroy/delete 25 years after cutoff</p>

<p>V. <u>General/Flag Officer Nominations</u> — Papers and related documents from OSD and the military Services on the nominations and position billets of General and Flag officers submitted to the Secretary of Defense through the Joint Staff and the Combatant Commanders. Maintained by the IMD as the Official Record Copy.</p>	<p>Cut off annually, hold 7 years, then retire by CY block to JS RHA. Destroy/delete 20 years after cutoff.</p>
<p>W. <u>General/Flag Officer Nominations</u> — Maintained by CCMD activities as the official record copy.</p>	<p>Cut off annually, hold 7 years, then retire to ISF. Destroy/delete 20 years after cutoff.</p>
<p>X. <u>General/Flag Officer Nominations</u> — GO/FO management files, consisting of: copies of tasking documents, reports, JS papers, and related background materials pertaining to GO/FO matters including copies of inputs from contributing agencies and other related correspondence used for periodic review. Maintained by GO/FO Office as the official record copy.</p>	<p>Review annually. Transfer completed action to applicable GO/FO file, then destroy/delete all nonessential information.</p>
<p>Y. <u>General/Flag Officer Nominations</u> — GO/FO working nominations, consisting of: nomination records being processed for approval or disapproval by higher authority maintained by GO/FO as the official record copy.</p>	<p>Upon completion transfer to IMD for disposition in accordance with 0231-01 (i.e., cut off annually, hold 7 years, then retire to ISF. Destroy/delete 20 years after cutoff).</p>
<p>Z. <u>Individual Military Training Records</u> — consisting of on-the-job training records, qualification training, ancillary training, upgrade training, and related records maintained in accordance with the Service training program.</p>	<p>Apply Service-specific disposition guidance.</p>
<p>AA. <u>Individual Employee Pay Records</u> — Individual pay record containing pay data on each employee within an agency, consisting of: record may be in paper or microform but not in machine readable form</p>	<p>Cut off annually and transfer to NPRC. Destroy/delete 56 years after cutoff. (General Records Schedule (GRS) 2, item 1b).</p>

<p>maintained by any JS/CCMD activity.</p>	
<p>BB. <u>Federal Workplace Drug Testing Program Files</u> — Employee acknowledgement of notice forms, consisting of forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested maintained by any JS/Combatant Command.</p>	<p>Destroy/delete when employee separates from testing-designated position. (GRS 1, item 36b).</p>
<p>CC. <u>Federal Workplace Drug Testing Program Files</u> — Positive test results, consisting of records documenting individual test results, including reports of testing; notifications of employees, applicants, and employing offices; and documents relating to follow-up testing maintained by any JS/Combatant Command.</p>	<p>Cut off annually, hold 3 years, or until employee leaves agency, then destroy/delete. (GRS 1, item 36e(1)).</p>
<p>DD. <u>Alternate Worksite Records</u> — Approved requests or applications to participate in an alternate worksite program, agreements between the agency and the employee, and records relating to the safety of the worksite, the installation and use of equipment, hardware, and software.</p>	<p>Cut off at end of employee participation in program, hold 1 year, then destroy/delete. (GRS 1, item 42.1).</p>
<p>EE. <u>Political Activity of Federal Employees</u> — Policy and procedures governing permissible and prohibited activities, political contributions, and exceptions of certain elections. Maintained by any JS/CCMD activity.</p>	<p>Destroy/delete when superseded or obsolete. Authority: N1-218-00-3 item 38.</p>
<p>FF. <u>Organization and locator files</u> — consisting of: information providing the name, address, telephone number, and similar data for each civilian and military employee assigned to an organization maintained by any</p>	<p>Destroy/delete when superseded or obsolete.</p>

JS/CCMD activity.	
GG. <u>Administrative Grievances and appeals (5 CFR 771)</u> — Records relating to grievances raised by agency employees, <b>excluding</b> EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request. (Note: Official record copy is maintained by servicing civilian personnel office).	Cut off on closure of case, hold 1 year, then destroy/delete.
HH. <u>Official Military Personnel Records</u> — Records that relate to leave of military personnel maintained by personnel office.	Destroy/delete individual leave authorization when adjustments are made. Authority: NC1-218-84-1 item 173.
II. <u>Official Military Personnel Records</u> — Armed Forces liberty passes, consisting of: forms issued to personnel to authorize absences from official duties or for absences during normal off-duty hours maintained by any JS/CCMD activity.	Destroy/delete on re-accomplishment of a new pass or on reassignment or separation of individual. Authority: N1-218-00-3 item 19.
<u>Official Military Personnel Records</u> — Privilege card applications, consisting of: documents reflecting applications for privilege cards and ration cards, including Department of Defense Forms (DD Forms) 1172 (Application for Uniformed Services Identification and Privilege Card) and similar documents maintained by any JS/CCMD activity.	Destroy/delete when no longer needed. Authority: N1-218-00-3 item 20.
JJ. <u>Job Opportunity Announcements</u> — Announcements of vacancies maintained by any JS/CCMD activity.	Destroy/delete after announcement closing date. Authority: NC1-218-84-1, item 144.
KK. <u>Individual Employee Pay Records</u> — Pay record for each employee as	Update elements and/or entire record as required. Authority:

<p>maintained in an electronic database, consisting of: database may be a stand-alone payroll system or part of a combined personnel/payroll system maintained by any JS/CCMD activity.</p>	<p>GRS 2 item 1a.</p>
<p>LL. <u>Employee Awards Files</u> — Lists of or indexes to agency award nominations, consisting of: lists of nominees and winners and indexes of nominations maintained by any JS/CCMD activity.</p>	<p>Destroy/delete when superseded or obsolete. Authority: GRS 1 item 12d.</p>
<p>MM. <u>FERS/CSRS</u> — Records and forms pertaining to an employee's transfer to FERS, participation in the thrift savings plan, and eligibility to retire maintained by any JS/CCMD activity.</p>	<p>File on permanent side of OPF.</p>
<p>NN. <u>Correspondence and forms relating to pending personnel actions</u> — Which are maintained by any JS/CCMD activity as the official record copy.</p>	<p>Destroy/delete on completion of action. Authority: GRS 1 item 17a</p>
<p>OO. <u>Labor Management Relations Records</u> — Maintained by other offices.</p>	<p>Destroy/delete when superseded or obsolete. Authority: GRS 1 item 28a(2).</p>
<p>PP. <u>Standards of Conduct</u> — Correspondence, memorandums, and other records relating to code of ethics and standards of conduct maintained by any JS/CCMD activity.</p>	<p>Authority: GRS 25, Items 1a and 1b.</p>
<p>QQ. <u>Financial Disclosure Reports</u> — Ethics in Government financial disclosure statements, consisting of: records on individual employees filing under the Ethics in Government Act of 1978, Public Law (PL) 95-521, Section 201b, who were not subsequently confirmed by the U.S. Senate. Each file is maintained by employee name and includes OGE Form 278 (Public Financial Disclosure</p>	<p>Authority: GRS 25, Item 2.</p>

<p>Statement for Executive Branch Personnel), OGE Form 450 (Confidential Financial Disclosure Statement), official position description, disqualification statements if applicable, and similar information maintained by any JS/CCMD activity. (See series note #2 — Privacy Act).</p>	
<p>RR. <u>Official Military Personnel Records</u> — That are created as the result of detail or assignment to the Joint Staff or Combatant Command that normally would be made part of the individual's personnel file and other pertinent and related correspondence maintained by personnel office as the official record copy.</p>	<p>Forward all records that are considered by the applicable Service as records for inclusion in the individual's personnel file to that Service not later than 30 days after release of duty from the Joint Staff or Combatant Command. Authority: NC1-218-84-1 item 171.</p>
<p>SS. <u>Military unit awards</u> — consisting of documents relating to recommendation, review, and approval or disapproval of military awards for units, including requests and related information and the approved/disapproved award maintained by the approval/disapproval authority.</p>	<p>Cut off annually, hold 2 years, then retire to ISF. Destroy/delete 25 years after cutoff. Authority: N1-218-00-3 item 26.</p>

Table 2.2 Exceptions

**0300 SERIES BUCKET SCHEDULE**  
**Intelligence and Security**

This schedule provides disposition authorization for records that pertain to the Intelligence and Security functions of the Joint Staff and Combatant Commands. Records cover, but are not limited to, areas such as general intelligence policies, intelligence collection and dissemination policy and planning, and counterintelligence. Intelligence is defined as the product resulting from the collection, processing, integration, evaluation, analysis, and interpretation of available information concerning foreign nations, hostile or potentially hostile forces or elements, or areas of actual or potential operations. In addition, records relating to the security of classified and NATO documentation, physical, industrial, and personnel security, general COMSEC, and security access are found in this series.

**SERIES NOTES:**

1. Action Officer Case Files: Copies of action officer case files are non-records. Background materials pertaining to official case files shall be retained in accordance with 0000 bucket series in the front of this manual. Working papers shall be retained in accordance with the 0900-02, Working Papers and Office Administrative Files, Sub-bucket.
2. Refer to Enclosure A of this document for volume-wide instructions on:
  - a. Disposition Schedule Big Buckets, **See A-1**.
  - b. Disposition Detail Descriptions and Authorities, **See A-2**.
  - c. FY/CY Cutoff Instructions, **See A-2**.
  - d. Pre-accessioning, **See A-3**.
  - e. Media Neutral Dispositions, **See A-3**.
  - f. SCI Material, **See A-3**.
  - g. NATO Material, **See A-3**.
  - h. Event-Driven Records, **See A-3**.
  - i. Flexible Scheduling, **See A-4**.
  - j. Electronic Information Systems/Electronic Feeder Systems (EIS/EFS), **See A-4**.

**Short-Term Records (6 months)**

**0300-01 — Series Description**

Short-Term records (180 days or less) related to intelligence and security are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to:

- A. Physical Security Container Information — Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container such as locking doors and windows and activating alarms including

such forms as SF 701 (Activity Security Checklist), SF 702 (Security Container Check Sheet), and Secure Telephone Unit III data and keys maintained by any JS/CCMD activity.

- B. Security Inspections and Audits — Automated Information System (AIS) Audit records, consisting of: AIS Security Officer or Terminal Area Security Officer weekly audit records of audit actions performed on all AIS as required by applicable policy maintained by any JS/CCMD activity.

Disposition: **TEMPORARY.**

Destroy/Delete 6 months after cutoff.

### **Working Papers & Office Administrative Records (3 years)**

#### **0300-02 — Series Description**

Records related to Intelligence and Security that document routine administrative and organizational decisions, actions, and processes of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. Security Administrative Correspondence — Correspondence, reports, and other records relating to the administration of security classification, control, and accounting for classified documents, including files relating to administration and operation of the facilities security and protective service program maintained by any JS/CCMD activity.
- B. Document Receipt — Forms reflecting the issue of and receipt for documents classified SECRET and below only, consisting of: JS Forms 14, 47, and 74, or any other substitute form or record used for this purpose. Also includes material hand receipts, transactions, supply correspondence item registers, daily inventories, and related records maintained by any JS/CCMD activity. (Note: See 0300 Bucket Series for TOP SECRET documents).
- C. Destruction Certificates — Certificate of destruction for classified material, consisting of: documentary evidence reflecting appropriate destruction of classified material. JS Forms 48, 63, and 74, or any other substitute form or record used for this purpose maintained by any JS/CCMD activity.
- D. Access Records — TOP SECRET access records used to record names of individuals who have had access to a particular TOP SECRET document, consisting of:
  - 1. Records that are permanently affixed to TOP SECRET documents until documents are destroyed, downgraded, or transferred from the Joint Staff/Combatant Command. Requests and authorization for individuals to have access to classified files, pickup and deliver classified materials, and act as official couriers.

2. JS Forms 7 and 42 and SecDef Form 194 or any other substitute form or record used for this purpose maintained by any JS/CCMD activity.
  3. Disclosure records, consisting of: a record of all JS/CCMD personnel who have been authorized access to classified information of the Joint Staff/CCMD during their assignment maintained by any JS/CCMD activity as the official record copy.
  4. Access control log, consisting of: documents relating to JS/CCMD Guard Post Sign-In Logs, Military Security Force Blotters, Night Security Team Inspection Surveys, and other similar documents maintained by any JS/CCMD activity as the official record copy.
- E. Communication Security General — Routine administrative records relating to the proper distribution, control, security, and accountability of COMSEC material used to provide cryptographic security for national security related information, consisting of: systems, procedures, equipment, keying material, and facilities maintained by any JS/CCMD activity.
- F. Inventory Reports — TOP SECRET Inventory records maintained by control points.
- G. Classification Guides — Security Classification Files held at other offices.
- H. Technical Surveys — Documents dealing with technical security surveys for validating the security of cleared areas maintained by any JS/CCMD activity as the official record copy.
- I. Property Pass Records — Documents relating to the authorized removal of property or material from the Joint Staff and/or Combatant Command maintained by any JS/CCMD activity.
- J. Personnel Security Program Records — Documentation reflecting training, security orientation briefing or debriefing, and relevant data including annual security required training and/or reading materials maintained by any JS/CCMD activity; position sensitivity files, including requests for information relating to the designation of sensitive and non-sensitive personnel positions in an agency and results of final actions taken, consisting of: approved requests maintained by any JS/CCMD activity.
- K. Identification (Credentials, Tags, Passes, and Permits) Records — Records relating to applications for and issuance of permanent and temporary identification badges, cards, decals, and passes, including receipts, inventories, and related information maintained by any JS/CCMD activity.
- L. Security Violations/Incidents — Documentation pertaining to alleged security violations, unauthorized divulgence of classified information, results of findings, and final corrective action taken maintained by any JS/CCMD activity as the official record copy; for NATO security incidents.

- M. Security Inspections and Audits — Inspections conducted of TOP SECRET accountability maintained by any JS/CCMD activity; JS Form 147 (SCI Processing Log) or similar form or record used to record SCI processing sessions as required by applicable policy maintained by any JS/CCMD activity.
- N. International Security — Destruction certificates, receipts, registers, and disclosure records for NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED, and NATO Unclassified maintained by the JS Sub-registry or by the CCMD registry/sub-registry function; also includes:
1. Maintained at JS/CCMD control points; maintained by any JS/CCMD activity at the division level and below.
  2. Records of establishment or disestablishment of JS/CCMD control points maintained by any JS/CCMD activity as the official record copy.
  3. Inventory reports, consisting of: semi-annual and annual reports on COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, and NATO CONFIDENTIAL ATOMAL maintained by registry, sub-registry, and control points and no discrepancy has occurred.
  4. Maintained by registry, sub-registry, and control points and a discrepancy has occurred.
  5. Inspection reports, consisting of: semi-annual inspections of established JS/CCMD control points concerning security protection of NATO information and compliance with applicable directives and administrative instructions.
  6. General correspondence, document distribution, custody receipts, etc., maintained by any JS/CCMD activity.
  7. Security violations and investigations maintained by any JS/CCMD activity.
- O. SCI Documents — SCI billet files, consisting of: information relating to the approval and maintenance of SCI billet structures and SCI billets maintained by any JS/CCMD activity.
- P. Intelligence Projection Records — copies of reports transmitted to DIA maintained by any activity. (The record copy is maintained by DIA and will be transferred to NARA as a permanent record.)
- Q. Counterintelligence Records — Routine administrative files not needed to document program, policy, monitoring, and other mission-related counterintelligence program activities, including surveys, inspections, security, special operations, communications, debriefings, and related references maintained by any JS/CCMD activity.
- R. Foreign Nationals — Foreign national visits, consisting of: requests for visit, accreditations, foreign national protocols, and related records maintained by any JS/CCMD activity.

- S. Special Access Program (SAP) — SAP administrative files relating to memorandums, correspondence, and other routine administrative and facilitative records maintained by any JS/CCMD activity.

Disposition: **TEMPORARY**.

Destroy/Delete 3 years after cutoff.

### **Management and Program/Operations Records (7-10 years)**

#### **0300-03 — Series Description**

Records which document the Intelligence and Security Program/Operations, management processes, and on-going activities of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. Top Secret Register — Records that identify all TOP SECRET material generated or received by a directorate or agency maintained by any JS/CCMD activity. (Note: Master files and databases created in central data processing facilities to supplement or replace the records covered by this item are not authorized for disposal under the above disposition authority. Submit files on SF 115 through IMD to NARA for disposition authority).
- B. Inventory Reports — TOP SECRET inventory records, consisting of: records accumulated in connection with annual inventory of TOP SECRET materials maintained by any JS/CCMD activity as the official record copy; maintained by document custodian.
- C. Personnel Security Program Records — Documents containing information on the security clearances of JS/CCMD individual personnel and the accreditation of access to classified files, consisting of: completed personal history statements, personnel security questionnaires, or comparable forms, including lists, rosters, and suspense or status files maintained by any JS/CCMD activity as the official record copy; documents containing information on the security clearance and authorization for non-JS/CCMD personnel for classified matters maintained as the official record copy; Nuclear Weapons Personnel Reliability Program (PRP), consisting of: Personnel Reliability Certificate and Notification of PRP Decertification Action for PRP certification and permanent decertification.
- D. Security Violations/Incidents — Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Defense or the Department of Justice for prosecutive determination maintained by any JS/CCMD activity as the official record copy.
- E. Security Inspections and Audits — Documents relating to the internal inspection of physical security, documents control and security, and other routine security type inspections and surveys maintained by inspecting activity as the official record copy.

- F. International Security — Destruction certificates, receipts, registers, and disclosure records for COSMIC TOP SECRET material maintained by the JS Sub-registry or by the CCMD registry/sub-registry function; maintained at JS/CCMD control points. Destruction certificates, receipts, registers, and disclosure records for ATOMAL material maintained by the JS Sub-registry or by the CCMD registry/sub-registry function; maintained at JS/CCMD control points and at the division level and below.
- G. Intelligence General Correspondence Files — Correspondence, messages, reports, and other records relating to intelligence reports, publications, and supporting agreements; interpreting general release policies; and substantiating requirements for or recipients of intelligence products and other related records and information maintained by the Joint Staff/Combatant Command as the official record copy.
- H. Security Classification Files — Security classification files, consisting of: information relating to the security classification or grading system involving the classification or downgrading of information, including correspondence or memorandums and reports on security classification, excluding other files described in this record series at offices in charge of issuance.

Disposition: **TEMPORARY.**

Destroy/Delete no less than 7 years and no more than 10 years after cutoff.

### **Permanent Mission and Function Records (*Permanent*)**

#### **0300-04 — Series Description**

This series contains records related to Intelligence and Security that document policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands that have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to:

- A. Security Policy — Records reflecting the formulation and establishment of policy, planning, training, coordinating actions, procedural standard operating procedures (SOPs), and any other similar information governing security matters maintained by any JS/CCMD activity as the official record copy.
- B. Intelligence Policy and Planning Files — Documents concerning the general intelligence policy of the Joint Staff/Combatant Commands, including directives, communications, and related planning records maintained by any JS/CCMD activity as the official record copy.
- C. Security/Counterintelligence Investigations — Significant incidents or adverse actions, consisting of: investigations resulting in an adverse personnel action or court-martial or other investigation required for long-term or legal use the official record copy having historical value or

- widespread congressional value or interest (e.g. extensive media attention, congressional investigation, sets precedent).
- D. Intelligence Logs — A record of the daily intelligence events occurring during each watch at intelligence centers. The logs also serve as a security register of personnel and visitors. Logs include the watch commander, personnel matters concerning the watch team, and an hourly listing of events maintained by the Joint Staff/Combatant Command as the official record copy.
  - E. Collection Records — Intelligence collection planning and policy records, consisting of: proposals, guidance, and requirements for the collection of intelligence source materials; intelligence collection records, consisting of: source material such as photographs, messages, and other intelligence accumulated by originators; and intelligence exploitation records, consisting of: analysis and finished reports created from intelligence source materials maintained by the Joint Staff/Combatant Command as the official record copy.
  - F. Intelligence Dissemination Records — Intelligence disclosure files, consisting of: policy and guidance on the dissemination and distribution of finished intelligence, intelligence reports, scientific and technical information, and intelligence summaries including disclosure to foreign governments and other matters addressed by the National Disclosure Policy Committee (NDPC) maintained by the Joint Staff/Combatant Command as the official record copy.
  - G. Intelligence Projection Records — Intelligence/Counterintelligence Reports and Unevaluated Intelligence Information Reports received from military/defense attaches and other intelligence gathering activities, consisting of: agency-produced Intelligence Reports and Attaché Reports maintained by any JS/CCMD activity as unique reports not transmitted to DIA.
  - H. Counterintelligence Records — Counterintelligence program planning and policy records relating to the establishment of the program, including directives, plans, collection operations, reports, briefings, studies, interrogations, and related files maintained by the Joint Staff/Combatant Command as the official record copy.
  - I. Prisoner of War Records — Prisoner of war and civilian internee records, including status inquiries, complaints, investigations, strength reports, rosters, and related records maintained by the Joint Staff/Combatant Command as the official record copy.
  - J. Special Access Program — SAP policy files relating to the establishment, operation, and monitoring of SAP, consisting of: documents, plans, directives, policy, and related records maintained by the Joint Staff/Combatant Command as the official record copy.
  - K. Security Classification Guides — Official JS/CCMD record copy of the current edition of each classification guide, consisting of: copy of printed guide, each change, and documents showing coordination,

comments, and approval at the issuing activity or OPR; maintained by the Joint Staff/Combatant Command as the official record copy.

