



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF MANUAL

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CJCSM 5760.01 Vol II  
10 March 2003

## 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 subject index of selected disposition items at Enclosure A and complete disposition schedule by major category and number at Enclosure B.

2. Cancellation. JSI 5760.02, 28 February 1994, is canceled.

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: US Special Operations Command (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, the Defense Information Services Organization Joint Information Service Center and Joint Staff and combatant command local area networks and microcomputers.

4. Summary of Changes. A list of changes from the draft CJCSM 5760.01, Volume II, dated 1 October 2000, is provided at Enclosure C for those activities that began implementing this manual while it was in draft form.

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

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/doctrine>. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

7. Effective Date

a. Joint Staff. This instruction is effective upon receipt.

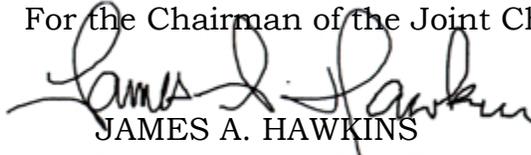
b. Combatant Commands

(1) Start date for program implementation is no later than 1 April 2003. Full implementation at headquarters level will be accomplished no later than 1 October 2003 for fiscal year (FY) records and 1 January 2004 for calendar year (CY) records. Full implementation throughout combatant command subordinate elements identified in paragraph 3.b. of this manual will be accomplished no later than 1 October 2004 for FY records and 1 January 2005 for CY records.

(2) Earlier implementation is authorized and encouraged.

(3) Commands requiring extensions to the full implementation dates for subordinate elements will submit a request with justification and proposed alternative timeline to the Joint Staff Records Manager no later than 1 July 2004 for FY records and 1 October 2004 for CY records.

For the Chairman of the Joint Chiefs of Staff:



JAMES A. HAWKINS  
Major General, USAF  
Vice Director, Joint Staff

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0400 Series--Information and Legal

0500 Series--Operations, Planning, Command, and Control

0600 Series--Logistics, Supply, Services, and Budget

0700 Series--Communications and Electronics

0800 Series--International

0900 Series--General Administration and Management

1000 Series--Information Technology (IT) Procurement, Planning, Operations, and Management

1100 Series--Medical

2. Disposition Detail Descriptions and Authorities. 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.

**Note:** All records the disposition of which is governed by the authority in another item were annotated as such at the end of the disposition instruction and the disposition authority cited as "Instruction."

a. Under the major disposition subject categories, the disposition schedule lists types of record and non-record materials created in and maintained by the Joint Staff and combatant commands. 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.

b. 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 calendar year (CY) unless the instructions specify otherwise. For files cut off at the end of the CY and those specified for cut off at the end of the fiscal year (FY), the cutoff date is also the start date of the retention period. For files cut off on the occurrence of a certain event, 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.

c. 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.

0000 SERIES--CORPORATE JOINT STAFF (JS) AND  
HEADQUARTERS COMBATANT COMMAND RECORDS

0001 OFFICIAL JS CASE FILES AND PAPERS

0001-01 Official JS 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 (SJS), 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; Chairman, Joint Chiefs of Staff (CJCS), Memorandums (CMs); Memorandums Issued in the Name of the Chairman, Joint Chiefs of Staff (MCMs); JCS Memorandums (JCSMs); Memorandums Issued in the Name of the Joint Chiefs of Staff (MJCSs); Director, Joint Staff (DJS), Memorandums (DJSMs); Joint National Security Memorandums; SJS Memorandums (SMs); CJCS Memorandums of Policy (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 (DoD), other government agencies, combatant commanders, subordinate commanders, etc. (i.e., war plans, war games, manpower documents) Which are: maintained by the Research and Archiving Branch (R&A Br), Information Management Division (IMD), SJS, as the official JS record copy

*Permanent. Cut off annually, hold 5 years, then retire by CY block to JS Records Holding Area (RHA) at Ft Ritchie, MD. Transfer entire block to National Archives and Records Administration (NARA) 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 1*

0001-02 and 0001-03 Reserved

0001-04 Which are: copies maintained by any activity for reference (non-record)

*Cut off annually, hold 2 years, then destroy/delete*

0001-05 Which are: held by R&A Br in Sensitive Compartmented Information (SCI) channels for the SJS as the official JS record copy

*Permanent. In accordance with policy in Intelligence Community (IC) directives for SCI documents, retain JS record copy for 30 years, then review for removal from SCI channels. When removable from SCI channels, incorporate into official JS case file for disposition in accordance with 0001-01. Authority: NI-218-00-1 item 2*

0001-06 Which are: 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

*Cut off annually, hold 5 years, then determine if official JS record copy is held by R&A Br in SCI channels and special control programs. If so, destroy/delete; if not, transfer to R&A Br (SCI) for disposition in accordance with 0001-05. Authority: NCI-218-84-1 items 6-7*

0001-07 and 0001-08 Reserved

0001-09 Electronic Filing System (EFS)

Consisting of: automated centralized TOP SECRET library containing information on and images of JS actions used for researching information and viewing the document on the same terminal. EFS provides action officers and Technical Information Specialists an automated capability to identify, retrieve, and print abstracts of documents and entire documents at a terminal through the use of key words and unique identifiers