Disposition: **PERMANENT.**

Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer physical custody of electronic records to the National Archives for pre-accessioning (see Enclosure A, #4), 5 years after cutoff. Transfer legal custody of electronic records to the National Archives 25 years after cutoff, after declassification review.

**Non-Record Materials**

**0300-05 — Series Description**

Non-Record material maintained by any activity is for reference purposes only. Table 3.1 list non-record numbers from the previous edition of CJCSM 5760.01, Vol. II. See enclosure D.

0301-02	0314-03	0315-02	0320-02
0312-02	0314-05	0317-04	0321-03

Table 3.1 Non Records

Disposition: **TEMPORARY.**

Destroy/delete when no longer needed for reference.

**Record Exceptions**

**0300-06 — Series Description**

Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions. Table 3.2 lists the following descriptions and dispositions that are authorized by the previous CJCSM 5760.01 Vol. II and are still in effect.

Description of Records	Dispositions
A. <u>Access Records</u> — Classified or classifiable information nondisclosure agreements (NDAs), consisting of: original, signed SF 312 or similar form or record on all military and DoD civilian personnel, including employees of contractors, licensees, or grantees. This includes files covering original, signed SCI/NDA and, when	Cut off annually, destroy/delete 70 years after cutoff. Authority: GRS 18 item 25a.

<p>appropriate, an addendum. NDAs are executed by all personnel as a condition precedent to being authorized access to classified or classifiable information under standards put forth by EO 12958, or signed by personnel who are cleared for access to national security information maintained by any JS/CCMD activity. (Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/CCMD Privacy Act Program procedures to secure one).</p>	
<p>B. <u>Security/Counterintelligence Investigations</u> — official record copy determined not to have permanent historical value or widespread value or congressional interest.</p>	<p>Cut off on date of last action, hold 25 years, then destroy/delete.</p>
<p>C. <u>Personnel Security Program Records</u> — Personnel security inspections and surveys, consisting of: information on inspections and surveys conducted by Personnel Security Offices relating to position sensitivity and personnel security clearances, including reports, recommendations, and related information maintained by any JS/CCMD activity.</p>	<p>Destroy/delete after next comparable inspection or survey</p>
<p>D. <u>International Security</u> — semi-annual inspections of established JS/CCMD control points concerning security protection of NATO information and compliance with applicable directives and administrative instructions maintained by the JS/CCMD control points.</p>	<p>Destroy/delete on receipt of next inspection report.</p>
<p>E. <u>International Security</u> — Access lists: maintained by the Joint Staff/Combatant Command on</p>	<p>Destroy/delete when revised.</p>

<p>control points as well as individual access to NATO information and by the JS/CCMD control points for individual access.</p>	
<p>F. <u>Classification Guides</u> — Information copies of classification guides regardless of originator maintained by any JS/CCMD activity.</p>	<p>Destroy/delete when superseded or obsolete or on inactivation, whichever is earlier.</p>
<p>G. <u>Classification Guides</u> — Original classification authority delegations maintained by any JS/CCMD activity.</p> <p>H. <u>Accreditation</u> — Documents pertaining to room or vault accreditation that validate the area for classified storage and/or work maintained by any JS/CCMD activity.</p> <p>I. <u>Accreditation</u> — AIS security accreditation package, consisting of: request for accreditation, plans, analyses, evaluations, certifications, and control program files and documentation to support assignment of appropriate AIS security officer positions required for recommendation from the Automation Security Manager for or against accreditation approval maintained by any JS/CCMD activity.</p>	<p>Destroy/delete when superseded or obsolete.</p>
<p>J. <u>SCI Documents</u> — Copies of documents in SCI control channels that are not covered in specific subject items elsewhere in this disposition schedule maintained by any JS/CCMD activity.</p>	<p>Dispose of in accordance with IC directives for SCI documents. Obtain guidance from Special Security Office (SSO). Ultimate disposition is that of the appropriate subject or case file.</p>
<p>K. <u>Access Records</u> — Classified or classifiable information NDA, consisting of: copies of NDA, such as SF 312 (Classified Information NDA), signed by employees with access to information that is classified or classifiable under</p>	<p>Joint Staff: forward to OSD and/or appropriate Service for inclusion in appropriate official security files. Combatant Commands: retain in accordance with CCMD security directives.</p>

	standards put forth by EO 12958. These forms should be maintained separately from personnel security clearance files maintained by personnel security offices.	
L.	<u>Controlled Material (Special SCI/Special Access Requirements)</u> — Documents in special control channels (i.e., limited distribution papers) concerning special technical operations that are not covered in specific subject items elsewhere in this disposition schedule maintained by the special technical operations function as the official record copy.	Review annually for removal from control channels. Dispose of in accordance with IC directives for these documents. Ultimate disposition is that of the appropriate subject or case file.
M.	<u>Controlled Material (Other Than SCI)</u> — Documents maintained by any JS/CCMD activity in special control channels other than SCI (e.g., limited distribution papers) that are not covered in specific subject items elsewhere in this disposition schedule.	Review annually for removal from control channels. When removable, incorporate in appropriate subject file. Disposition is that of the appropriate mission or subject file.
N.	<u>Security Inspections and Audits</u> — Maintained by any JS/CCMD activity.	Destroy/delete after next comparable survey or inspection.
O.	<u>Report of Investigation</u> — Investigative reports and related papers furnished to Joint Staff/Combatant Command by investigative organizations for use in making security suitability determination maintained by any JS/CCMD activity as the official record copy.	Destroy/delete in accordance with investigating activity instructions or when no longer required for making a security determination. Authority: GRS 18, item 22b.
P.	<u>Physical Security Container Information</u> — Up-to-date records of all JS/CCMD office safes, vaults, and padlock combinations, together with other information necessary to identify and locate the safes, vaults, or containers and the individuals having knowledge of the combinations maintained by any	Destroy/delete when superseded by new form or listing or upon turn-in of container. Authority: GRS 18 item 7a

<p>JS/CCMD activity as the official record copy.</p>	
<p>Q. <u>Special and general access lists</u> - consisting of: billet rosters and alphabetical access rosters listing the names of personnel authorized access to specific classified information; i.e., Sensitive Information, Special Access Program, SIOP, Extremely Sensitive Information (ESI), Critical Nuclear Weapons Design Information, Military Space Programs. Includes control points that reflect individuals authorized to receipt for TOP SECRET documents and below maintained by any JS/CCMD activity.</p>	<p>Destroy/delete when updated or superseded.</p>
<p>R. <u>Top Secret Register</u> — Forms reflecting the transfer and receipt for TOP SECRET materials transmitted through the Defense Courier Service maintained by any JS/CCMD activity; forms accompanying documents to ensure continuing control showing names of persons handling the documents, intra-office routing, and comparable data maintained by any activity.</p>	<p>Destroy/delete when related document is downgraded, transferred, or destroyed. Authority: GRS 18 item 5b.</p>
<p>S. <u>Intelligence Reports and Studies</u> — country studies and/or reports prepared by DIA and/or the IC, consisting of: specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations, and appraisals including both general and technical intelligence and intelligence concerning combat applications maintained by any JS/CCMD activity.</p>	<p>Destroy/delete when superseded or obsolete.</p>
<p>T. <u>Security/Counterintelligence Investigations</u> — Personnel security investigation requests, consisting</p>	<p>Destroy/delete when no longer needed.</p>

<p>of: unit requests for investigation, clearance, or unescorted entry maintained by any JS/CCMD activity.</p>	
<p>U. <u>Personnel Security Program Records</u> — Position sensitivity files, including requests for information relating to the designation of sensitive and nonsensitive personnel positions in an agency and results of final actions taken, consisting of: approved requests maintained by any JS/CCMD activity.</p>	<p>Destroy/delete when position is abolished, redesignated, or no longer needed, whichever is later.</p>
<p>V. <u>Intelligence Estimates</u> — National Intelligence Estimates (NIEs), Special National Intelligence Estimates (SNIEs), National Intelligence Analytical Memorandums (NIAMs), and other intelligence estimates, consisting of: strategic estimates of capabilities, vulnerabilities, and probable courses of action of foreign nations that are produced at the national level by the IC, maintained by any JS/CCMD activity; semi-annual consolidated listing of NIEs, SNIEs, and NIAMs provided to Joint Staff/Combatant Command by DIA and maintained by any JS/CCMD activity.</p>	<p>Destroy/delete when superseded or obsolete.</p>

Table 3.2 Exceptions

**0400 SERIES BUCKET SCHEDULE**  
**Military Justice, Legal, Protocol, and Public Affairs**

This schedule provides disposition authorization for records that pertain to the Military Justice, Legal, Protocol, and Public Affairs functions of the Joint Staff and Combatant Commands. Records cover, but are not limited to, areas such as White House and Congressional Correspondence, Public Affairs and Protocol

Office records, Legislative testimony, General Laws and legal matters, Military Justice Records, Patent/Invention/Copyright/Trademark records, and Law Libraries.

**SERIES NOTES:**

1. Action Officer Case Files: Copies of action officer case files are non-records. Background materials pertaining to official case files shall be retained in accordance with 0000 bucket series in the front of this manual. Working papers shall be retained in accordance with the 0900-02, Working Papers and Office Administrative Files, Sub-bucket.

2. Refer to Enclosure A of this document for volume-wide instructions on:

- a. Disposition Schedule Big Buckets, **See A-1**.
- b. Disposition Detail Descriptions and Authorities, **See A-1**.
- c. FY/CY Cutoff Instructions, **See A-2**.
- d. Pre-accessioning, **See A-3**.
- e. Media Neutral Dispositions, **See A-3**.
- f. SCI Material, **See A-3**.
- g. NATO Material, **See A-3**.
- h. Event-Driven Records, **See A-3**.
- i. Flexible Scheduling, **See A-4**.
- j. Electronic Information Systems/Electronic Feeder Systems (EIS/EFS), **See A-4**.

**Short-Term Records (6 months)**

**0400-01 — Series Description**

Short-Term records (180 days or less) related to military justice, legal, protocol, and public affairs are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to:

- A. Information Requests — Requests for information or copies of replies thereto involving no administrative actions, no policy decisions, and no special compilations or research, including requests for and transmittals of publications, photographs, and other informational literature maintained by public affairs offices.
- B. Acknowledgement — Acknowledgments and transmittals of inquiries and requests that have been referred elsewhere for reply maintained by public affairs offices.

Disposition: **TEMPORARY.**

Destroy/Delete 6 months after cutoff.

### **Working Papers & Office Administrative Records (3 years)**

#### **0400-02 — Series Description**

Records related to Military Justice, Legal, Protocol, and Public Affairs that document routine administrative and organizational decisions, actions, and processes of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. White House Correspondence — Correspondence of a routine non-policy nature with no long-term value maintained by any JS/CCMD activity.
- B. Congressional Correspondence — Correspondence of a routine nature with no historical value, consisting of: congressional inquiries originated by Armed Forces personnel, the public, or members of Congress that are forwarded to the Joint Staff/Combatant Command for reply. Examples include letters regarding rejection for military service and purchase of military equipment maintained by any JS/CCMD activity as the official record copy; Congressional correspondence received or created by directorate or agency heads, including DD Form 2136 (Insert for the Record) maintained by any JS/CCMD activity as the official record copy; at offices of legislative officers or persons designated to coordinate and control congressional correspondence at the Joint Staff/Combatant Command, and used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a); at offices of persons designated to coordinate and control congressional correspondence at lower echelons, and are used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a).
- C. Speeches and Public Relations — maintained by Office of the Director, Joint Staff, as the official JS record copy; maintained by directorate or agency heads; correspondence on acceptance or declination of speaking engagements, attendance at public affairs, seminars,

- conferences, etc., maintained by any JS/CCMD activity as the official record copy.
- D. General Laws and Legal Matters Records — General files, consisting of: reports and correspondence relating to the routine internal operation and administration of the office maintained by any JS/CCMD activity.
  - E. Military Justice Records — General correspondence files consisting of: reports (excluding records of trials and decisions rendered in Article 15, Uniform Code of Military Justice [UCMJ] [non-judicial punishment] appeals) relating to the internal administration of military justice accumulated by the Combatant Commands maintained by any CCMD activity; military justice administration, consisting of: correspondence, memorandums, statistical reports and summaries, activity summaries, narrative reports, instructions, briefs, and other records relating to military justice not covered under general correspondence and legal opinions maintained by any CCMD activity; files relating to pretrial matters (military justice), including Article 32 investigations not resulting in general courts-martial maintained by any CCMD activity.
  - F. Law library — Acquisition records, consisting of: requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records that are control records accumulated by librarians for material procured from locally-funded appropriated or non-appropriated funds, or received from other sources that are at or below \$2,000 maintained by any JS/CCMD activity.

Disposition: **TEMPORARY.**

Destroy/Delete 3 years after cutoff.

**Management and Program/Operations Records (7-10 years)**  
**0400-03 — Series Description**

Records which document the Military Justice, Legal, Protocol, and Public Affairs Program/Operations, management processes, and on-going activities of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. Congressional Correspondence — At offices of legislative officers or persons designated to coordinate and control congressional correspondence at the Joint Staff/Combatant Command, and are not used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a); at offices of persons designated to coordinate and control congressional correspondence at lower echelons, and are not used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a).
- B. Public Affairs Records — Distinguished visitor program documentation, consisting of: messages and other correspondence, guest lists, invitations, schedules, airlift requests, authority to use commercial

- airports, etc., maintained by protocol or public affairs offices; news media visitor documentation, consisting of: messages and other correspondence, guest lists, invitations, schedules, and results of visits maintained by protocol or public affairs offices; special events planning, consisting of: correspondence, minutes of meetings, photographs, plans, layouts, drawings, manpower requirements, progress reports, and similar records used in planning military ceremonies, retirements, funerals, dedications, special holidays, parades, etc., maintained by protocol or public affairs offices.
- C. General Laws and Legal Matters Records — consisting of: opinions based on established precedent at originating offices (record).
  - D. Law Libraries — Library acquisition (centrally-funded), consisting of: requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records that are control records accumulated by librarians for material procured from centrally-funded sources that exceed \$2,000 maintained by any JS/CCMD activity.

Disposition: **TEMPORARY.**

Destroy/Delete no less than 7 years and no more than 10 years after cutoff.

### **Permanent Mission and Function Records (*Permanent*)**

#### **0400-04 — Series Description**

This series contains records related to Military Justice, Legal, Protocol, and Public Affairs documenting policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands that have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to:

- A. White House Correspondence — Correspondence relating to substantive policy-related matter maintained by any JS/CCMD activity as the official record copy.
- B. Congressional Correspondence — Correspondence of a substantial nature with historical significance, consisting of: congressional inquiries originated by Armed Forces personnel, the public, or members of Congress that are forwarded to the Joint Staff/Combatant Command for reply. They are primarily originated by Congress and pertain to substantial policy issues such as plans, objectives, or responsibilities maintained by any JS/CCMD activity as the official record copy; CJCS memorandum of invitation before congressional committee maintained by the Office of the Chairman, Joint Chiefs of Staff, as the official JS record copy.
- C. Legislative Testimony — Programs file, consisting of: documents pertaining to the legal status of the Office of the Chairman of the Joint Chiefs of Staff, Joint Staff, and Combatant Commanders, such as the

- National Security Act, comments on changes to proposed legislation, and letters from and to congressional committees or individual members monitoring the programs and coordinating legislative activities maintained by any JS/CCMD activity as the official record copy; testimony (statement) before congressional committee and transcript, consisting of: designation and appearance of witnesses and coordination of actions relating to congressional consideration maintained by any JS/CCMD activity as the official record copy.
- D. Public Affairs Records (Internal) — Documents concerning the general program policy of the Joint Staff/Combatant Command relating to the public affairs mission, consisting of: policy directives and procedures governing relations with the news media and the public. Examples are: policy relating to freedom of information, participation by the Armed Forces in public events, and the release of news maintained by the Office of the Chairman of the Joint Chiefs of Staff, as the official JS record copy; including those maintained by any CCMD activity as the official record copy.
- E. Public Affairs Records (External) — Releases, consisting of: press releases, publications, transcripts of press conferences, official speeches, or other presentations, including graphics or exhibits, television or radio scripts, and other formally presented publicity or informational material maintained by any JS/CCMD activity as the official record copy.
- F. Speeches and Public Relations — Speeches, talks, interviews, photographs, and written articles of key officials of the Joint Staff and Combatant Commands, such as the Chairman of the Joint Chiefs of Staff, Combatant Commanders, and directorate Heads maintained by any JS activity as the official record copy; maintained by CCMD activities as the official record copy.
- G. General Laws and Legal Matters Records (Legal Planning and Policy) — Records, consisting of: records that reflect the overall development and accomplishment of plans, policies, programs, procedures, and legal processes governing all phases of assigned legal responsibilities maintained by any JS/CCMD activity as the official record copy; legal opinions, consisting of: opinions establishing precedent at originating offices (record); trials of U.S. personnel in foreign countries, consisting of: records created after 1990, including reports on exercise of criminal jurisdiction by foreign tribunals over U.S. personnel, all enclosures and accompanying records, reports of personnel confined in foreign penal institutions, and other comparable reports and supporting documents submitted to the Department of Defense concerning the exercise of foreign criminal jurisdiction over military personnel, over civilian personnel serving with, employed by, or accompanying the Combatant Command who are U.S. nationals, and over dependents of all such military and civilian personnel, that have precedential value or where there has been congressional, press, or public concern, particularly

- where questionable whether basic rights of accused were violated by foreign court at any CCMD activity.
- H. General Laws and Legal Matters Records (Politico-Military Matters) — Consisting of: records concerning politico-military matters, such as negotiation and drafting of treaties and other agreements involving military considerations, military rights in foreign countries, and military planning and policy aspects of national and international civil aviation at any JS/CCMD activity; consisting of: reports on violations of the law of armed conflict at any JS/CCMD activity.
  - I. Military Justice Records (General courts-martial) — consisting of: trial records of general courts-martial, military commissions, and courts of inquiry. Included are original records of the trial, copies of charge sheets and related information, reviews by staff judge advocates, court martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdiction maintained by any CCMD activity. (Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/CCMD Privacy Act Program procedures to secure one).
  - J. Military Justice Records (Special courts-martial) — consisting of: trial records of special courts-martial, including bad conduct discharges, whether or not suspended, which have been approved by the officer exercising general court-martial jurisdiction over the command. Included are original records of the trial, copies of charge sheets and related information, reviews by staff judge advocates, court-martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdictions and convening authorities maintained by any CCMD activity. (Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/CCMD Privacy Act Program procedures to secure one).

Disposition: **PERMANENT.**

Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer physical custody of electronic records to the National Archives for pre-accessioning (see Enclosure A, #4) 5 years after cutoff. Transfer legal custody of electronic records to the National Archives 25 years after cutoff, after declassification review.

**Non-Record Materials**

**0400-05 — Series Description**

Non-Record material maintained by any activity is for reference purposes only. Table 4.1 list non-record numbers from the previous edition of CJCSM 5760.01, Vol. II. See enclosure D.

0402-09	0404-09	0409-05	0410-08
0403-03	0406-06	0409-09	

Table 4.1 Non Records

Disposition: **TEMPORARY.**

Destroy/delete when no longer needed for reference.

### Record Exceptions

#### 0400-06 — Series Description

Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions. Table 4.2 lists the following descriptions and dispositions that are authorized by the previous CJCSM 5760.01 Vol. II and are still in effect.

Description of Records	Dispositions
A. <u>Public Affairs Records</u> — Public affairs correspondence, consisting of: comments on or contributions to news releases or other media furnished by information officers to publicize and promote missions or functions maintained by any JS/CCMD activity as the official record copy.	Destroy/delete after 2 years or on discontinuance, whichever is earlier—except that documents in the cutoff file that require additional action or relate to reopened cases will be brought forward for filing in the current file.
B. <u>Public Affairs Records</u> — Community affairs, consisting of: correspondence, memorandums, reports, information, and other records relating to community activities such as providing guest speakers, public school interactions, community events, and other related activities maintained by the Combatant Command.	Cut off on completion of event, hold 2 years, then destroy/delete, or destroy/destroy when no longer needed whichever is later.
C. <u>Military Justice Records</u> — Summary courts-martial, consisting of: formal record copies of trials of military personnel by summary courts-martial, formal record of special courts-martial and	On final action by supervisory authority, hold 75 years, then destroy/delete.

<p>attachments, and related correspondence maintained at any CCMD activity. (Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/CCMD Privacy Act Program procedures to secure one).</p>	
<p>D. <u>Military Justice Records</u> — Nonjudicial punishment, consisting of: information and forms gathered for the Record of Proceedings under Article 15, UCMJ, retained for monitoring nonjudicial punishment maintained at any CCMD activity. (Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/CCMD Privacy Act Program procedures to secure one).</p>	<p>Cut off when case is closed and all appeals exhausted or when individual has departed station, hold 2 years, then destroy/delete.</p>
<p>E. <u>Patent, Invention, Copyright, and Trademark Records</u> — General correspondence relating to the handling of patent, invention, copyright, trademark and royalty payment matters, requests, authorizations to use or reproduce copyrighted materials. Also includes matters relating to decisions, opinions, determinations, and recommendations maintained by any JS/CCMD activity.</p>	<p>Cut off on completion of final action, hold 50 years, then destroy/delete. Earlier destruction is authorized for routine materials not needed for legal purposes.</p>
<p>F. <u>Standards of Conduct</u> — Correspondence, memorandums, and other records relating to codes of ethics and standards of conduct maintained by any JS/CCMD activity.</p>	

Table 4.2 Exceptions

**0500 SERIES BUCKET SCHEDULE**  
**C2, Operations, Planning, and Exercises**

This schedule provides disposition authorization for records that pertain to the C2, Operations, Planning, and Exercises of the Joint Staff and Combatant Commands. Command and control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission. Records cover, but are not limited to, areas such as Codeword/Nickname operations, Exercises, Lessons Learned, Operations and Contingency Plans (OPLANs/CONPLANs), Crisis Incident Action Books, Reconnaissance and Surveillance records, Emergency Planning, War Games, SIOP Documents, Combat Camera, Operations Security, Satellite and Space Operations, Records relating to Aerospace Defense of North America (NORAD), Antiterrorism / Force Protection planning, Counternarcotics, Ballistic Missile defense, Climate/ Environmental, and Chemical and Biological records.

**SERIES NOTES:**

1. Action Officer Case Files: Copies of action officer case files are non-records. Background materials pertaining to official case files shall be retained in accordance with 0000 bucket series in the front of this manual. Working papers shall be retained in accordance with the 0900-02, Working Papers and Office Administrative Files, Sub-bucket.
2. Refer to Enclosure A of this document for volume-wide instructions on:
  - a. Disposition Schedule Big Buckets, **See A-1**.
  - b. Disposition Detail Descriptions and Authorities, **See A-1**.
  - c. FY/CY Cutoff Instructions, **See A-2**.
  - d. Pre-accessioning, **See A-3**.
  - e. Media Neutral Dispositions, **See A-3**.
  - f. SCI Material, **See A-3**.
  - g. NATO Material, **See A-3**.
  - h. Event-Driven Records, **See A-3**.
  - i. Flexible Scheduling, **See A-4**.

- j. Electronic Information Systems/Electronic Feeder Systems (EIS/EFS),  
**See A-4.**

**Short-Term Records (6 months)**

**0500-01 — Series Description**

Short-Term records (180 days or less) related to C2, Operations, Planning, and Exercises are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to:

- A. Satellite and Space Operations — Consist of other than special interest to any JS/CCMD activity; space operations logs, consisting of: data on daily operations located at space operations units or command and control activities.

Disposition: **TEMPORARY.**

Destroy/Delete 6 months after cutoff.

**Working Papers & Office Administrative Records (3 years)**

**0500-02 — Series Description**

Records related to C2, Operations, Planning, and Exercises that document routine administrative and organizational decisions, actions, and processes of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. Operations Summaries — Various reports, logs, memorandums, etc., that serve as background for preparation of Operations Summaries maintained by any JS/CCMD activity as the official record copy.
- B. Readiness and Operations — Information relating to reporting actual readiness conditions of agency forces maintained at other offices.
- C. Cover and Deception Operations — General correspondence files, consisting of: files relating to the routine administration of cover and deception matters maintained by any JS/CCMD activity.
- D. Exercises — Instructions, procedures, messages, reports, briefs, etc., pertaining to specific exercises, including NATO exercise documents maintained by any JS/CCMD activity as the official record copy; schedules and developmental records of significant exercises maintained by any JS/CCMD activity as the official record copy (fiscal year); schedules and developmental records of Joint Staff/Combatant Command-directed and -coordinated exercises (fiscal year); significant Military Exercise Briefs maintained by any JS/CCMD activity as the

- official record copy (fiscal year); Annual Joint Exercise Scheduling Conference records maintained by any JS/CCMD activity as the official record copy (fiscal year).
- E. Codeword/Nickname Terms — Documents pertaining to procedures for assigning, using, and managing codewords, nicknames, and operation/exercise terms maintained by any JS/CCMD activity as the official record copy.
  - F. War Games — Catalog of Wargaming and Military Simulation Models and biannual evaluation reports maintained by any JS/CCMD activity as the official record copy; Politico-Military War Games, consisting of: war game support materials and diaries, including copies of completed memorandums or requests and other politico-military war games related documents maintained by any JS/CCMD activity as the official record copy.
  - G. Alerts, Defense Readiness Conditions (DEFCONS), Information Conditions (INFOCONS), Threat Conditions (THREATCONS), Warnings, and Rules of Engagement (ROE) — Routine correspondence and messages on alerts, DEFCONS, INFOCONS, THREATCONS, warnings, and ROE maintained by any JS/CCMD activity.
  - H. Airspace Management — Airspace management agreements, consisting of: correspondence records, rules, and reports between/among U.S. Government offices, foreign nations, military services, lateral commands, and subordinate agencies pertaining to relations, negotiations, amendments, agreements, and minutes of meetings relative to airspace use at any JS/CCMD activity; aircraft clearances, consisting of: information pertaining to requests for aircraft clearances maintained by any JS/CCMD activity as the official record copy.
  - I. Satellite and Space Operations — Consists of other than special interest to any JS/CCMD activity; launch information, consisting of: case files documenting how foreign launches are tracked, any problems, and related records at responsible activity; United Nations registry reports, consisting of: copies of original reports sent to the Joint Chiefs of Staff for forwarding to United Nations at CCMD OPR; operations reviews, consisting of: operations review panel and operations review board minutes at units and above; consisting of: summary messages and trend analysis reports maintained by any JS/CCMD activity.
  - J. Chemical and Biological Records — General correspondence of a routine internal nature maintained by any JS/CCMD activity.

Disposition: **TEMPORARY.**  
Destroy/Delete 3 years after cutoff.

**Management and Program/Operations Records (7-10 years)**  
**0500-03 — Series Description**

Records which document the C2, Operations, Planning, and Exercise Program/Operations, management processes, and on-going activities of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. Exercises — General exercise message traffic and miscellaneous exercise correspondence maintained by any JS/CCMD activity as the official record copy (fiscal year); NATO exercise evaluation reports maintained by any JS/CCMD activity as the official record copy (fiscal year).
- B. Information Operations/Information Assurance — Files relating to operational, routine, and administrative activities and events within information operations/information assurance maintained by any JS/CCMD activity as the official record copy.
- C. Command and Control Centers — Files relating to operational, routine, and administrative activities and events within command and control centers maintained by any JS/CCMD activity as the official record copy.
- D. Operations Security Records — Files relating to operational security activities maintained by any JS/CCMD activity as the official record copy.
- E. Antiterrorism/Force Protection Planning — Files relating to operational, routine, and administrative activities and events within antiterrorism/force protection activities maintained by any JS/CCMD activity as the official record copy.
- F. Counternarcotics Program — Files relating to operational, routine, and administrative activities and events within counternarcotics activities maintained by any JS/CCMD activity as the official record copy.
- G. Ballistic Missile Defense (BMD) Plans and Programs — Files relating to BMD activities and operations maintained by any JS/CCMD activity as the official record copy, including routine and administrative activities and events relating to BMD plans and programs.
- H. Satellite and Space Operations — Case files documenting how cooperative launches are tracked, initial launch alert message, any problems, and related records maintained by any JS/CCMD activity; radar cross section catalog at OPR.

Disposition: **TEMPORARY.**

Destroy/delete no less than 7 years and no more than 10 years after cutoff.

**Permanent Mission and Function Records (*Permanent*)**

**0500-04 — Series Description**

This series contains records related to C2, Operations, Planning, and Exercises documenting policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands which have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to:

- A. Operations Policy — Documents concerning the general policy of the Joint Chiefs of Staff/Combatant Commands relating to the operations and command and control missions maintained by any JS/CCMD activity as the official record copy.
- B. Operations Summaries — Weekly and/or special reports prepared on status of forces and military operations for distribution to OSD and other government activities maintained by any JS activity as the official record copy; periodic operations logs and supporting documents, consisting of: records of all significant events occurring within a Combatant Command and its area of operational responsibility that require Combatant Commander attention maintained by the Combatant Command as the official record copy and do not serve as a feeder report.
- C. Operations (Codeword Nickname) — Records concerning specific operations that include plans, approval, execution, decisions, reports, messages, briefings, summaries, directives, background papers, etc., that follow to conclusion of the operation maintained by any JS/CCMD activity as the official record copy; held by the Joint Staff/Combatant Command in SCI channels; records protected in Focal Point Communications Systems concerning specific operations, including plans, approval, execution, decisions, reporting, messages, briefings, summaries, directives, background papers, etc., that follow to conclusion of the operation maintained by any JS/CCMD activity as the official record copy.
- D. Readiness and Operations — Policies, procedures, and technical guidance relating to the readiness of U.S. forces maintained by any JS/CCMD activity as the official record copy; readiness reports, consisting of: information relating to reporting actual readiness conditions of agency forces. Included are individual and consolidated unit readiness reports, personnel status reports, logistics readiness reports, records concerning the actual readiness conditions of agency forces, and similar information at office having agency-wide responsibility.
- E. Special Operations — Documents pertaining to special operations, unconventional warfare (UW), psychological operations, reconnaissance, and certain other sensitive operations held by Joint Reconnaissance Center (JRC), J-3/SOD, J-3/JOD, and any other JS

activity in special control channels other than SCI as the official record copy; maintained by any CCMD activity as the official record copy; held by any JS/CCMD activity in SCI channels.

- F. Special Operations — UW planning files, consisting of: information relating to the development of the UW part of war plans. These files relate to the use of such techniques as guerrilla warfare and internal resistance in hostile areas. They also form a part of, or are preliminary to, the development of the operational parts of war plans. Included are estimates, annexes, directives, and similar information maintained by any JS/CCMD activity as the official record copy.
1. Psychological operations plans and information, consisting of: information on the development of the psychological operations part of war plans. This information relates to the use of such techniques as propaganda and political, military, economic, and ideological actions planned and conducted to create in neutral or foreign friendly groups the emotions, attitudes, or behavior to support the achievement of national objectives. It also forms a part of, or is preliminary to, the development of the operational parts of war plans. Included are estimates, annexes, directives, or similar information maintained by any JS/CCMD activity as the official record copy.
  2. Psychological operations informational materials, consisting of: information relating to the development and distribution of informational materials that are designed to influence the opinions, emotions, attitude, and behavior of enemy, neutral, or friendly groups to support the achievement of national objectives. Included are flyers, posters, leaflets, and similar information produced from source data and related requests for publication and distribution maintained by any JS/CCMD activity.
- G. Cover and Deception Operations — Files consisting of: information relating to the development of cover and deception plans maintained by any JS/CCMD activity.
- H. General Purpose Operations
1. Land forces, consisting of: reviews and analyses of Active and Reserve land forces, combat and support, weapons systems requirements, and alternative mixes and levels of land forces structures maintained by any JS/CCMD activity as the official record copy.
  2. Naval forces, consisting of: reviews and analyses of Naval forces, including antisubmarine warfare, amphibious, fire support, mine countermeasures, replenishment, fleet escort, and shipbuilding programs maintained by any JS/CCMD activity as the official record copy.
  3. Tactical air forces, consisting of: reviews and analyses of Active and Reserve tactical air forces, including land- and sea-based aircraft for air-ground support operations, air-to-air combat,

interdiction, reconnaissance, and other support missions, including reviews and analyses of theatre and fleet air defense forces maintained by any JS/CCMD activity as the official record copy.

4. Space forces, consisting of: reviews and analyses of military space forces detailing weapons systems requirements and combat support requirements and activities, including command and control center operations and general overall structure of DoD military space mission and organization maintained by any JS/CCMD activity as the official record copy.
  5. Mobility forces, consisting of: reviews and analyses of mobility programs including airlift and sealift forces, equipment prepositioning programs, emergency use of civil transportation resources, indirect support aircraft forces, and mobility support forces maintained by any JS/CCMD activity as the official record copy.
  6. Civil defense operations, consisting of: emergency planning documents relating to planning for and providing military assistance to civil authorities as a result of emergency conditions resulting from civil unrest, violation of Federal law, natural disaster, and emergency conditions that may result from enemy attack. Includes consolidated or summary reports of tests conducted under emergency civil defense plans maintained by any JS/CCMD activity.
- I. Exercises — JS/CCMD policies and directives relating to exercises maintained by any JS/CCMD activity as the official record copy (fiscal exercise); exercise evaluation reports, excluding NATO exercise reports maintained by any JS/CCMD activity as the official record copy (fiscal year).
  - J. Lessons Learned — Documents relating to lessons learned on operations, crises, incidents, combat, contingencies, exercises, and emergencies and published as a report with transmittal memo maintained by any JS/CCMD activity as the official record copy.
  - K. Codeword/Nickname Terms — Policy for assigning, using, and managing codewords, nicknames, and operation/exercise terms maintained by any JS/CCMD activity as the official record copy.
  - L. Operations Plans/Contingency Plans
    1. OPLAN or CONPLAN prepared by the Joint Staff for a single or series of operations (assigned a series of numbers as a short title, e.g., JS OPLAN 0100) maintained by any JS activity as the official record copy.
    2. OPLAN or CONPLAN prepared by Combatant Command/subordinate command for single or series of operations (assigned a series number as short title, e.g., OPLAN 9999) and forwarded to the Joint Staff for approval maintained by any JS activity as the official record copy.

3. CCMD OPLAN/CONPLAN maintained at the Combatant Command.
  4. Operational planning files, consisting of: information relating to the preparation, coordination, and approval of operational war, campaign, defense, and other comparable plans which are applicable to or involve the resources and mission of the overall department, agency, command, installation, activity, or unit. These files do not relate to plans described elsewhere in this regulation or to plans confined to specific functional areas that are not a segment of, or an annex to, the overall plan. Included are copies of the approved plans and comments, recommendations, contributions, approvals, disapprovals and other information directly relating to the plans maintained by any JS/CCMD activity as the official record copy.
- M. Crisis Incident Action Books — Documents, reports, directives, briefings, and incoming and outgoing message traffic pertaining to crises or incidents from beginning to completion thereof, consisting of: the complete set of documentation, maintained in folders or books, until the crisis or incident is officially concluded. Also, the final report prepared after the conclusion of the crisis or incident, with lessons learned, recommendations, and after-actions required maintained by any JS/CCMD activity as the official record copy; including those held by any JS/CCMD activity in SCI channels.
- N. Reconnaissance and Surveillance Programs and Plans
1. Policy-related documents that apply to JS/CCMD reconnaissance missions maintained by any JS/CCMD activity as the official record copy.
  2. Documents relating to the preparation, coordination, and approval of reconnaissance/surveillance programs maintained by JRC (fiscal year) in SCI channels as the official JS/CCMD record copy.
  3. Documents relating to the formation of planning guidance concerning reconnaissance support for nuclear weapons employment maintained by any JS/CCMD activity as the official record copy.
  4. Papers concerning reconnaissance in NATO countries maintained by JRC in SCI channels as the official JS/CCMD record copy.
  5. Various supporting documents and plans provided by the Combatant Commanders for the execution of approved reconnaissance programs maintained by JRC in SCI channels as the official JS/CCMD record copy.
  6. Documents relating to the formulation of joint reconnaissance planning guidance maintained by JRC in special control channels other than SCI as the official JS record copy.
- O. Emergency Planning — Documents that describe evacuation, relocation, vital records programs, continuity of operations, personnel assignments, and related procedures: maintained by any JS/CCMD activity as the official record copy; documents or papers relating to

- various contingency actions and to the testing of various emergency plans maintained by JRC in SCI channels as the official record copy.
- P. War Games — Annual SIOP/Red Integrated Strategic Offensive Plan (RISOP) War Games, consisting of: action officer file used for background information, dynamic simulation brief (briefing text, slide, film, and list of persons briefed) relevant to machine-readable records, and report on probable effects of SIOP execution and continuing policy and guidance maintained by any JS/CCMD activity as the official record copy.
1. RISOP, consisting of: notional plan produced by USSTRATCOM with oversight by the red planning board, chaired by the Joint Staff maintained at USSTRATCOM as the official record copy.
  2. Theater Nuclear Force War Games, consisting of: action officer file used for background in developing a war game simulation and analysis of precursor events leading to total nuclear war maintained by any JS/CCMD activity as the official record copy.
  3. Politico-military war games final report, consisting of: a summary of politico-military war games proceedings that includes comments on points of major policy consensus derived from the game maintained by any JS/CCMD activity as the official record copy.
  4. Politico-military war games video tapes, consisting of: war game introduction, scenario introduction, and policy guidance maintained by any JS/CCMD activity as the official record copy.
- Q. Joint Strategic Planning System (JSPS) Documents — Documents, reports, studies, etc., gathered to support formulation of JSPS recurring guidance published under the provisions of CJCSI 3110.01 maintained by JS directorates or agencies responsive to the Joint Staff as the official record copy.
- R. SIOP Documents — SIOP Decision Handbook (black book) and corrigendums maintained by JS/J-3 in special control channels as the official record copy; SIOP Decision Handbook revision actions, consisting of: input, data, information, concurrences, and approvals from multiple sources documenting the processes of building the SIOP Decision Handbook maintained by JS/J-3 in special control channels as the official record copy; SIOP briefings, consisting of: briefings given to appropriate personnel for decision-making purposes maintained by JS/J-3 in special control channels as the official record copy; SIOP and/or Strategic Forces related actions, consisting of: general planning support documents or materials maintained by any JS/CCMD activity in special control channels as the official record copy; Joint Strategic Target Planning System documents, consisting of: the SIOP and its associated target lists developed and maintained by Joint Strategic Target Planning Staff (JSTPS) in special control channels as the official record copy; maintained by USSTRATCOM as a successor to the JSTPS as the official record copy.