Which are: data maintained by R&A Br and Deputy Chief Information Office

*Disposal not authorized. Disposition pending NARA approval. Authority: Instruction*

0001-10 Which are: EFS output documents maintained by R&A Br

*Destroy/delete on completion of research action. Authority: NI-218-00-1 item 4*

0002 RESERVED

0003 RESERVED

0004 SJS INFORMATION MEMORANDUMS

0004-01 SJS numbered memorandums (SJS 99-99999) relaying information of an administrative nature and considered temporary, non-record material

Which are: maintained by R&A Br

*Cut off annually, hold 7 years, then retire by CY block to JS RHA. Destroy/delete by CY block 20 years after cutoff.*

*Authority: NCI-218-84-1 item 14*

0004-02 Reserved

0004-03 Which are: maintained by all other JS activities for reference (non-record)

*Cut off annually, hold 2 years, then destroy/delete*

0005 SERVICE MEMORANDUMS/PLANNER'S MEMO FLIMSIES

Referred to as "Service Purples" pre-1989

0005-01 Memorandums or flimsies circulated or tabled as proposed amendments to a document under JS consideration (Chief of Staff of the Air Force Memorandum [CSAFM], Chief of Staff of the Army Memorandum [CSAM], Commandant of the Marine Corps Memorandum [CMCM], Chief of Naval Operations Memorandum)

Which are: maintained by R&A Br as the official JS record copy and are filed in official JS case file or agenda pack

*Permanent. Cut off annually, hold 5 years, then retire by CY block to JS RHA. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 5*

0005-02 Which are: received and maintained by the JS action officer

*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 United States Security Authority for NATO Affairs (USSAN) 1-69. Authority: NI-218-00-1 item 6*

0005-03 Which are: maintained by any JS activity for reference (non-record)

*Upon completion of required action(s), assure that R&A Br has received a copy of the document for permanent retention, then destroy/delete all other copies. Authority: NCI-218-84-1 item 19*

0006 CJCS MEMORANDUMS (CMs)

0006-01 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

Which are: maintained by R&A Br as part of the official JS case file

*Permanent. Cut off on expiration of CJCS tour of duty, hold 2 years, then retire entire block to JS RHA. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 7*

0006-02 Which are: received and maintained by R&A Br and pertain to a JS paper

*Permanent. Cut off annually, hold 5 years, then retire by CY block to JS RHA. Transfer entire CY block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 8*

0006-03 Which are: maintained by any activity for reference (non-record)

*Cut off annually, hold 2 years, then destroy/delete*

0006-04 Which are: held by R&A Br in SCI channels for the SJS as the official JS record copy

*In accordance with policy in IC directives for SCI documents, retain JS record copy for 30 years, then review for removal from SCI channels. When removable from SCI channels, incorporate into official JS case file for disposition in accordance with 0006-02. Authority: NCI-218-84-1 item 23*

0006-05 Which are: held by J-3/ROD, J-3/SOD, J-3/JOD or any other JS activity in SCI channels  
*Cut off annually, hold 5 years, then determine if official JS record copy is held by R&A Br in SCI channels and special control programs. If so, destroy/delete; if not, transfer to R&A Br (SCI) for disposition in accordance with 0006-04. Authority: NCI-218-84-1 item 24*

0006-06 Which are: 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  
*Cut off annually, hold 5 years, then transfer to R&A Br for disposition in accordance with 0006-02. Authority: NCI-218-84-1 item 25*

*Note: J-3/Deputy Director for Global Operations/Nuclear Operations Branch maintains official record copy of CMs relating to Single Integrated Operational Plan policy (Archives for the Single Integrated Operational Plan)*

#### 0007 CJCS RECORDS

0007-01 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

Which are: maintained by the CJCS staff as the official files of the Chairman and are considered the official JS record copies

*Permanent. Cut off on expiration of CJCS tour, hold 2 years, then retire entire block through R&A Br to JS RHA. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 9*

0007-02 Miscellaneous Forms 136, Chairman's Daybook, Morning Meetings Taskings

Which are: maintained by Administrative Support Branch (ASB), Actions Division (AD), SJS

*Cut off monthly, hold 1 month, then transfer to R&A Br for disposition in accordance with 0007-01. Authority: Instruction*

0007-03 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

#### 0008 VICE CHAIRMAN OF THE JOINT CHIEFS OF STAFF (VCJCS) RECORDS

0008-01 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

Which are: maintained by the VCJCS staff as the official files of the Vice Chairman and are considered the official JS record copies

*Permanent. Cut off on expiration of VCJS tour, hold 2 years, then retire entire block through R&A Br to JS RHA. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 10*

0008-02 Miscellaneous Forms 136, Vice Chairman's Daybook, Morning Meetings Taskings

Which are: maintained by ASB/AD/SJS

*Cut off monthly, hold 1 month, then transfer to R&A Br for disposition in accordance with 0008-01. Authority: Instruction*