- S. Information Operations/Information Assurance — Policies, procedures, and guidance relating to actions taken to affect adversary information and information systems and to defend one's own information/information systems, including both offensive and defensive operations maintained by any JS/CCMD activity as the official record copy; files relating to oversight and assessments of information operations/information assurance including correspondence, staff papers, reports, and similar documents maintained by any JS/CCMD activity as the official record copy.
- T. Alerts, DEFCONS, INFOCONS, THREATCONS, Warnings, and ROE — Policies and directives on alerts, DEFCONS, INFOCONS, THREATCONS, warnings, and ROE maintained by any JS/CCMD activity as the official record copy; false alerts, DEFCONS, INFOCONS, THREATCONS, and warnings final reports maintained by any JS/CCMD activity as the official record copy.
- U. Strategic Forces — Analyses of U.S. strategic force postures and requirements, including Continental Air Defense, Ballistic Missile Defense, Civil Defense, Space Defense, Strategic Command and Control, Warning and Surveillance, and U.S. Bomber Survivability, consisting of: studies and evaluations of alternative force postures, summaries of alternative programs for decisions on strategic defensive and command, control, and surveillance forces, including characteristics, effectiveness, costs, and alternatives to meet strategic objectives maintained by any JS/CCMD activity as the official record copy.
- V. Command and Control Centers — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents relating to the establishment and operation of command centers maintained by any JS/CCMD activity as the official record copy; command reports, consisting of: reports through which commanders of designated organizations and units periodically submit information, evaluations, and recommendations on combat operations of their commands. Included are command reports, special reports, comments, evaluations, recommendations, lessons learned reports, and copies of maps, directives, overlays, sketches, or photographs supporting the reports maintained by any JS/CCMD activity as the official record copy.
- W. Combat Camera Operations Records — Policies, procedures, and guidance relating to support provided to Joint Staff/Combatant Command by combat camera operations maintained by any JS/CCMD activity as the official record copy.
- X. Operations Security Records — Policies, procedures, guidance, oversight, and assessment files, including correspondence, staff papers, reports, and similar documents relating to the establishment and execution of operational security maintained by any JS/CCMD activity as the official record copy.

- Y. Satellite and Space Operations — Policies, procedures, and guidance relating to the readiness of U.S. space forces to provide space support to the Warfighter, including space policy, planning, theater implementation, and contingency support maintained by any JS/CCMD activity as the official record copy; files relating to requirements, oversight, and assessments, including correspondence, staff papers, reports, and similar documents relating to departmental policy and procedures of satellite and space operations maintained by any JS/CCMD activity as the official record copy; tracking and impact prediction (TIP) data, consisting of: TIP record, final decay message, computer printouts of satellite positional data, including spiral decay vectors, final element sets (ELSET), and related data of special interest (most valuable data) maintained by any JS/CCMD activity.
- Z. Aerospace Defense of North America — Correspondence, reports, briefings, and memorandums on the policies, procedures, and guidance relating to Joint Staff/Combatant Command and U.S. Element, North American Aerospace Defense Command (NORAD), involvement in NORAD's mission maintained by any JS/CCMD activity as the official record copy.
- AA. Antiterrorism/Force Protection Planning — Policies, procedures, and guidance relating to antiterrorism/force protection activities maintained by any JS/CCMD activity as the official record copy; files relating to oversight and assessments, including correspondence, staff papers, reports, briefings, and similar documents relating to the preparation of joint doctrine and standards, plans, physical security, training, and resource requirements for antiterrorism/force protection activities maintained by any JS/CCMD activity as the official record copy.
- BB. Counternarcotics Program — Policies, procedures, and guidance relating to counternarcotics activities maintained by any JS/CCMD activity as the official record copy; files relating to oversight and assessments, including correspondence, staff papers, reports, briefings, and similar documents relating to the preparation of joint doctrine and standards, plans, physical security, training, and resource requirements for counternarcotics activities maintained by any JS/CCMD activity as the official record copy.
- CC. Ballistic Missile Defense Plans and Programs — Consisting of: BMD records relating to policy, planning, and interaction with OSD-level activities (Strategic Defense Initiative Organization, BMD Organization), including requirements reviews, operational planning, and threat assessments regarding national missile defense and theater missile defense maintained at the Joint Staff/Combatant Command as the official record copy; files relating to oversight and assessments, including correspondence, staff papers, reports, briefings, and similar documents relating to BMD plans and programs maintained by any JS/CCMD activity as the official record copy.

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- DD. Climatological/Environmental Files — Documents relating to policies, procedures, and technical guidance governing environmental service programs for the Joint Staff, Combatant Commands, and OSD maintained by any JS/CCMD activity as the official record copy.
- EE. Chemical and Biological Warfare Records — Records relating to chemical and biological warfare plans and programs maintained by any JS/CCMD activity.

Disposition: **PERMANENT.**

Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer physical custody of electronic records to the National Archives for pre-accessioning (see Enclosure A, #4) 5 years after cutoff. Transfer legal custody of electronic records to the National Archives 25 years after cutoff, after declassification review.

**Non-Record Materials**

**0500-05 — Series Description**

Non-Record material maintained by any activity is for reference purposes only. Table 5.1 list non-record numbers from the previous edition of CJCSM 5760.01, Vol. II. See enclosure D.

0501-02	0507-06	0515-03	0523-05	0530-06	0535-02	0537-05
0502-03	0508-14	0516-02	0525-02	0531-02	0536-05	
0503-03	0509-03	0517-05	0526-02	0532-04	0537-05	
0503-07	0511-04	0517-10	0527-06	0533-05	0538-05	
0504-02	0511-07	0521-02	0528-02	0534-03	0539-02	
0505-04	0512-04	0522-06	0529-02	0534-13	0536-05	

Table 5.1 Non Records

Disposition: **TEMPORARY.**

Destroy/delete when no longer needed for reference.

**Record Exceptions**

**0500-06 — Series Description**

Exceptions are for records that do not fall under the 6 months/3 year, 7-10 years, or permanent dispositions. Table 5.2 lists the following descriptions and dispositions that are authorized by the previous CJCSM 5760.01 Vol. II and are still in effect.

Description of Records	Dispositions
A. <u>Exercises</u> — Other headquarters policies and directives relating to exercises maintained by any JS/CCMD activity.	Destroy/delete when superseded or obsolete.
B. <u>Strategic Weapons Systems</u> — Strategic weapons trouble/failure reports, consisting of: agency missile weapons, high energy laser systems, and FBM/SWS trouble/failure and corrective action reports maintained by any JS/CCMD activity.	Destroy/delete when weapons system is removed from inventory or when no longer needed.
C. <u>Satellite and Space Operations</u> — Sensor network tasking data (previously optical surveillance data), consisting of: sensor tasking response data, tasking for such data, tracking reports such as ELSET requests, sensor tasking and launch change messages, Baker-Nunn camera films, and optical sensor passage records of special interest to any JS/CCMD activity.	Destroy/delete when no longer needed.
D. <u>Satellite and Space Operations</u> — Missile warning systems located at responsible activity.	Hold for life of Missile Warning System; destroy/delete upon termination of system.
E. <u>Satellite and Space Operations</u> — Operations center activity logs at tactical warning/attack assessment and space surveillance functional OPRs.	Cut off on last entry in log, hold 1 year, then destroy/delete, or destroy/delete when no longer needed, whichever is later.
F. <u>Satellite and Space Operations</u> — Evaluation materials, consisting of: evaluation scenarios, scripts, written tests, annotated error guides, and other evaluation or simulation materials at units and wings.	Destroy/delete when superseded or obsolete.
G. <u>Satellite and Space Operations</u> — Operations records, consisting of: positional checklists, reports, guidebooks, operations positional reference handbooks, operations	Cut off annually, hold 2 years, then destroy/delete.

<p>manuals (other than technical orders).</p>	
<p>H. <u>Exercises</u> — Recurring exercise reports, including inputs, significant monthly reports, current situation book inputs, CJCS briefer inputs, etc., maintained by any JS/CCMD activity.</p>	<p>Destroy/delete when no longer needed.</p>
<p>I. <u>Exercises</u> — Exercise message traffic during the actual JS/CCMD-sponsored exercise (nickname) maintained by any JS/CCMD activity as the official record copy.</p>	<p>Cut off on conclusion of exercise, hold until publication of final exercise report, then destroy/delete when no longer needed.</p>
<p>J. <u>Satellite and Space Operations</u> — Consisting of: individual's record of duties and qualifications at CCMD OPR.</p>	<p>Destroy/delete when no longer needed.</p>
<p>K. <u>Exercises</u> — Documents pertaining to test and evaluation, gaming and simulation, and special analyses maintained by any JS/CCMD activity as the official record copy.</p> <p>L. <u>Airspace Management</u> — Operational/administrative airspace management in domestic/foreign environments, consisting of: letters, messages, correspondence, memorandums, and forms governing operational/administrative directions.</p> <p>M. <u>Airspace Management</u> — Airspace flight routes and flight areas, consisting of: data pertaining to international and domestic flight route/track systems; aerial refueling routes, tracks, and areas.</p>	<p>Destroy/delete when superseded or obsolete.</p>
<p>N. <u>Satellite and Space Operations</u> — Individual evaluation folders, consisting of: letters of certification and decertification and other records pertaining to an individual's mission ready qualification status located at units and wings.</p>	<p>Give to individual upon transfer, reassignment, or separation.</p>

O. <u>Codeword/Nickname Terms</u> — Documents pertaining to procedures for assigning, using, and managing codewords, nicknames, and operation/exercise terms, which are maintained by other JS/CCMD activities.	Destroy/delete when superseded or obsolete.
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Table 5.2 Exceptions

**0600 SERIES BUCKET SCHEDULE**  
**Logistics, Acquisition, Supply, Services, Budget, and Safety**

This schedule provides disposition authorization for records that pertain to the logistics, acquisition, supply, services, budget, and safety functions of the Joint Staff and Combatant Commands. Logistics includes those aspects of military operations that deal with: design and development, storage, movement, distribution, maintenance, evacuation, and disposition of materiel; movement, evacuation, and hospitalization of personnel; construction, maintenance, operation, and disposition of facilities; and procurement or furnishing of services. Records in this series also cover, but are not limited to, areas such as acquisition/procurement, financial management and budget, general safety records, and the nuclear safety program.

**SERIES NOTES:**

1. Action Officer Case Files. Copies of action officer case files are non-records. Background materials pertaining to official case files shall be retained in accordance with 0000 bucket series in the front of this manual. Working papers shall be retained in accordance with the 0900-02, Working Papers and Office Administrative Files, Sub-bucket.
2. Refer to Enclosure A of this document for volume-wide instructions on:
  - a. Disposition Schedule Big Buckets, **See A-1**.
  - b. Disposition Detail Descriptions and Authorities, **See A-1**.
  - c. FY/CY Cutoff Instructions, **See A-2**.
  - d. Pre-accessioning, **See A-3**.
  - e. Media Neutral Dispositions, **See A-3**.
  - f. SCI Material, **See A-3**.

- g. NATO Material, **See A-3.**
- h. Event-Driven Records, **See A-3.**
- i. Flexible Scheduling, **See A-4.**
- j. Electronic Information Systems/Electronic Feeder Systems (EIS/EFS), **See A-4.**

**Short-Term Records (6 months)**

**0600-01 — Series Description**

Short-Term records (180 days or less) related to logistics, acquisition, supply, services, budget, and safety are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include but are not limited to:

- A. No entries

Disposition: **TEMPORARY.**

Destroy/Delete 6 months after cutoff.

**Working Papers & Office Administrative Records (3 years)**

**0600-02 — Series Description**

Records related to logistics, acquisition, supply, services, budget, and safety that document routine administrative and organizational decisions, actions, and processes of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. Budget Estimates, and Justifications and Program Objective Memorandum Records — prepared by JS/CCMD activities to document budget requirements.
- B. Financial Management — Government Contractor-Issued Travel Card, consisting of: administrative support and control of charge cards (e.g. American Express, Diners Club), including card application form, applicant acknowledgements, delinquent notices, account cancellation control log, maintenance form, account transfer notice, card agreement, projected renewal report, account summary list management report, audit management report, expense activity

- analysis, expense variance report, member list, airline credit report, travel activity report, volume report, aging and status analysis report, cardholder write-off recovery report, delinquency report, trial balance, monthly statistical report, payment coupon, payment summary account activity, and related records maintained by any JS/CCMD activity as the official record copy.
- C. Payroll — Bi-weekly cost reports maintained by JS/CCMD comptroller as the official record copy; overtime reports and related documents maintained by JS/CCMD comptroller as the official record copy; maintained by other JS/CCMD activities (fiscal year) other than Comptroller office.
- D. Procurement — transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000 and are maintained by the Joint Staff/Combatant Command as the official record copy.
- E. Procurement — International Merchants Purchase Authorization Card (IMPAC) — Administration, consisting of: administrative support and control of the IMPAC system and associated cards and checks; e.g., card application forms, acknowledgements of receipt, delinquent and transfer notices, account cancellation control logs, tax reimbursement receipts, maintenance forms, payment summaries, and related reports maintained by the Joint Staff/Combatant Command as the official record copy.
- F. Contract Appeals Case Files — Contract appeals case files arising under the Contracts Dispute Act, consisting of: notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers — records created after 30 September 1979, and maintained by the Joint Staff/Combatant Command as the official record copy.
- G. Supply, Property, and Space Management and Services — Files relating to routine administrative supply and property management activities, consisting of: storage and warehousing, inventories, requisitions (including nonpersonal services), reports of survey and bills of lading, property and space management, property accounting books and receipts, packing and shipping maintained by any JS/CCMD activity as the official record copy; USSTRATCOM supply system management, consisting of: USSTRATCOM forms at USSTRATCOM supply support of maintenance activities.

Disposition: **TEMPORARY.**

Destroy/Delete 3 years after cutoff.

**Management and Program/Operations Records (7-10 years)**  
**0600-03 — Series Description**

Records which document the logistics, acquisition, supply, services, budget, and safety program/operations, management processes, and on-going activities of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. General Logistics Records — Files relating to routine and administrative activities and events within logistics activities maintained by any JS/CCMD activity as the official record copy.
- B. Mobilization Logistics Records — Files relating to routine and administrative activities and events within mobilization logistical activities maintained by any JS/CCMD activity as the official record copy.
- C. Nuclear, Biological, and Chemical Weapons Logistics — Files relating to routine and administrative activities and events relating to nuclear, biological, and chemical logistics, including storage, maintenance, and movement maintained by any JS/CCMD activity as the official record copy.
- D. Mobilization Support Materials — Files relating to routine and administrative activities and events relating to the storage, maintenance, and distribution of mobilization support materials maintained by any JS/CCMD activity as the official record copy.
- E. Planning, Programming, and Budgeting Systems (PPBS) — Files relating to routine and administrative activities and events within the PPBS maintained by any JS/CCMD activity as the official record copy (fiscal year).
- F. Budget Estimates, and Justifications and Program Objective Memorandum Records — Files relating to routine and administrative activities maintained by any JS/CCMD activity as the official record copy (fiscal year).
- G. Financial Management — Files relating to routine and administrative activities and events within financial management maintained by any JS/CCMD activity as the official record copy.
- H. Procurement — Routine procurement files, consisting of: contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment. Procurement or purchase organization copy and related papers. Transaction dated on or after 3 July 1995 (the effective date of the Federal Acquisition Regulations [FAR] rule defining simplified acquisition threshold) transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000 and are maintained by the Joint Staff/Combatant Command as the official record copy.
- I. Transportation, Travel, and Passenger Reimbursement — Files relating to operational activities and events within transportation and travel

maintained by any JS/CCMD activity as the official record copy; files relating to routine and administrative activities and events within transportation and travel, consisting of: accountability records, requests, vouchers, registers, area clearances, cargo and freight shipments maintained by any JS/CCMD activity as the official record copy; travel administrative office files, consisting of: records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel maintained by any JS/CCMD activity as the official record copy (fiscal year).

- J. Ground Support Equipment and Maintenance Records — Files relating to guidance, procedures, operational activities, and events within ground support equipment and maintenance maintained by any JS/CCMD activity as the official record copy; files relating to routine and administrative activities and events within ground support equipment and maintenance records (e.g. testing and calibration, maintenance records, inspections, logs) maintained by any JS/CCMD activity as the official record copy.
- K. General Safety Records — Files relating to guidance, procedures, and routine and administrative activities for safety programs (e.g., awareness, training, accident and incident, standards, surveys, hazards) maintained by any JS/CCMD activity as the official record copy; files relating to oversight and assessments, including correspondence, staff papers, reports, and similar documents relating to safety programs (e.g., inspections, evaluations) maintained by any JS/CCMD activity as the official record copy.

Disposition: **TEMPORARY.**

Destroy/Delete no less than 7 years and no more than 10 years after cutoff.

### **Permanent Mission and Function Records (*Permanent*)**

#### **0600-04 — Series Description**

This series contains records related to logistics, acquisitions, supply, services, budget, and safety that document policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands that have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to:

- A. General Logistics Records — Policies, procedures, guidance, oversight and assessments, including correspondence, staff papers, reports, and similar documents, relating to logistics activities, including, but not limited to, airlift, sealift, ground transportation, stockpiling, ammunition (including Explosive Ordnance Disposal), petroleum, oils,

- and lubricants, and related maintenance maintained by any JS/CCMD activity as the official record copy.
- B. Mobilization Logistics Records — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents, relating to mobilization logistical activities such as prepositioning equipment and materials, rations, etc., maintained by any JS/CCMD activity as the official record copy.
  - C. Nuclear, Biological, and Chemical Weapons Logistics — Policies, procedures, guidance, oversight, and assessment, including correspondence, staff papers, reports, and similar documents, relating to the storage, maintenance, and movement of nuclear, biological, and chemical weapons maintained by any JS/CCMD activity as the official record copy.
  - D. Mobilization Support Materials — Policies, procedures, and guidance relating to the storage, maintenance, and distribution of mobilization support materials other than fuel, weapons, ammunition, and equipment (e.g. rations, water) maintained by any JS/CCMD activity as the official record copy.
  - E. Planning, Programming, and Budgeting Systems — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents, relating to the PPBS maintained by any JS/CCMD activity as the official record copy.
  - F. Budget Estimates, and Justifications and Program Objective Memorandum Records — Budget estimates, preparation, development, review, justification, submission, defense, approval, and justification of the budget, consisting of: proposed appropriation sheets, narrative statements, and related schedules and data, including justification documentation and submission documents for the POM maintained by the JS/CCMD comptroller as the official record copy.
  - G. Financial Management — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents, relating to financial management activities maintained by any JS/CCMD activity as the official record copy.
  - H. Procurement — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents, relating to procurement activities maintained by any JS/CCMD activity as the official record copy.
  - I. Supply, Property, and Space Management and Services — Policies, procedures, and guidance relating to supply and property management activities maintained by any JS/CCMD activity as the official record copy.
  - J. Transportation, Travel, and Passenger Reimbursement — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents, relating

to transportation and travel maintained by any JS/CCMD activity as the official record copy.

- K. Nuclear Safety Program — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents, relating to the nuclear safety program maintained by any JS/CCMD activity as the official record copy; files relating to nuclear operational activities and events maintained by any JS/CCMD activity as the official record copy.

Disposition: **PERMANENT.**

Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer physical custody of electronic records to the National Archives for pre-accessioning (see Enclosure A, #4) 5 years after cutoff. Transfer legal custody of electronic records to the National Archives 25 years after cutoff, after declassification review.

**Non-Record Materials**

**0600-05 — Series Description**

Non-Record material maintained by any activity is for reference purposes only. Table 6.1 list non-record numbers from the previous edition of CJCSM 5760.01, Vol. II. See enclosure D.

0601-04	0605-04	0611-03	0616-04
0602-05	0606-04	0613-03	0617-05
0603-04	*0607-04	0614-07	0618-01
0604-03	*0608-04	0615-03	

Table 6.1 Non Records

Disposition: **TEMPORARY.**

Destroy/delete when no longer needed for reference.

**Record Exceptions**

**0600-06 — Series Description**

Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions. Table 6.2 lists the following descriptions and dispositions that are authorized by the previous CJCSM 5760.01 Vol. II and are still in effect.

Description of Records	Dispositions
A. <u>Mobilization Logistics Records</u> — Nuclear weapons stock record accounts supply records or materiel courier receipts.	Cut off after audit of the account, hold 7 months, then destroy/delete.
B. <u>Nuclear Safety Program</u> — Files relating to nuclear operational activities and events maintained by any JS/CCMD activity as the official record copy.	Cut off annually, hold 25 years, then destroy/delete.
C. <u>Procurement — Obligations Copy</u> — Other copies of records described above used by component elements of a procurement office for administrative purposes maintained by the Joint Staff/Combatant Command as the official record copy.	Destroy/delete upon termination or completion of action.
D. <u>Procurement — Obligations Copy</u> — Obligation copy maintained by the Joint Staff/Combatant Command as the official record copy. E. <u>Transportation, Travel, and Passenger Reimbursement</u> — Obligation copies maintained by any JS/CCMD activity as the official record copy (fiscal year).	Destroy/delete when funds are obligated.
F. <u>Nuclear Safety Program</u> — Files relating to routine and administrative activities and events within the nuclear safety program maintained by any JS/CCMD activity as the official record copy.	Cut off annually, hold 15 years, then destroy/delete.
G. <u>Financial Management</u> — Files relating to specific financial management activities expenditure accounting, preparation of accounting ledgers, reconciliations, journals, unit funds, financial property accounting, cost accounting. Maintained by any JS activity as the Official Information Copy.	Destroy/delete when no longer needed.

Table 6.2 Exceptions

**Acquisition Program Management**  
**0600-07 — Series Description**

This series pertains to records created by U.S. Special Operations Command. Title X and Title 50 regulations give the Commander, USSOCOM, unique acquisition authorities and responsibilities. These include documenting the entire acquisition process of a single acquisition program from cradle-to-grave and all acquisition program of record documentation as it pertains to the specific acquisition program. Records include, but are not limited to, acquisition programs and project management files for specific acquisition and logistics initiatives undertaken by USSOCOM in accordance with approved acquisition guidelines and authorities.

- A. Acceptance and delivery documents
- B. Acquisition documents
- C. Briefings
- D. Budgetary documents
- E. Contractor evaluation reports
- F. Contracts
- G. Conference documentation
- H. Configuration control documentation
- I. Correspondence
- J. Cost estimates
- K. Design review documents
- L. Drawings
- M. Electronic media
- N. Engineering analyses
- O. Engineering change documentation
- P. Financial documentation
- Q. Logistics support analyses and plans
- R. Meeting minutes
- S. Milestone decisions
- T. Owner's manuals
- U. Parts lists and catalogs
- V. Photographs
- W. Presidential budgets
- X. Program reviews and assessments
- Y. Requirements documents
- Z. Schedules
- AA. Security classification guides
- BB. Specifications
- CC. Statement of work
- DD. Studies and analyses
- EE. Technical advisories
- FF. Technical manuals
- GG. Test plans
- HH. Test reports

- II. Videos
- JJ. Warranties

**EXCLUSIONS:** Policy, procedures, guidance, oversight, and assessment records pertaining to acquisition/procurement programs and activities. Disposition IAW 611-01 and 611-02 (Location: 0600 bucket series, Permanent sub-bucket).

Disposition: **TEMPORARY**. Cutoff on termination of program. Destroy/delete 7 years after cutoff.

**0700 SERIES BUCKET SCHEDULE**  
**Communications, Cryptology, and Electronics**  
**Policies, Procedures, and Reports**

This schedule provides disposition authorization for records that pertain to the communications, cryptology, and electronics policies, procedures, and reports functions of the Joint Staff and Combatant Commands. Communications and electronics-related records cover the use of electronic devices, circuitry, and systems for the acquisition or acceptance, processing, storage, display, analysis, protection, disposition, and transfer of information or messages. Records include, but are not limited to, policies, procedures, communications agreements, communications publications, Frequency/Spectrum Management, Cryptology Records, Vouchers, Message Center Operations, Special handling and NATO messages, Satellite Communications (SATCOM) records, and Technical Control Functions.

**SERIES NOTES:**

1. Action Officer Case Files. Copies of action officer case files are non-records. Background materials pertaining to official case files shall be retained in accordance with 0000 bucket series in the front of this manual. Working papers shall be retained in accordance with the 0900-02, Working Papers and Office Administrative Files, Sub-bucket.
2. Refer to Enclosure A of this document for volume-wide instructions on:
  - a. Disposition Schedule Big Buckets, **See A-1**.
  - b. Disposition Detail Descriptions and Authorities, **See A-1**.
  - c. FY/CY Cutoff Instructions, **See A-2**.
  - d. Pre-accessioning, **See A-3**.
  - e. Media Neutral Dispositions, **See A-3**.
  - f. SCI Material, **See A-3**.
  - g. NATO Material, **See A-3**.
  - h. Event-Driven Records, **See A-3**.
  - i. Flexible Scheduling, **See A-4**.

- j. Electronic Information Systems/Electronic Feeder Systems (EIS/EFS),  
**See A-4.**

**Short-Term Records (6 months)**

**0700-01 — Series Description**

Short-Term records (180 days or less) related to communications, cryptology, and electronics policies, procedures, and reports are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to:

- A. Communications and Electronics Policies, Procedures, and Reports — Operational control records, consisting of: logs (service, circuit status, intercept, service message, online/offline work request control, high precedence message), messages (high precedence, service, service interruption), message registers, records on multiple and book messages processed, number sheets (operator, circuit, message, and channel), reports (performance, equipment performance, interface/trouble, auxiliary line equipment), maintenance work orders, magnetic tape library inventories, shift supervisor checklists, and similar documents maintained by any JS/CCMD activity as the official record copy. (Note: See 0500 bucket series for contingency planning communications records (e.g. natural and manmade disasters).
- B. Communications/Message Center Operations — Incoming and outgoing messages maintained at Combatant Command; Joint Message Form containing approved text for outgoing messages received in the JS/CCMD message center and filed by date-time group after dispatch; Original Joint Message Form authenticated for release and filed by date-time group in the DIA communications center.
- C. Other Messages — All types of incoming messages provided to principals (e.g. Office of the Director, Joint Staff) maintained by any JS/CCMD activity.
- D. Technical Control Functions/Patch and Test Facilities — DD Form 1441 (Circuit Data) maintained by any JS/CCMD activity as the official record copy.
- E. Circuit Records — Networks and landlines, consisting of: files relating to planning, operations, and resources for networks and landlines maintained by any JS/CCMD activity.

Disposition: **TEMPORARY.**

Destroy/Delete 6 months after cutoff.

**Working Papers & Office Administrative Records (3 years)**  
**0700-02 — Series Description**

Records related to communications, cryptology, and electronics policies, procedures, and reports that document routine administrative and organizational decisions, actions, and processes of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. Communications and Electronics Policies, Procedures, and Reports — Routine and administrative correspondence for activities and events relating to communications and electronics maintained by any JS/CCMD activity as the official record copy; communications general files, including plans, reports, and other records pertaining to equipment requests, telephone, personal wireless communications services, and like matters maintained by any JS/CCMD activity as the official record copy; communications statistical reports, including cost and volume data maintained by any JS/CCMD activity as the official record copy.
- B. Communications Agreements — Copies of agreements with background data and other records relating to agreements for communications services maintained by any JS/CCMD activity as the official record copy.
- C. Frequency/Spectrum Management — Propagation records, consisting of: records of special frequency predictions, including tables of maximum useable frequency/frequency optimum traffic for times of day maintained by any JS/CCMD activity as the official record copy.
- D. Communications Vouchers — Records relating to installation change, removal and servicing of equipment maintained by any JS/CCMD activity as the official record copy.
- E. Communications/Message Center Operations — All electronic messages handled by the JS/CCMD message center, to include incoming and outgoing messages maintained at the JS message center for reference purposes only; message reading files of incoming and/or outgoing message traffic chronologically arranged extra copies circulated for information purposes within a JS/CCMD element; correspondence and related documents pertaining to the management of message Address Indicating Group, Plain Language Address Directory, Collective Address Designators, and Defense Message System Directory Information Tree, and to the appointment of Authorizing Official and Organizational Responsible Authority by the cognizant authority maintained by any JS/CCMD activity as the official record copy.
- F. Other Messages — Incoming electronic messages pertaining to NATO COSMIC TOP SECRET and all ATOMAL classifications received in the JS/CCMD sub-registry, controlled as regular NATO documents.
- G. Technical Control Functions/Patch and Test Facilities — Operational direction/coordination messages, record of frequency use/changes,

- and related products maintained by any JS/CCMD activity as the official record copy; routine administrative records (master station logs, master clock logs, outage reports, performance reports, worksheets, status reports, and other related records) maintained by any JS/CCMD activity as the official record copy.
- H. Circuit Records — Automated Digital Information Network switching centers (ASC), consisting of: files pertaining to planning for establishing or deactivating ASC maintained by any JS/CCMD activity; files relating to operations of the ASC maintained by any JS/CCMD activity.
  - I. Joint Interoperability of Tactical Command and Control System — JINTACCS records held at other offices. Reference Copies.
  - J. Cryptology Records — Records relating to the physical security of cryptographic equipment and materials. Maintained by any JS/CCMD activity as the official record copy.

Disposition: **TEMPORARY.**  
Destroy/Delete 3 years after cutoff.

### **Management and Program/Operations Records (7-10 years)**

#### **0700-03 — Series Description**

Records that document the communications, cryptology, and electronics program/operations, management processes, and on-going activities of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. Frequency/Spectrum Management — Routine and administrative records maintained by any JS/CCMD activity as the official record copy.
- B. Standards of Interoperability — Interoperability standards, including specifications, doctrine, and guidance pertaining to the interoperability of tactical communications equipment maintained by any JS/CCMD as the official record copy; interface planning, including plans, reports, and other records relating to the development, coordination, and approval of technical interface concepts and technical interface designs for communications maintained by any JS/CCMD activity as the official record copy.
- C. Cryptology Records — Operational, routine, and administrative activities and events relating to cryptology maintained by any JS/CCMD activity as the official record copy.
- D. Communications Vouchers — Accountable Officer's copies of vouchers, bills, invoices, and related records maintained by any Joint Staff/Combatant Command as the official record copy.

- E. Satellite Communications Records — routine and administrative activities and events relating to SATCOM maintained by any JS/CCMD activity as the official record copy.
- F. Joint Interoperability of Tactical Command and Control System — JINTACCS test procedures and plans, consisting of: information related to development of test philosophies, proposals, plans, and procedures. Included are coordination actions, recommendations from Services or agencies, recommendations regarding implementing actions, and joint interface implementation plans at office having responsibility.
- G. Frequency/Spectrum Management — Allocation and frequency usage records, consisting of: records documenting the application, coordination, approval, and authorization of frequency allocations for operational use of communications equipment and systems of actual usage maintained by any JS/CCMD activity as the official record copy.
- H. Standards of Interoperability — Joint test procedures and results, including reports, analyses, and similar documents relating to test philosophies, proposals, and procedures as well as test results, coordination actions, and recommendations for implementing actions maintained by any JS/CCMD activity as the official record copy.

Disposition: **TEMPORARY.**

Destroy/delete no less than 7 years and no more than 10 years after cutoff.

### **Permanent Mission and Function Records (*Permanent*)**

#### **0700-04 — Series Description**

This series contains records related to communications, cryptology, and electronics policies, procedures, and reports that document policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands that have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to:

- A. Communications and Electronics Policies, Procedures, and Reports — Policies, procedures, guidance, oversight and assessments, correspondence, staff papers, and reports relating to communications and electronics maintained by any JS/CCMD activity as the official record copy.
- B. Allied Communications Publications — ACPs, consisting of: non-cryptographic publications containing Allied Communications procedures developed by the Combined Communications Electronics Board for guidance and use in Allied Forces, and supplements issued thereto maintained by Military Communications Electronics Board (MCEB) as the official record copy.

- C. Joint Army-Navy-Air Force Publications — Consisting of: U.S. communications publications developed by U.S. MCEB primarily for use by U.S. forces maintained by MCEB as the official record copy.
- D. Frequency/Spectrum Management — Policies, procedures, guidance, oversight and assessment, correspondence, staff papers, and reports relating to frequency/spectrum management maintained by any JS/CCMD activity as the official record copy.
- E. Cryptology Records — Policies, procedures, guidance, oversight and assessments, correspondence, staff papers, and reports relating to cryptology maintained by any JS/CCMD activity as the official record copy.
- F. Other Messages — Special handling messages received by Chairman of the Joint Chiefs of Staff maintained by JS activities as the official record copy; special handling messages received by Combatant Commander maintained by CCMD activities as the official record copy.
- G. Satellite Communications Records — Policies, procedures, guidance, oversight and assessments, correspondence, staff papers, and reports relating to SATCOM records maintained by any JS/CCMD activity as the official record copy.
- H. Joint Interoperability of Tactical Command and Control System — Interface planning files, consisting of: information relating to the development, coordination, and approval of technical interface concepts and technical interface design plans for tactical command and control systems at office having responsibility; JINTACCS configuration management files, consisting of: information relating to the management and standardization of configuration for tactical command and control systems. Included are proposed changes to data messages and data standards and actions relating to those changes at office having responsibility; JINTACCS data standardization files, consisting of: information identifying data elements and standardized message formats to be used by Services and agencies in achieving interoperability and compatibility of both manual and automated systems. Data dictionaries are also included.

Disposition: **PERMANENT.**

Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer physical custody of electronic records to the National Archives for pre-accessioning (see Enclosure A, #4) 5 years after cutoff. Transfer legal custody of electronic records to the National Archives 25 years after cutoff, after declassification review.

**Non-Record Materials**

**0700-05 — Series Description**

Non-record material maintained by any activity is for reference purposes only. Table 7.1 list non-record numbers from the previous edition of CJCSM 5760.01, Vol. II. See Enclosure D.

0701-08	0705-02	0708-04	0709-04
0710-07	0711-02	0714-04	

Table 7.1 Non Records

Disposition: **TEMPORARY.**

Destroy/delete when no longer needed for reference.

**Record Exceptions**

**0700-06 — Series Description**

Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions. Table 7.2 lists the following descriptions and dispositions that are authorized by the previous CJCSM 5760.01 Vol. II and are still in effect.

Description of Records	Dispositions
A. <u>Communications and Electronics Policies, Procedures, and Reports</u> — Communications requirements documents, consisting of: requests for support, equipment, systems, software, etc. For example, Communications System Requirements Document (CSR) or like documents maintained by any JS/CCMD activity as the official record copy.	Destroy/delete when superseded or obsolete.
B. <u>Communications Agreements</u> — maintained by any JS/CCMD activity as the official record copy.	
C. <u>Allied Communications Publications</u> — NATO Supplements to ACP documents maintained by any JS/CCMD activity as the official record copy.	
D. <u>Frequency/Spectrum Management</u> — Satellite/radio frequency listings/authorizations maintained	

<p>by any JS/CCMD activity as the official record copy.</p> <p>E. <u>Cryptology Records</u> — Records relating to software changes that do not affect the electronic or mechanical characteristics of cryptographic equipment maintained by any JS/CCMD activity as the official record copy.</p>	
<p>F. <u>Communications/Message Center Operations</u> — Incoming or outgoing electronic messages in SCI channels for JS/CCMD addresses received in the DIA Communications center and retained in computer storage for approximately 30 days.</p>	<p>30 days erase.</p>
<p>G. <u>Communications/Message Center Operations</u> — Incoming electronic messages, including messages requiring special handling such as Special Category (SPECAT), SIOP-ESI, SPECAT Codeword, SPECAT EXCLUSIVE FOR, RESTRICTIVE DATA or FORMERLY RESTRICTED DATA, and LIMITED DISTRIBUTION. Also included are “FOR” or “PERSONAL FOR” and those held in SSO facilities received and maintained by JS/CCMD addressee in mission or subject files.</p>	<p>Disposition is that of particular mission or subject file.</p>
<p>H. <u>Other Messages</u> — NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED, and NATO Unclassified messages received in JS/CCMD control points from the JS/CCMD command message center.</p>	<p>Destroy/delete within 30 days—except that if retention value is determined to be beyond 30 days, deliver to JS/CCMD subregistry for introduction into NATO system as a regular NATO document with disposition in accordance with 0811-02.</p>
<p>I. <u>Other Messages</u> — NATO Exercise messages, regardless of classification, received by exercise participants from the JS/CCMD message center.</p>	<p>Cut off on termination of the exercise, hold for 30 days—except that if retention value is determined to be beyond 30 days, deliver to JS/CCMD</p>

	subregistry for introduction into NATO system as a regular NATO document with disposition in accordance with 0811-02.
J. <u>Other Messages</u> — Outgoing electronic messages prepared by JS/CCMD element comeback copies received in the originating office and filed in mission or subject files, including those held in SSO facilities.	Disposition is that of particular mission or subject file.
K. <u>Other Messages</u> — Currently held in the JS records center.	Destroy/delete microfilm sets when no longer needed.
L. <u>Technical Control Functions/Patch and Test Facilities</u> — History folder (circuit, trunk link, route, or system history), excluding quality control test records, consisting of: records pertaining to activation, reconfiguration, or deactivation; initial test and acceptance data; DD Forms 1697 and 1697-1 (circuit parameter test data); Technical Evaluation Program reports; out-of-service quality control test records including spare channel test results; analysis products; and other related historical material maintained by any JS/CCMD activity as the official record copy.	Cut off monthly, hold until superseded or for 6 months after deactivation, whichever is later; then destroy/delete.
M. <u>Technical Control Functions/Patch and Test Facilities</u> — History folder (circuit, trunk link, route, or system history) quality control test records maintained by any JS/CCMD activity as the official record copy (note: out-of-service quality control testing records will replace the next like test, the current year's annual test results will replace the previous year's annual test results, and the current quarterly test results will replace the previous quarter's test results).	Destroy/delete when replaced with the next like test record.

<p>N. <u>Technical Control Functions/Patch and Test Facilities</u> — Technical control operations, excluding DD Form 1441 (Circuit Data), consisting of: quality control test schedules, reporting guides, circuit/trunk directories, Defense Information Systems Agency (formerly Defense Communications Agency) engineering drawings, systems/circuit layout diagrams/records, fault isolation charts/diagrams, and related products maintained by the JS/CCMD activity as the official record copy.</p>	<p>Destroy/delete when superseded.</p>
<p>O. <u>Applied Communications Publications</u> — NATO Supplements to ACP Documents maintained by other JS/CCMD activities.</p>	<p>Retain in accordance with 0811-02. Return no later than 6 months to the appropriate sub-registry section.</p>

Table 7.2 Exceptions

**0800 SERIES BUCKET SCHEDULE**  
**International**

This schedule provides disposition authorization for records that pertain to international negotiations, agreements, relationships with other countries, organizations, conferences, and other international functions of the Joint Staff and Combatant Commands. Additional records include, but are not limited to, treaty obligations, strategic planning and arms limitation, foreign disclosure, foreign training, The Navigation and Overflight Program, and security assistance and foreign military sales. This schedule also covers NATO Records including, but not limited to, reviews and analyses of U.S. and related military posture; strategy and force requirements; and military, economic, and political considerations for the purpose of providing understanding of the factors and basis for planning strategy and force requirements. Also includes programs and issues impacting on NATO, such as Partnership for Peace. NATO classifications include: COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, NATO SECRET, NATO CONFIDENTIAL ATOMAL, NATO CONFIDENTIAL, NATO RESTRICTED.

**SERIES NOTES:**

1. Action Officer Case Files. Copies of action officer case files are non-records. Background materials pertaining to official case files shall be retained in

accordance with 0000 bucket series in the front of this manual. Working papers shall be retained in accordance with the 0900-02, Working Papers and Office Administrative Files, Sub-bucket.

2. Refer to Enclosure A of this document for volume-wide instructions on:

- a. Disposition Schedule Big Buckets, **See A-1**.
- b. Disposition Detail Descriptions and Authorities, **See A-1**.
- c. FY/CY Cutoff Instructions, **See A-2**.
- d. Pre-accessioning, **See A-3**.
- e. Media Neutral Dispositions, **See A-3**.
- f. SCI Material, **See A-3**.
- g. NATO Material, **See A-3**.
- h. Event-Driven Records, **See A-3**.
- i. Flexible Scheduling, **See A-4**.
- j. Electronic Information Systems/Electronic Feeder Systems (EIS/EFS), **See A-4**.

### **Short-Term Records (6 months)**

#### **0800-01 — Series Description**

Short-Term records (180 days or less) related to the International Series are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies that require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to:

- A. NATO Files — NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED documents, excluding Agenda documents, Atlantic Council papers, and documents held by individuals who are members of a NATO committee and need the information for everyday operations distributed to JS/CCMD control points permanently for action officer and division usage (Note: The U.S. Central Registry is the official archive for all U.S. NATO records (USSAN 1-07)).

Disposition: **TEMPORARY.**  
Destroy/Delete 6 months after cutoff.

**Working Papers & Office Administrative Records (3 years)**

**0800-02 — Series Description**

Records related to the International Series are records that document routine administrative and organizational decisions, actions, and processes of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. NATO Files — NATO serial-numbered documents published by the Atlantic Alliance (SHAPE staff, major NATO commanders, subordinate commanders, NATO civilian and military staff organizations, committees, subcommittees, staff groups, working groups, etc.). Documents are generally published by alphabetical identification and/or numerical sequence within a given CY maintained by any JS/CCMD activity as the official record copy. (Note: The U.S. Central Registry is the official archive for all U.S. NATO records (USSAN 1-07)).

Disposition: **TEMPORARY.**  
Destroy/Delete 3 years after cutoff.

**Management and Program/Operations Records (7-10 years)**

**0800-03 — Series Description**

Records that document the international program/operations, management processes, and on-going activities of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. Security Assistance and Foreign Military Sales — Files relating to routine and administrative activities and events relating to security assistance and foreign military sales maintained by any JS/CCMD activity as the official record copy.
- B. Foreign Training — Files relating to routine and administrative activities and events relating to foreign training maintained by any JS/CCMD activity as the official record copy.
- C. Foreign Disclosure — Disclosure of military information to foreign governments and international organizations, consisting of: records of NDPC that announce the NDP, agency representation on the NDPC, approval and denial by the NDPC of requests for exception surveys of foreign governments conducted by NDPC representatives, and related papers maintained by any JS/CCMD activity as the official record copy; foreign disclosure records, consisting of: all records pertaining to release of classified military information or classified export controlled technical information to foreign governments and international

organizations maintained by any JS/CCMD activity as the official record copy.

Disposition: **TEMPORARY.**

Destroy/Delete no less than 7 years and no more than 10 years after cutoff.

**Permanent Mission and Function Records (*Permanent*)**

**0800-04 — Series Description**

This series contains records related to the International Series that document policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands which have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to:

- A. International Negotiations — Policies, procedures, and guidance relating to international negotiations, consisting of: advice formulation and coordination of JS/CCMD positions relating to international negotiations maintained by any JS/CCMD activity as the official record copy; scientific, engineering, and other support documents directed toward current strategic policy issues associated with discussion alternatives in negotiations maintained by any JS/CCMD activity as the official record copy.
- B. International Agreements — Policies, procedures, and guidance relating to the establishment of international agreements maintained by any JS/CCMD activity as the official record copy; agreements in which the Joint Staff provides representation, recommendations, guidance, and the final signed agreements maintained by any JS/CCMD activity as the official record copy.
- C. Treaty Obligations — Documents containing military commitments and treaty obligations, interpretations, comments, or proposals maintained by any JS/CCMD activity as the official record copy.
- D. Strategic Planning and Arms Limitation — Analyses and studies of arms control issues and present and future strategic capabilities, including the impact of negotiation alternatives on strategic forces and balance, such as Strategic Arms Limitation Treaty and Strategic Arms Reduction Treaty maintained by any JS/CCMD activity as the official record copy.
- E. Special Studies — Reviews and analyses of U.S. forces and allied effectiveness relating to general purpose forces in various regions maintained by any JS/CCMD activity as the official record copy.
- F. Navigation and Overflight — Legal, treaty, and NSC documents and other records (briefings, background papers, studies, etc.) relating to policy issues of the navigation and overflight program maintained by any JS/CCMD activity as the official record copy; files relating to oversight and assessments, including correspondence, staff papers,

- reports, and similar documents relating to freedom of navigation and overflight operations maintained by any JS/CCMD activity as the official record copy.
- G. International Logistics Conferences — Documents relating to the general conduct of international logistics conferences (e.g., Senior NATO Logistics Conference), consisting of: background materials, minutes of meetings, studies, reports, agreements, and final decisions maintained by any JS/CCMD activity as the official record copy; documents relating to the formulation and coordination of JS/CCMD positions on specific international logistics issues and programs, consisting of: sequence for current issues or programs maintained by any JS/CCMD activity as the official record copy.
- H. Security Assistance and Foreign Military Sales — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents, relating to security assistance and foreign military sales maintained by any JS/CCMD activity as the official record copy.
- I. Foreign Training — Foreign training programs, consisting of: documents relating to developing programs for training foreign nationals by agency schools, facilities, mobile training teams, contractor technicians, and training missions and groups. Included are communications on training requirements with the foreign army concerned, training program requirements reports, foreign training conference reports, program guidance refined programs, and related documents maintained by any JS/CCMD activity as the official record copy.

Disposition: **PERMANENT.**

Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer physical custody of electronic records to the National Archives for pre-accessioning (see Enclosure A, #4), 5 years after cutoff. Transfer legal custody of electronic records to the National Archives 25 years after cutoff, after declassification review.

**Non-Record Materials**

**0800-05 — Series Description**

Non-record material maintained by any activity is for reference purposes only. Table 8.1 list non-record numbers from the previous edition of CJCSM 5760.01, Vol. II. See Enclosure D.

0801-02	0804-02	0807-03
0802-04	0805-02	0809-04
0803-02	0806-03	0810-03

Table 8.1 Non Records

Disposition: **TEMPORARY**.

Destroy/delete when no longer needed for reference.

**Record Exceptions**

**0800-06 — Series Description**

Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions. Table 8.2 lists the following descriptions and dispositions that are authorized by the previous CJCSM 5760.01 Vol. II and are still in effect.

Description of Records	Dispositions
<p>A. <u>NATO Files</u> — NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED documents held by individual NATO committee members and needed for everyday operations distributed to JS/CCMD control points permanently for action officer and division usage.</p>	<p>Destroy/delete when no longer needed.</p>
<p>B. <u>Country Agreements — Support Use of Facilities</u> — Host-nation agreements between Military Departments, U.S. forces in country, and country on support use of facilities. Forwarded to Joint Staff/Combatant Command for information purposes only. Maintained by any JS/CCMD activity.</p>	<p>Destroy/delete when superseded or obsolete. Authority: N1-218-00-9 item 05.</p>
<p>C. <u>NATO Files</u> — COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, NATO SECRET, NATO CONFIDENTIAL ATOMAL, NATO CONFIDENTIAL, NATO RESTRICTED documents loaned to JS/CCMD control points within the Joint Staff/Combatant Command.</p>	<p>Return within no later than 6 months to the appropriate subregistry section.</p>
<p>D. NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED Agenda and Atlantic Council documents distributed to JS/CCMD control points</p>	<p>Cut off monthly, hold 6 months, then destroy/delete, or destroy/delete when no longer needed, whichever is later.</p>

	permanently for action officer and division usage.	
E.	NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED documents loaned to action officer via JS/CCMD control points within the Joint Staff/Combatant Command.	Return within no later than 6 months to the JS/CCMD control point for appropriate 0811-02 or 0811-03.

Table 8.2 Exceptions

**0900 SERIES BUCKET SCHEDULE  
General Administration and Management**

This schedule provides disposition authorization for records that pertain to General Administration and Management functions of the Joint Staff and Combatant Commands. Records cover administrative subject files; facilitative records such as suspense files, tracking and control records, calendars, and indexes; and transitory documents. Also included, but not limited to, are working papers; internal administration-housekeeping records; reports and project control files; staff visits; Forms Management and Records Management Program files; Freedom of Information Act (FOIA) and Declassification Programs files; Joint Staff Terminology Master List; and Schedules of Daily activities.

**SERIES NOTES:**

1. Action Officer Case Files. Copies of action officer case files are non-records. Background materials pertaining to official case files shall be retained in accordance with 0000 bucket series in the front of this manual. Working papers shall be retained in accordance with the 0900-02, Working Papers and Office Administrative Files, Sub-bucket.

2. Inspector General (IG) Investigation Records — additional description (formerly series 0934): Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, excluding those that result in national media attention, congressional investigation, or substantive agency policy or procedure. Cases relate to agency personnel and programs and operations administered or financed by the agency, including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

3. Freedom of Information Act Requests — Files created in response to requests for information under FOIA, consisting of the original request, a copy of the reply thereto, and all related supporting files. May include the official file copy of the requested record or a copy thereof.
4. Audio-Visual Records Disposition — Records including, but not limited to, still photography, graphic arts, video recordings, motion pictures, and audio (sound) recordings shall follow the disposition in the DoD Visual Information Records Schedule (NARA Authority N1-330-08-4). Contact the JS Information Management Division for additional information.
5. Refer to Enclosure A of this document for volume-wide instructions on:
  - a. Disposition Schedule Big Buckets, **See A-1**.
  - b. Disposition Detail Descriptions and Authorities, **See A-1**.
  - c. FY/CY Cutoff Instructions, **See A-2**.
  - d. Pre-accessioning, **See A-3**.
  - e. Media Neutral Dispositions, **See A-3**.
  - f. SCI Material, **See A-3**.
  - g. NATO Material, **See A-3**.
  - h. Event-Driven Records, **See A-3**.
  - i. Flexible Scheduling, **See A-4**.
  - j. Electronic Information Systems/Electronic Feeder Systems (EIS/EFS), **See A-4**.

**Short-Term Records (6 months)**

**0900-01 — Series Description**

Short-Term records (180 days or less) related to general administration and management are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies that require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to:

- A. General Office Administration Records — Duty reports/duty rosters, consisting of: information prepared by duty officer of the day or by personnel on charge-of-quarters duty to record routine duties performed by employees and special duties performed on a rotating basis. Included are daily activity reports and related information maintained by any JS/CCMD activity; office personnel registers, consisting of: information used to account for office personnel and to control office visitors, including registers showing personnel arrival, departure, leave, and temporary duty travel, excluding official personnel registers used to prepare input to automated personnel system maintained by any JS/CCMD activity.
- B. Reading and Transitory Files — Transitory files, consisting of: correspondence, messages, and other documents maintained for reference; copies of documents that require no official action; letters of transmittal; routine requests for information and replies thereto involving no administrative or policy decisions and no special compilations or research; courtesy or informational documents that are not needed to document specific functions but are of reference value to an office maintained by any JS/CCMD activity.
- C. JS/CCMD Bulletins, Circulars, and Newsletters/Newspapers — Proposed articles for all publications submitted by JS/CCMD activities, working papers, drafts, art work, and related background papers used to publish the bulletin maintained by any JS/CCMD activity.
- D. Audits and Audit Reports — Terminated audits or surveys maintained by any JS/CCMD activity.
- E. Postal Administration Records — Records of and receipts for mail and packages received through the Official Mail and Messenger Service maintained by JS/CCMD activities as the official record copy or for mail control, excluding JS Form 47. (Note: See 0300 bucket series for JS Form 47).
- F. Postal Administration Records — Locator cards, directories, indexes, and other records relating to mail delivery to individuals maintained by any JS/CCMD activity; correspondence, request forms, and other records relating to changes in mailing lists maintained by any JS/CCMD activity.

Disposition: **TEMPORARY.**

Destroy/Delete 6 months after cutoff.

### **Working Papers & Office Administrative Records (3 years)**

#### **0900-02 — Series Description**

Records related to general administration and management that document routine administrative and organizational decisions, actions, and processes of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. Working Papers — Project background records such as studies, analyses, notes, drafts, and interim reports maintained by any JS/CCMD activity. (Note: These papers are often filed in case files or other functional files as documentation of the action they address).
- B. Terminology and Dictionary — Correspondence on standardization of military terminology, coordination, and promulgation by the Joint Military Terminology Group (JMTG), including terminology disapproved by JMTG maintained by the Joint Staff as the official record copy.
- C. JS/CCMD Bulletins, Circulars, and Newsletters/Newspapers — Publications used to provide unclassified official and unofficial information of an advisory, informative, or directive nature to JS/CCMD activities maintained by any JS/CCMD activity as the official record copy.
- D. Audits and Audit Reports — Completed audits or surveys, including comments, recommendations, and actions taken in relation thereto maintained by any JS/CCMD activity.
- E. Reports Control — Case files on reports created, canceled, or superseded that contain evidence of their existence and/or discontinuance, consisting of: files relating to reports for which there are formal requirements, including files accumulated in the course of administrative control of the reports, excluding the reports themselves, maintained by any JS/CCMD activity.
- F. Project Control — Memorandums, reports, and other papers documenting assignments, progress, and completion of projects maintained by any JS/CCMD activity.
- G. Staff Visits — Documents relating to scheduled or special visits for the purpose of performing staff or technical supervision or for conducting studies, including requests for permission to visit, reports of visit, trip reports, recommendations, and other directly related documents, excluding inspections, surveys, audits, and visits made in connection with a specific process or case that should be filed with documentation of the process or case maintained by any JS/CCMD activity. (Note: See 0400 bucket series for distinguished visitor program documentation).
- H. Records Management — Copies of correspondence, reports, authorizations, and other records that relate to the management of JS/CCMD records, including such matters as forms, correspondence, reports, mail, and files management maintained by any JS/CCMD activity.
- I. Records Disposition — Basic documentation of records descriptions and dispositions, consisting of: NARA approved SF 115 (Request for Records Disposition Authority) maintained by any JS/CCMD activity as the official record copy; also included are extra copies, routine correspondence, and memorandums related to descriptive records inventories, records disposal authorizations, records schedules, and reports maintained by any activity for reference.

- J. Freedom of Information Act Requests — Correspondence and supporting documents granting access to all the requested records, excluding the official file copy of the records requested if filed therein maintained by any JS/CCMD activity; correspondence and supporting documents responding to requesters who provide inadequate description and to those who fail to pay agency reproduction fees and the request is not appealed, excluding the official file copy of the records requested if filed therein maintained by any JS/CCMD activity (See series note #4 — FOIA).
- K. FOIA Appeals — FOIA reports, consisting of: reports relating to recurring reports and one-time information requirements on implementation of FOIA, including annual reports to Congress maintained by any JS/CCMD activity (See series note #4 — FOIA).
- L. Privacy Act Reports — Recurring reports and one-time information requirements relating to agency implementation, including reports to OSD and the Privacy Act Board and reports at agency level maintained by any JS/CCMD activity as the official record copy.
- M. Privacy Act — General Administrative — Records relating to the general agency implementation of the Privacy Act, including notices, memorandums, routine correspondence, and related records maintained by any JS/CCMD activity.
- N. Schedules of Daily Activities — Consisting of: records containing substantive information relating to official activities, the substance of which has not been incorporated into official files maintained by directorate heads and heads of separate offices in the Joint Staff and Combatant Command (Note: Schedules of the Chairman of the Joint Chiefs of Staff and Combatant Commanders use 0900-04-F).
- O. Internal Control Programs — Internal control correspondence, consisting of: general correspondence, regulations, policy, action plans, schedules for required reviews, and other related correspondence maintained by any JS/CCMD activity.
- P. Inspections — Documents relating to inspecting and surveying JS/CCMD activities at all levels, including command/IG safety, equipment, and related inspections pertaining to performance of missions and functions, excluding security inspections maintained by any JS/CCMD activity.
- Q. Administrative Orders (PCS) — Permanent change of station orders, consisting of: duplicate copies of orders maintained by any JS/CCMD activity as the JS/CCMD record copy (Note: Official record copy is maintained in Service files).
- R. Administrative Orders — Background material to orders, consisting of: letter request for orders, amendments, etc., and justification files on special authorizations when required by orders publishing activity maintained by any JS/CCMD activity.
- S. Postal Administration Records — Records relating to incoming or outgoing registered mail; pouches; registered, certified, insured,

- overnight express, and special delivery mail, including receipts and return receipts maintained by any JS/CCMD activity.
- T. Postal Administration Records — General files, including correspondence, memorandums, directives, and guides relating to the administration of mail room operations maintained by any JS/CCMD activity.
  - U. Postal Administration Records — Distribution Authorization Sheets maintained by distributing JS/CCMD activities.
  - V. Postal Administration Records — used for tracking or suspending, excluding use for control and accountability purposes, maintained by JS/CCMD activity (Note: See 0300 series for distribution records used for control and accountability purposes).
  - W. Graphics, Printing, Reproduction, Office Copier, and Distribution Management — Records relating to internal management, operations, and costs of graphics, printing, reproduction, office copiers, and distribution functions maintained by any JS/CCMD activity as the official record copy.
  - X. Graphics, Printing, Reproduction, Office Copier, and Distribution Management — Control files, consisting of: control registers pertaining to requisitions and work orders maintained by any JS/CCMD activity as the official record copy; files of masters (copy preps) of vu-graphs, book covers, and related papers used in the production of graphics aids maintained by any JS/CCMD activity (fiscal year).
  - Y. Internal administration/housekeeping — Records accumulated by individual offices relating to the internal administration or housekeeping activities of the office rather than the functions for which the office exists, including records relating to staffing, procedures, hours of duty, supplies and office services and equipment requests use of office space, activity and workload reports, and comparable records not associated with functional programs, **excluding** documentation relating to assigned functional or program responsibilities, which is disposed of in accordance with the instructions pertaining to the function or program.

Disposition: **TEMPORARY.**

Destroy/Delete 3 years after cutoff.

### **Management and Program/Operations Records (7-10 years)**

#### **0900-03 — Series Description**

Records that document the general administration and management program/operations, management processes, and on-going activities of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. JS/CCMD Forms Management Program — One record copy of each form created by Joint Staff/Combatant Command with related instructions and documentation showing inception, scope, and purpose of the form maintained, controlled, and issued by JS/CCMD forms activity.
- B. Agreements — Documents relating to agreements between elements of the Joint Staff/Combatant Commands, between the Military Services or Federal agencies and the Joint Staff/Combatant Commands, or between other non-Federal organizations or agencies and the Joint Staff/Combatant Commands, including memorandums of agreement, base host tenant agreements, inter-Service support agreements, and interagency support agreements, excluding agreements with foreign maintained by any JS/CCMD activity as the official record copy.
- C. Records Management — Correspondence, reports, authorizations, and other records that relate to the management of JS/CCMD records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, IT systems, and word processing; records management surveys; vital records programs; and all other aspects of records management maintained as the official JS/CCMD record copy.
- D. Records Disposition — Consisting of: Records such as SF 135 (Records Transmittal and Receipt), SF 258 (Agreement to Transfer Records to National Archives of the United States), and related documentation maintained by any JS/CCMD activity as the official record copy.
- E. FOIA Requests — Correspondence and supporting documents denying access to all or part of the records requested and the request is not appealed, excluding the official file copy of the records requested if filed therein maintained by any JS/CCMD activity (See series note #4 — FOIA).
- F. FOIA Appeals — Correspondence and supporting documents, excluding the official file copy of the records under appeal if filed therein, maintained by any JS/CCMD activity as the official record copy (See series note #4 — FOIA).
- G. FOIA Control — Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requester, consisting of: the register or listing maintained by any JS/CCMD activity as the official record copy; all other files maintained by any JS/CCMD activity as the official record copy (See series note #4 — FOIA).
- H. Privacy Act Matters — Files maintained in response to requests from individuals to gain access to their records or to any information in the records pertaining to them as provided for under 5 USC 552a(d)(1), consisting of: files containing original request, copy of reply thereto, and all related supporting documents. May include the official file copy of records requested or a copy thereof maintained by any JS/CCMD activity as the official record copy.

- I. Declassification — JS/CCMD supplemental documents, directives, and correspondence relating to declassification actions; internal and external declassification requests; response, appeal, referrals, and general policy files maintained by any JS/CCMD activity as the official record copy.
- J. Internal Control Programs — Vulnerability assessments records pertaining to internal control or elimination of waste, fraud, and abuse of resources maintained by the Joint Staff/Combatant Command as the official record copy; internal control reviews records used as reference material to track problems in assessable units over the years and to compare with succeeding vulnerability assessments and reviews maintained by the Joint Staff/Combatant Command as the official record copy (fiscal year).
- K. Inspector General (IG) Investigation Records — Files containing information or allegations that are of an investigative nature but do not relate to a specific investigation, including anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information that may prove useful in IG investigations maintained by any JS/CCMD activity (See series note #3, IG Records).
- L. Science Advisor Records/Activities — Files relating to routine and administrative activities and events within general management sciences activities maintained by any JS/CCMD activity as the official record copy.
- M. Administrative Orders — Temporary duty orders, consisting of: originals or record copies of orders maintained by any JS/CCMD activity (fiscal year).
- N. Instructions (Operating Instructions, SOPs, Etc.) — Documents containing instructions covering policies and special procedures of those features of operations that lend themselves to a definite or standardized procedure maintained by any JS/CCMD activity as the official record copy.
- O. Inspector General (IG) Investigation Records — All other investigative case files, excluding those that are unusually significant for documenting major violations of criminal law or ethical standards by agency officials or others maintained by any JS/CCMD activity (fiscal year) (See series note #3, IG Records).

Disposition: **TEMPORARY.**

Destroy/Delete no less than 7 years and no more than 10 years after cutoff.

**Permanent Mission and Function Records (*Permanent*)**

**0900-04 — Series Description**

This series contains records related to general administration and management that document policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands that have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to:

- A. Terminology and Dictionary — DoD Dictionary of Military and Associated Terms (Joint Publication (Jt Pub) 1-02)) is published to ensure uniformity in the application and use of terms and definitions throughout DoD maintained by the Joint Staff as the official record copy; Terminology Master Index, consisting of: a compilation of the history of military terms maintained by the Joint Staff as the official record copy.
- B. Finding Aids — Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for permanent retention and transfer to NARA, excluding records containing abstracts or other information that can be used as an information source apart from the related records maintained by any JS/CCMD activity.
- C. Background Papers — Documents providing concise but thorough information used to inform principals on the substantive aspects of a subject. Background papers are more similar to studies than to working papers and are used for a variety of purposes and occasions maintained by any JS/CCMD activity. (Note: These papers are often filed in case files or other functional files as documentation of the action they address).
- D. Talking Papers — Documents provided to a principal with good knowledge of a subject, used by the principal as a memory aid in an oral discussion maintained by any JS/CCMD activity. (Note: These papers are often filed in case files or other functional files as documentation of the action they address).
- E. Studies — Studies, analyses, and summaries, consisting of: special detailed analyses, cost studies, and summaries covering all subject areas that serves as an index to the economical use of resources and furnish data in the preparation and support of plans, budgets, and programs maintained by any JS/CCMD activity as the official record copy.
- F. Schedules of Daily Activities — Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal (JS/CCMD) employees while serving in an official capacity, excluding material determined to be "personal records." Consisting of:

records containing substantive information relating to the official activities of a high-level official—the Chairman of the Joint Chiefs of Staff/Top 5/Combatant Commander—the substance of which has not been incorporated into memorandums, reports, correspondence, or other records included in the official files maintained by the Office of the Chairman, Joint Chiefs of Staff/headquarters, Combatant Command.

- G. Internal Control Programs — Internal control annual statement of assurance, consisting of: annual statement of assurance of JS/CCMD compliance to the Secretary of Defense, semiannual statistical summary of the JS Internal Management Control program, summary of internal control taskings, 5-year management control plan, and miscellaneous correspondence within the Joint Staff/Combatant Command concerning implementation and monitoring of internal control programs, maintained by the Joint Staff/Combatant Command as the official record copy.
- H. IG Investigation Records — Reports and actions taken on inspections/investigations of the Combatant Commands and other joint activities by the IG and special inspection teams as directed by OSD and the Joint Staff/Combatant Command that are considered significant in terms of media/public interest, effect on policy and procedures, or high visibility litigation maintained by the Joint Staff/Combatant Command as the official record copy (See series note #3, IG Records).
- I. Science Advisor Records/Activities — Records generated by the science advisor, consisting of: reports, studies, tasking orders, and similar records. Reports are usually informal and unpublished. Records may be generated at all activities maintained by any JS/CCMD activity as the official record copy.
- J. Administrative Orders — General administrative orders, consisting of: assumptions of command, courts martial authority, etc., maintained by any JS/CCMD activity as the official record copy.
- K. Postal Administration Records — Distribution authorization sheets for documents used to list addresses and numbers of copies to be delivered by the distribution activity maintained by any JS/CCMD activity as the official record copy.
- L. Staff Meetings and Conferences — Staff meetings and conferences not covered elsewhere, consisting of: record copies of agendas, minutes, and related correspondence of committees and boards established by higher headquarters directives and not filed with another series of records—record copies at Combatant Command headquarters.

Disposition: **PERMANENT.**

Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer physical custody of electronic records to the National Archives for pre-accessioning (see Enclosure A, #4) 5 years after

cutoff. Transfer legal custody of electronic records to the National Archives 25 years after cutoff, after declassification review.

**Non-Record Materials**

**0900-05 — Series Description**

Non-Record material maintained by any activity is for reference purposes only. Table 9.1 list non-record numbers from the previous edition of CJCSM 5760.01, Vol. II. See Enclosure D.

0902-02	0916-01	0931-04	0946-02
0903-01	0916-02	0933-04	
0904-04	0917-02	0934-05	
0907-01	0918-02	0935-02	
0911-02	0925-05	0937-05	
0912-03	0926-03	0942-03	
0914-02	0928-02	0943-05	
0915-03	0929-02	0944-05	

Table 9.1 Non Records

Disposition: **TEMPORARY.**

Destroy/delete when no longer needed for reference.

**Record Exceptions**

**0900-06 — Series Description**

Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions. Table 9.2 lists the following descriptions and dispositions that are authorized by the previous CJCSM 5760.01 Vol. II and are still in effect.

Description of Records	Dispositions
A. <u>Reading and Transitory Files</u> — Reading files, consisting of: duplicate copies of incoming and outgoing correspondence maintained by any JS/CCMD activity.	Cut off annually, hold 1 year, or until no longer needed, whichever is earlier; then destroy/delete.
B. <u>FOIA Control</u> — Freedom of information electronic databases providing a means of retrieving information on requests to DoD submitted under provisions of FOIA EO 12958 maintained and	Data updated as required. Destroy/delete when no longer needed.

<p>managed by Joint Staff/Combatant Command (See series note #4 — FOIA).</p>	
<p>C. <u>Audio (Sound Recordings)</u> — Recordings of meetings made exclusively for note-taking or transcription maintained by any JS/CCMD activity.</p>	<p>Destroy/delete immediately after use (GRS 21, item 22).</p>
<p>D. <u>Audio (Sound Recordings)</u> — Dictation belts or tapes maintained by any JS/CCMD activity.</p>	<p>Destroy/delete immediately after use (GRS 21, item 23).</p>
<p>E. <u>Postal Administration Records</u> — Card list maintained by any JS/CCMD activity.</p>	<p>Destroy/delete individual card when canceled or revised (GRS 13, item 4b).</p>
<p>F. <u>Graphics, Printing, Reproduction, Office Copier, and Distribution Management</u> — Copies of requests for graphics, printing, and reproduction maintained by any JS/CCMD activity.</p>	<p>Destroy/delete on completion of job.</p>
<p>G. <u>Postal Administration Records</u> — Military postal office files, consisting of: requests, approvals, studies, reviews, coordination, and evaluation relating to the establishment and/or disestablishment of military postal offices maintained by any JS/CCMD activity. (Note: Official record copy is maintained by Military Postal Service Agency).</p>	<p>Destroy/delete upon termination of the military postal office.</p>
<p>H. <u>JS/CCMD Forms Management Program</u> — Miscellaneous correspondence and papers used for the approval, disapproval, and review of JS/CCMD forms maintained by any JS/CCMD activity.</p> <p>I. <u>Still Photography</u> — Duplicate items in excess of record elements required for preservation, duplication, and reference service maintained by any JS/CCMD activity.</p>	<p>Destroy/delete when no longer needed.</p>

<p>J. <u>Graphic Arts</u> — Routine artwork for handbills, flyers, posters, letterhead, and other graphics maintained by any JS/CCMD activity.</p>	<p>Destroy/delete when no longer needed (GRS 21, item 6).</p>
<p>K. <u>Schedules of Daily Activities</u> — Routine materials containing no substantive information regarding the daily activities of other than high-level officials and records of all Federal employees containing substantive information, the substance of which has been incorporated into official files.</p>	<p>Destroy/delete when no longer needed (GRS 23, item 5b).</p>
<p>L. <u>JS/CCMD Forms Management Program</u> — Working papers, background materials, requisitions, specifications, processing data, and control records maintained by JS/CCMD forms activity. M. <u>JS/CCMD Forms Management Program</u> — Forms files containing requests for approval of forms and pertinent background material maintained by other JS/CCMD activities.</p>	<p>Destroy/delete when related form is discontinued, superseded, or canceled.</p>
<p>N. <u>General Office Administration Records</u> — Additional duty designations/delegations of authority, consisting of: documents relating to the assignment of additional duties, delegation of authority, etc., maintained by any JS/CCMD activity.</p>	<p>Destroy/delete when rescinded or superseded.</p>
<p>O. <u>Declassification</u> — JS/CCMD listings of papers that have been reviewed and declassified, maintained by the Joint Staff/Combatant Command as the official record copy.</p>	<p>Destroy/delete when superseded.</p>
<p>P. <u>Studies</u> — Routine, periodic analyses and studies maintained by any JS/CCMD activity. Q. <u>Orientation and Briefing Files</u> —</p>	<p>Destroy/delete when superseded or obsolete.</p>

<p>Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office, and in briefings given to the staff about the mission and various special projects. Included are photographs, copies of specially prepared handouts, video tapes, and related or similar documents maintained by any JS/CCMD activity.</p> <p>R. <u>Graphics, Printing, Reproduction, Office Copier, and Distribution Management</u> — Publications/forms requisitions and requirements, consisting of: forms, other records, and related correspondence used to requisition or establish requirements for publications/forms maintained by any JS/CCMD activity.</p>	
<p>S. <u>Finding Aids</u> — Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, excluding records containing abstracts or other information that can be used as an information source apart from the related records maintained by any JS/CCMD activity.</p>	<p>Destroy/delete with the related records (GRS 23, Item 9).</p>
<p>T. <u>FOIA Requests</u> — Official file copy of requested records maintained by any JS/CCMD activity (See series note #4 — FOIA).</p>	<p>Dispose of in accordance with approved disposition instructions for the related records, or with the related FOIA request, whichever is later (GRS 14, item 11b).</p>
<p>U. <u>FOIA Appeals</u> — Official file copy of records under appeal maintained by any JS/CCMD activity as the official record copy (See series note</p>	<p>Dispose of in accordance with approved disposition instructions for the related records, or with the related FOIA</p>

#4 — FOIA).	request, whichever is later (GRS 14, item 12b).
V. <u>Audiovisual Records Documentation</u> — Finding aids for identification, retrieval, or use of temporary audiovisual records maintained by any JS/CCMD activity.	Disposition is that of the related audiovisual records (GRS 21, item 29).
W. <u>Point, Position, and Information Papers</u> — Point papers/position papers, consisting of: documents designed to present key points, facts, positions, or questions in the most brief and orderly fashion. Documents are flexible in format and state the thrust of the subject maintained by any JS/CCMD activity. (Note: These papers are often filed in case files or other functional files as documentation of the action they address).	If not filed in related subject files, destroy/delete upon termination of event, briefing, or meeting.
X. <u>Schedules of Daily Activities</u> — At NARA for archival purposes.	NARA may destroy non-permanent records.
Y. <u>Unscheduled/Unidentified Files</u> .	Retain in current files area until file number is added to this manual.
Z. <u>Postal Administration Records</u> — Address plates, stencils, or tapes.	Correct individual plates, stencils, or tapes as required, destroy/delete when canceled. Authority: N1-218-00-10 item 52.
AA. <u>JS Audiovisual Records</u> — Routine and non-mission related still photographs, graphic arts, video recordings, and motion pictures that are maintained by any JS/CCMD activity.	Please see series note #4 for information regarding audiovisual records disposition instructions.
BB. <u>JS Audiovisual Records</u> — Official record copy still photographs, graphic arts, video recordings, and motion pictures of a permanent nature maintained by JS activities.	Please see series note #4 for information regarding audiovisual records disposition instructions.

Table 9.2 Exceptions

**Personal Papers (non-official/non-record)**

**0900-08 — Series Description**

Unclassified CJCS/Combatant Commander's personal and private correspondence, including copies of speeches, statements, and testimonies. (speeches, statements, and testimonies will be filed in both official and personal files). Records include, but are not limited to:

Personal Papers — Unofficial personal and private papers, diaries, logs, handwritten notes, verbatim transcripts of conversations, reference books, and other personal items from private sources—provided all official information has been incorporated in memorandums for record and placed in the appropriate official file identified as wholly unofficial in nature and filed in clearly designated files separately from the official records of an office. (Note: Any material, regardless of how categorized by the user, that addresses the conduct of official business is an official record of the Joint Staff/Combatant Command and is subject to disposition under Federal law and the provisions of this schedule. See paragraph 7 of Enclosure A to Volume I of this manual for examples of materials that are prohibited from removal from the JS/CCMD offices).

**1000 SERIES BUCKET SCHEDULE**

**Information Technology (IT) Procurement, Planning, Operations, and Management**

This schedule provides disposition authorization for files created and maintained for the procurement, planning, operations, and management of IT and related services, regardless of the physical form or characteristics of the files, whether retained on paper, in microform, or in electronic form for the Joint Staff and Combatant Commands. This includes IT records relating solely to IT as well those that relate to other agency activities.

1. Records within this bucket series include, but are not limited to:
  - a. Management of IT Organizations and Projects. Includes IT policy, direction, and planning files and related feasibility studies and requirements documents.
  - b. Management of IT Infrastructure and Services. Includes host computers, servers, intranets, and extranets, and IT services supporting a variety of applications and users; **excludes** records relating to individual applications that support specific program or administrative functions.
  - c. IT Applications. Includes records relating to individual applications that support specific agency program or administrative functions; **excludes** IT operations and management records. IT applications records consist of, but are not limited to, records maintained solely for technical support of the applications, such as user requirements, system

specifications, data and process models, and user guides. The agency will need to retain many of these records as adequate and proper documentation of the agency programs or administrative functions that the applications serve, under schedules authorized for records of those programs or functions. This series applies only to separate copies of such records in files maintained solely for technical support.

2. IT Records Relating Solely to IT. As defined in the Information Technology Management Reform Act of 1996 (ITMRA), IT includes computers, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. The disposition instructions apply at the file level and only to files that are maintained solely for the procurement, planning, operation, and management of IT and related services.

3. IT Records Relating to Other Agency Activities. Some documents kept in IT procurement, planning, operations, and management files are also needed as essential evidence of agency programs and administrative activities. Documents that need to be retained as records of IT procurement, planning, operations, and management on the one hand, and as records of agency programs or administrative activities on the other, include, but are not limited to:

- a. IT plans that explicitly address how IT will satisfy program and administrative requirements.
- b. IT policy records that relate policy development or implementation to program and administrative requirements.
- c. Records relating to data administration for agency programs or other administrative functions.
- d. Audits and reviews that address how well IT systems or applications satisfy program or administrative requirements.
- e. Technical documentation that is needed to access, retrieve, use, or interpret other records of agency programs or administrative activities.

4. Records Not Covered by 1000 Series. This series does not cover all records used in IT operations and management. Records not covered are those covered by other series or schedules and those that have not yet been scheduled.

a. Records Covered by Other Series or Schedules. Such as:

- (1) Common administrative files covered by other disposition categories. The other disposition categories apply in IT offices as well as elsewhere.
- (2) Other administrative files whose disposition is authorized under records schedules applicable to the entire agency or component in which the IT office is located. IT offices should apply such schedules as appropriate.

b. Records Not Covered by Other Series or Schedules. IT offices may maintain records that must be scheduled through the JSRM and NARA, such as:

- (1) Electronic Information Systems (schedules found in the 1200 Series Bucket).
- (2) Unique files relating to IT operations and management.
- (3) Records that provide essential evidence of agency missions and programs, such as IT strategic plans and Business Information Models.

**SERIES NOTES:**

1. Action Officer Case Files. Copies of action officer case files are non-records. Background materials pertaining to official case files shall be retained in accordance with 0000 bucket series in the front of this manual. Working papers shall be retained in accordance with the 0900-02, Working Papers and Office Administrative Files, Sub-bucket.

2. IT Facility and Site Management Files. Including only files retained to ensure that buildings and rooms where IT equipment, systems, and storage media are located are properly controlled and operated in accordance with environmental standards and physical security, **excluding** records of stores or plant accounting and records of property disposal.

3. Refer to Enclosure A of this document for volume-wide instructions on:

- a. Disposition Schedule Big Buckets, **See A-1.**
- b. Disposition Detail Descriptions and Authorities, **See A-1.**
- c. FY/CY Cutoff Instructions, **See A-2.**
- d. Pre-accessioning, **See A-3.**
- e. Media Neutral Dispositions, **See A-3.**
- f. SCI Material, **See A-3.**
- g. NATO Material, **See A-3.**
- h. Event-Driven Records, **See A-3.**
- i. Flexible Scheduling, **See A-4.**
- j. Electronic Information Systems/Electronic Feeder Systems (EIS/EFS), **See A-4.**

**Short-Term Records (6 months)**

**1000-01 — Series Description**

Short-term records (180 days or less) related to IT procurement, planning, operations, and management are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to:

- A. Temporary Input/Output Files — Output records retained by IT service and support units, consisting of: extract, summary, and aggregate data files derived from a database in cases where it is possible to regenerate the extract, summary, or aggregate from the database, and copies of output reports produced for clients maintained by any JS/CCMD activity.

Disposition: **TEMPORARY.**

Destroy/delete 6 months after cutoff.

**Working Papers & Office Administrative Records (3 years)**

**1000-02 — Series Description**

Records related to IT procurement, planning, operations, and management are records that document routine administrative and organizational decisions, actions, and processes of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. IT Policy and Direction Files — Files relating to the development and issuance of policies and directives for all aspects of the management of IT and related assets and services, excluding IT policies and directives maintained in other files, such as a general directives system maintained by any JS/CCMD activity as the official record copy.
- B. Management of IT Organizations and Projects: IT Planning Files — IT long-term plans, operational plans, technological infrastructure plans, and data processing services plans maintained by any JS/CCMD activity.
- C. Management of IT Organizations and Projects: IT Planning Files — IT capital planning and investment management files documenting the agency's process for maximizing the value and assessing and managing the risks of acquisitions of IT infrastructure, facilities, security, and services, including IT investment management records in the offices of the Chief Information Officer or other official or body charged with reviewing and approving IT investments, excluding IT investment

- management records in program offices that propose IT investments and records maintained for budget, property, expenditure, or cost accounting purposes maintained by any JS/CCMD activity. (Note: See 0600 bucket series and GRS 3 through 8 for IT records maintained for budget, property, expenditure, or cost accounting purposes. For IT investment management records in program offices that propose IT investments, disposition is that of the appropriate related program).
- D. Management of IT Organizations and Projects: IT Planning Files — IT project plans for specific initiatives undertaken in accordance with IT long-term plans, operational plans, technological infrastructure plans, and data processing services plans, such as projects for installation, upgrade, or replacement of infrastructure components, including hardware, software, and networks, excluding those limited to an individual IT application that supports a specific program or administrative function maintained by any JS/CCMD activity. (Note: See 1000-02-Q for management files relating to individual IT applications that support specific programs or administrative functions).
- E. Resources Requirements Records — Records used to define and track requirements for IT resources, such as hardware, software, and services, that support more than one application, identify and evaluate options, recommend actions, justify acquisitions, and determine criteria for acceptance, consisting of: cases where one or more recommendations for satisfying IT requirements are implemented, maintained by any JS/CCMD activity; cases where the final decision is not to implement recommendations, maintained by any JS/CCMD activity.
- F. IT Procurement Files — Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000, maintained by any JS/CCMD activity as the official record copy.
- G. IT Implementation Files — Records on implementation of IT policies, directives, and plans, including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities maintained by any JS/CCMD activity; files that support multiple applications, including plans and reports concerning installation, migration, conversion, and acceptance of hardware, software, and networks; related models, diagrams, and schematics; data and other files created to test performance; and related technical documentation, consisting of: files for systems or components that are not accepted or accredited, maintained by any JS/CCMD activity; files for systems or components that are accepted or accredited, maintained by any JS/CCMD activity.
- H. IT Facility and Site Management Files — Files identifying IT facilities and sites, consisting of: files concerning implementation of IT facility and site management and support services provided to specific sites,

including reviews, site visit reports, trouble reports, service histories, reports of follow-up actions, and related correspondence maintained by any JS/CCMD activity. (Note: See GRS 8 for records of stores or plant accounting and GRS 4 for records of property disposal). (Note: Also, see series note #3)

- I. Asset and Configuration Management Files — Records identifying or inventorying IT assets, equipment control systems, inventories of network circuits, and building or circuitry diagrams maintained by any JS/CCMD activity; IT hardware maintenance records used to track specific equipment items (by serial number) for maintenance as required by applicable policy maintained by any JS/CCMD activity.
- J. Asset and Configuration Management Files — Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment, consisting of, but not limited to: data and detailed reports on implementation of systems, applications, and modifications; assessments of effectiveness, application sizing, and resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release management; and records of IT maintenance documenting preventative, corrective, adaptive, and perfective (enhancement) maintenance actions including requests for service, work orders, service histories, and related records maintained by any JS/CCMD activity.
- K. Systems and Data Security — Documents identifying IT risks and analyzing their impact, consisting of: risk measurements and assessments, actions to mitigate risks, implementation of risk action plans, service test plans, test files, and data maintained by any JS/CCMD activity; user identification, profiles, authorizations, and password files maintained by any JS/CCMD activity; security incident handling, reporting, and follow-up maintained by any JS/CCMD activity.
- L. IT Operations Records — Schedules, consisting of: workload schedules, run reports, run requests, and other records documenting the successful completion of a run and schedules of maintenance and support activities maintained by any JS/CCMD activity; problem reports, user complaints and questions, proposals for changes, and related decision documents maintained by any JS/CCMD activity.
- M. Systems, Services, and Resources Usage and Monitoring — Usage and monitoring data and reports including operations data, such as system event logging, log-in files, system usage files, and audit trails; reports on workload management, incident reports, and audit trails of problems and solutions; and reports on operations including summary computer usage reports, measures of benchmarks, performance

- indicators and critical success factors, error and exception reports, self-assessments, service delivery monitoring, and management reports; excluding records created under procedures mandated by Office of Management and Budget (OMB) Circular A-123 (Management Accountability and Control Systems) and PL 97-255, the Federal Manager's Financial Integrity Act maintained by any JS/CCMD activity. (Note: See GRS 16 item 14 for records created under OMB Circular A-123 and PL 97-255).
- N. IT Resources and Services Financial Records — Service-level agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements maintained by any JS/CCMD activity.
- O. Systems, Services, and Resources Usage and Monitoring — Files relating to managing third-party services including control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance maintained by any JS/CCMD activity; records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing, and other IT services maintained by any JS/CCMD activity.
- P. Customer Service Files — Records relating to providing service and support to customers, including pamphlets, responses to frequently asked questions, and other documents prepared in advance to assist customers; help desk logs and reports and other files relating to customer query and problem response; query monitoring and clearance; customer feedback records; and related trend analysis and reporting maintained by any JS/CCMD activity.
- Q. Application Development and Implementation — Application development case files, consisting of: records created and used in determining customer needs for applications and in designing, developing, acquiring, or modifying applications, including user requirements and specifications, system or subsystem specifications, system integration documents, application and data deployment strategies, status reports, records documenting acceptance of applications and modifications, and related correspondence maintained by any JS/CCMD activity; installation and testing records for applications maintained by any JS/CCMD activity.
- R. Technical Documentation, Metadata, and Software Necessary to Retain, Access, Retrieve, and Use Electronic Records — Technical documentation of data or related output records or records of action where the data or records are temporary maintained by any JS/CCMD activity; documents defining data quality controls, including source document, input, processing, and output controls maintained by any JS/CCMD activity; application software, consisting of: automated program listing/source code necessary to access, retrieve, use, or

maintain electronic records, including program flowcharts, maintenance logs, change notices, and other records documenting modifications to computer programs that support applications maintained by any JS/CCMD activity.

- S. Temporary Input/Output Files — Input records, consisting of: documents and files designed and used solely to create, update, or modify electronic records including non-electronic documents or forms and digital input/source files; files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database; and metadata or reference data such as format, range, or domain specifications that is transferred from a host computer or server to another computer for input, updating, or transaction processing operations maintained by any JS/CCMD activity.

Disposition: **TEMPORARY.**

Destroy/Delete 3 years after cutoff.

### **Management and Program/Operations Records (7-10 years)**

#### **1000-03 — Series Description**

Records that document the IT procurement, planning, operations, and management program/operations, management processes, and on-going activities of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. Management of IT Organizations and Projects: IT Planning Files — Feasibility studies conducted before the installation of any technology or equipment associated with IT systems, including word processing, copiers, micrographics, and communications, consisting of: studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives to the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system maintained by any JS/CCMD activity as the official record copy; technical support requirements documents used for planning IT support and programming resources to fulfill legal and policy requirements, maintained by any JS/CCMD activity as the official record copy.
- B. IT Procurement Files — Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to planning, award, administration, receipt, inspection, and payment. Procurement or purchase organization copy and related papers. Transaction dated on or after 3 July 1995 (the effective date of the FAR rule defining simplified acquisition threshold),

- consisting of: transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000 maintained by any JS/CCMD activity as the official record copy.
- C. Compliance/Measurement Records — Records on impact and compliance with IT policies, directives, and plans, including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities, excluding audit files of the agency's IG, consisting of: performance measurements and benchmarks, audits and management reviews, certifications and accreditations, quality assurance reviews and reports, reports on implementation of plans, effectiveness evaluations, compliance reviews, and data measuring or estimating impact and compliance maintained by any JS/CCMD activity.
  - D. IT Reports — ITMRA annual report, consisting of: reports relating to responding to ITMRA requirements maintained by any JS/CCMD activity as the official record copy; Information Resource Management (IRM) Triennial Review File, consisting of: reports required by the General Services Administration concerning reviews of IRM practices, including associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports maintained by any JS/CCMD activity as the official record copy; IT correspondence file, consisting of: correspondence, reports, and other records that relate to JS/CCMD IT activities, maintained by any JS/CCMD activity
  - E. Year 2000 (Y2K) Program — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents relating to the establishment and operation of Y2K programs maintained by any JS/CCMD activity as the official record copy; files relating to operational, routine, and administrative activities and events within Y2K programs maintained by any JS/CCMD activity as the official record copy.

Disposition: **TEMPORARY.**

Destroy/delete no less than 7 years and no more than 10 years after cutoff.

**Permanent Mission and Function Records (*Permanent*)  
1000-04 — Series Description**

This series contains records related to IT procurement, planning, operations, and management that document policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands that have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to:

- A. Data systems specifications, file specifications, data and process models, data dictionaries, codebooks, record layouts, user guides,

output specifications, and other technical documentation supporting retrieval, access, use, or interpretation of the data including processing specifications for input, updating, retrieval, output, interpretation, and data conversion, consisting of: technical documentation of data or related output records or records of action where the data or records are permanent maintained by any JS/CCMD activity.

Disposition: **PERMANENT.**

Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer physical custody of electronic records to the National Archives for pre-accessioning (see Enclosure A, #4) 5 years after cutoff. Transfer legal custody of electronic records to the National Archives 25 years after cutoff, after declassification review.

**Non-Record Materials**

**1000-05 — Series Description**

Non-record material maintained by any activity is for reference purposes only. Table 10.1 list non-record numbers from the previous edition of CJCSM 5760.01, Vol. II. See Enclosure D.

1001-02	1002-07	1004-03	1019-05
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Table 10.1 Non Records

Disposition: **TEMPORARY.**

Destroy/delete when no longer needed for reference.

**Record Exceptions**

**1000-06 — Series Description**

Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions. Table 10.2 lists the following descriptions and dispositions that are authorized by the previous CJCSM 5760.01 Vol. II and are still in effect.

Description of Records	Dispositions
A. <u>Management of IT Organizations and Projects: IT Planning Files</u> — IT requirements documents, consisting of: requests for support, equipment, systems, software, etc., such as CSRD or like documents maintained by the Joint Staff/Combatant Command as the	Destroy/delete when superseded or obsolete.

<p>official record copy. B. <u>Asset and Configuration Management Files</u> — IT maintenance procedures, consisting of: library systems and back-up maintenance documents including disaster recovery maintained by any JS/CCMD activity.</p>	
<p>C. <u>Asset and Configuration Management Files</u> — IT software maintenance records used to track software packages maintenance as required by applicable policy, maintained by any JS/CCMD activity.</p>	<p>Retain for life of software.</p>
<p>D. <u>Systems and Data Security</u> — Security backup records (e.g., magnetic tapes, CD-ROMs, diskettes), consisting of: files identical to records scheduled for transfer to NARA maintained by any JS/CCMD activity.</p>	<p>Destroy/delete or reuse when the identical records have been transferred to NARA and successfully copied, or when replaced by a subsequent security backup file.</p>
<p>E. <u>Systems and Data Security</u> — Files identical to records authorized for disposal in a NARA-approved records schedule, maintained by any JS/CCMD activity.</p>	<p>Destroy/delete or reuse when the identical records have been deleted, or when replaced by a subsequent security backup file.</p>
<p>F. <u>Work Files and Intermediate files</u> — Created in the production or use of other electronic records for the sole purpose of enabling, supporting, or facilitating the use of the other electronic records; for example, work files, valid transaction files, and print files maintained by any JS/CCMD activity.</p>	<p>Destroy/delete on termination of the process in which the intermediate file is created or used.</p>

Table 10.2 Exceptions

## **1100 SERIES BUCKET SCHEDULE**

### **Medical**

This schedule provides disposition authorization for records that pertain to medical functions of the Joint Staff and Combatant Commands. Records cover, but are not limited to, areas such as medical doctrine, strategic plans, logistics support, operational support planning, and exercises/operations. Other records include general medical administration, preventative medicine, force health protection, aeromedical evacuation, family advocacy, substance abuse, mental health, and military and civilian health and medical records.

#### **SERIES NOTES:**

1. Action Officer Case Files. Copies of action officer case files are non-records. Background materials pertaining to official case files shall be retained in accordance with 0000 bucket series in the front of this manual. Working papers shall be retained in accordance with the 0900-02, Working Papers and Office Administrative Files, Sub-bucket.
2. Family Advocacy Case Records. Documents relating to established or suspected cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. Included are DD Form 2404 (Child/Spouse Abuse Incident Report), SF 600 (Chronological Record of Medical Care), case management summary, record of referral, extract of pertinent information from the police report, CID report, and other pertinent investigative reports and supportive data, evaluation of case, record of services and counseling provided, treatment data, and related documents.
3. Refer to Enclosure A of this document for volume-wide instructions on:
  - a. Disposition Schedule Big Buckets, **See A-1**.
  - b. Disposition Detail Descriptions and Authorities, **See A-1**.
  - c. FY/CY Cutoff Instructions, **See A-2**.
  - d. Pre-accessioning, **See A-3**.
  - e. Media Neutral Dispositions, **See A-3**.
  - f. SCI Material, **See A-3**.
  - g. NATO Material, **See A-3**.

- h. Event-Driven Records, **See A-3.**
- i. Flexible Scheduling, **See A-4.**
- j. Electronic Information Systems/Electronic Feeder Systems (EIS/EFS),  
**See A-4.**

**Short-Term Records (6 months)**

**1100-01 — Series Description**

Short-term records (180 days or less) related to the Medical Series are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies that require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to:

- A. No entries

Disposition: **TEMPORARY.**

Destroy/delete 6 months after cutoff.

**Working Papers & Office Administrative Records (3 years)**

**1100-02 — Series Description**

Records related to the Medical Series that document routine administrative and organizational decisions, actions, and processes of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. General Medical Administration — Correspondence and memorandums.
- B. Family Advocacy Case Records — Consisting of unsubstantiated cases/did not occur, maintained by any JS/CCMD activity as the official record copy. (Note: During retention period, if there is a new report on the same family within days or weeks, the record may be used to provide demographic and assessment information about the family so that the family need not be reassessed). (Also, See Series Note #3).

Disposition: **TEMPORARY.**

Destroy/delete 3 years after cutoff.

## **Management and Program/Operations Records (7-10 years)**

### **1100-03 — Series Description**

Records that document the medical program/operations, management processes, and on-going activities of the Joint Staff and Combatant Commands. Records include, but are not limited to:

- A. Preventative Medicine Matters — Files relating to routine and administrative activities and events.
- B. Medical Logistic Support — Files relating to routine and administrative activities and events.
- C. Medical Doctrine — Force health routine and administrative files.
- D. Medical Strategic Plans — Files relating to routine and administrative activities and events.
- E. Medical Operational Support Planning — Files relating to routine and administrative activities and events.
- F. Force Health Protection (FHP) — Files relating to routine and administrative file.
- G. Aeromedical Evacuation Records — Files relating to operational activities and events involving aeromedical evacuation; files relating to routine and administrative activities and events.
- H. Medical Exercise Operations — Files relating to operational activities and events; files relating to routine and administrative activities and events.
- I. Medical, Statistical, and Related Reports — Special studies and reports that have no substantive value, which are maintained by any JS/CCMD activity as the official record copy.

*Disposition:* **TEMPORARY.**

Destroy/delete no less than 7 years and no more than 10 years after cutoff.

## **Permanent Mission and Function Records (Permanent)**

### **1100-04 — Series Description**

This series contains records related to the Medical Series that document policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands, which have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to:

- A. Preventive Medicine Matters — Policies, procedures, and guidance relating to preventive medicine matters; files relating to oversight and assessments, including correspondence, staff papers, reports, and similar documents governing general health, immunization policy, anthrax tracking programs, and biological/chemical defense.
- B. Medical Logistic Support — Policies, procedures, and guidance relating to medical logistic support, including publications, directives,

- instructions, and similar documents governing medical logistics support; files relating to oversight and assessments.
- C. Medical Doctrine — Policies, procedures, and guidance: consisting of publications, directives, instructions, and similar documents governing the formulation of medical doctrine; files relating to oversight and assessments relating to medical doctrine. Maintained by any Joint Staff/Combatant Command as the official record copy.
  - D. Medical Strategic Plans — Records relating to formulation of medical strategic plans: consisting of correspondence, reports, directives, briefings, studies, and other documents related to readiness, training, and wartime requirements, maintained by the Joint Staff/Combatant Command as the official record copy.
  - E. Medical Operational Support Planning — Records relating to the formulation of medical operational support planning: consisting of correspondence, reports, directives, briefings, studies and other documents relating to the development of OPLANs and CONPLANs, maintained by the JS/CCMD as the official record copy.
  - F. Force Health Protection — Records relating to the development of the FHP Communication Plan including correspondence, reports, directives, briefings, studies, and other documents maintained by the Joint Staff/Combatant Command as the official record copy.
  - G. Aeromedical Evacuation Records — Files relating to oversight of aeromedical evacuation including correspondence, staff papers, reports, and similar documents.
  - H. Medical Exercise Operations — Files relating to policies, procedures, guidance, oversight, and assessments relating to medical exercises and operations; e.g., MEDFLAG, JTF NOBLE ANVIL. Maintained by the Joint Staff/Combatant Command as the official record copy.
  - I. Medical, Statistical and Related Reports — Special studies and reports that have substantive value, maintained by the Joint Staff/Combatant Command as the official record copy.

Disposition: **PERMANENT.**

Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer physical custody of electronic records to the National Archives for pre-accessioning (see Enclosure A, #4) 5 years after cutoff. Transfer legal custody of electronic records to the National Archives 25 years after cutoff, after declassification review.

**Non-Record Materials**

**1100-05 — Series Description**

Non-record material maintained by any activity is for reference purposes only. Table 11.1 list non-record numbers from the previous edition of CJCSM 5760.01, Vol. II. See Enclosure C.

1101-03	1104-03	1107-03	1110-03
1102-04	1105-03	1108-04	
1103-04	1106-03	1109-05	

Table 11.1 Non Records

Disposition: **TEMPORARY**.

Destroy/delete when no longer needed for reference.

### Record Exceptions

#### 1100-06 — Series Description

Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions. Table 11.2 lists the following descriptions and dispositions that are authorized by the previous CJCSM 5760.01 Vol. II and are still in effect.

Description of Records	Dispositions
A. <u>General Medical Administration</u> — Directives and guides relating to the administration of medical activities.	Destroy/delete when superseded or obsolete.
B. <u>Military Personnel Health Records</u> — Active Duty/Reserve military personnel health records held by JS/CCMD activities.	Return to individual/Service and apply appropriate Service disposition schedule.
C. <u>Civilian Employee Medical Records</u> — Employee Medical Folder Information reflecting outpatient medical care and treatment furnished to individual civilian employees.	OPM is the authorized custodian of these records. Transfer and destroy these records in accordance with OPM instructions and GRS 1 item 21; reassigned employees: forward file to treatment facility of record upon request; separated or retired individuals: transfer records to servicing Civilian Personnel Office for retirement in accordance with OPM instructions and GRS 1 item 21.
D. <u>Family Advocacy Case Records</u> — Family advocacy case records, consisting of	Cut off when case review committee determination is made or when treatment ends,

<p>substantiated cases and unsubstantiated-unresolved cases. (Note: Unsubstantiated-unresolved cases may be transferred to social work services or other mental health treatment or continued as a voluntary at-risk case, or they may be used in combination with other unsubstantiated-unresolved reports to create sufficient information for a substantiated report). (Note: See Series Note #3).</p>	<p>hold 2 years, then transfer to NPRC (MPR), 9700 Page Blvd., St. Louis, MO 63132. Destroy/delete as a family group 25 years after cutoff.</p>
<p>E. <u>Substance Abuse Records</u> — Information relating to rehabilitation of participants in the Alcohol and Drug Abuse Prevention and Control Program. Included are results of biochemical urine analysis and other tests, individualized treatment plans, observations of patient's behavior, progress during treatment, documentation by physician and other clinical personnel, and discharge disposition.</p>	<p>Cut off when case is closed or when a minor child reaches 23 years of age, hold 5 years, then destroy/delete.</p>
<p>F. <u>Mental Health Records</u> — Information relating to conducting psychological evaluations of individuals and other consultations relating to mental health services, including social work case records (information relating to interviews of patients and appropriate individuals to assist in the adjustment of the patient and in the evaluation of personal and social data for diagnosis and treatment).</p>	<p>Cut off at the end of year in which case is closed or when a minor child reaches 23 years of age, hold 5 years, then destroy/delete.</p>

Table 11.2 Exceptions

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## ENCLOSURE D

### DISPOSITION CROSSWALKS

Crosswalks have been created to aid users of this manual in finding the links between corresponding disposition items from the previous version of CJCSM 5760.01 Vol. II, dated 10 March 2003.

Information is organized by Bucket Series from 0000 to 1100, and includes the original series number, description of the record, previous retention, proposed retention, and the new corresponding sub-bucket number in which the record can now be found.

Due to the amount of information compiled, the crosswalks, otherwise known as Enclosure D of CJCSM 5760.01A Vol. II, are not published on the CJCS/JS directives Web sites.

Please contact IMD @ 703-697-6906 or you can reach us via Jabber Chat at js\_sjs\_imd on NIPR or SIPR.

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