0008-03 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

0009 MEMORANDUMS ISSUED IN THE NAME OF THE CHAIRMAN, JOINT CHIEFS OF STAFF (MCM)  
OR IN THE NAME OF THE JOINT CHIEFS OF STAFF (MJCS)

MCMs were referred to as "MCJCS" pre-1989

0009-01 Memorandums used to issue instructions that are in accordance with policies, plans, and procedures approved by the Chairman, Joint Chiefs of Staff

Which are: maintained by R&A Br as the official JS record copy and are filed in official JS case file

*Disposition is in accordance with 0001-01. Authority: NCI-218-84-1 item 33*

0009-02 Which are: maintained by any activity for reference (non-record)

*Cut off annually, hold 1 year, then destroy/delete*

*Note: Directorates will provide background materials to R&A Br for incorporation into official JS case file for disposition in accordance with 0001-01*

0009-03 Which are: held by R&A Br in SCI channels for the SJS as the official JS record copy

*In accordance with policy in IC directives for SCI documents, retain JS record copy for 30 years, then review for removal from SCI channels. When removable from SCI channels, incorporate into official JS case file for disposition in accordance with 0009-1. Authority: NCI-218-84-1 item 35*

0009-04 Which are: held by J-3/ROD, J-3/SOD, J-3/JOD or any other JS activity in SCI channels

*Cut off annually, hold 5 years, then determine if official JS record copy is held by R&A Br in SCI channels. If so, destroy/delete; if not, transfer to R&A Br (SCI) for disposition in accordance with 0009-03. Authority: NCI-218-84-1 item 36*

0009-05 Which are: held by J-3/ROD, J-3/SOD, J-3/JOD, United States Strategic Command (USSTRATCOM), or other JS activity in special control channels other than SCI; e.g., limited distribution papers

*Cut off annually, hold 5 years, then transfer to R&A Br for disposition in accordance with 0009-01. Authority: NCI-218-84-1 item 37*

0010 DJS MEMORANDUMS (DJSMs)

0010-01 Memorandums from the Office of the Director, Joint Staff, to the Chairman, 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 (SECDEF); JS Form 136 Actions; and other government agencies

Which are: maintained by R&A Br for the SJS as the official JS record copy

*Permanent. Cut off annually, hold 7 years, then retire to JS RHA. Transfer to NARA 25 years after cutoff, after declassification review--except destroy/delete pre-1990 microfilm sets when no longer needed. Authority: NI-218-00-1 item 11*

0010-02 Which are: received and maintained by R&A Br and pertain to a JS report

*Incorporate into official JS case file for disposition in accordance with 0001-01. Authority: NCI-218-84-1 item 39*

0010-03 Which are: maintained by all other JS activities for reference (non-record)

*Cut off annually, hold 2 years, then destroy/delete*

0010-04 Which are: held by R&A Br in SCI channels for the SJS as the official JS record copy

*In accordance with policy in IC directives for SCI documents, retain JS record copy for 30 years, then review for removal from SCI channels. When removable from SCI channels, incorporate into official JS case file for disposition in accordance with 0001-01. Authority: NCI-218-84-1 item 41*

0010-05 Which are: held by J-3/ROD, J-3/SOD, J-3/JOD or any other JS activity in SCI channels

*Cut off annually, hold 5 years, then determine if official JS record copy is held by R&A Br in SCI channels. If so, destroy/delete; if not, transfer to R&A Br (SCI) for disposition in accordance with 0010-04. Authority: NCI-218-84-1 item 42*

0010-06 Which are: 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  
*Cut off annually, hold 5 years, then transfer to R&A Br for disposition in accordance with 0010-02. Authority: NCI-218-84-1 item 43*

0011 DJS RECORDS

0011-01 Miscellaneous correspondence, messages, JS Form 136 actions, and other records received by the Director, Joint Staff

Which are: maintained by ASB/AD/SJS in files grouped by originator

*Cut off monthly and review. Hold papers relating to official JS case files and DJSM master files 6 months, then transfer in monthly blocks to R&A Br for disposition in accordance with 0001-01/0010-01. Hold all other documents in monthly files by originator for 1 year, then destroy/delete. Authority: NI-218-86-1 item 9*

0011-02 Miscellaneous memorandums from JS activities to the Director, Joint Staff

Which are: maintained in ASB/AD/SJS for information only

*Cut off monthly, hold 3 months, then destroy/delete. Authority: NCI-218-84-1 item 45*

0012 SJS MEMORANDUMS (SMs)

0012-01 SMs

Consisting of: memorandums forwarding approved directives of the Joint Chiefs of Staff within the Joint Staff and to the Services and combatant commands and assigning actions or transmitting instructions or information within the Joint Staff and to the Services and combatant commands

Which are: maintained by R&A Br as the official JS record copy and pertain to a JS action

*Incorporate into official JS case file for disposition in accordance with 0001-01. Authority: NCI-218-84-1 item 46*

0012-02 Which are: maintained by R&A Br as the official JS record copy but do not pertain to a JS action (SMs functionally filed in R&A Br)

*Cut off annually, hold 7 years, then retire by CY block to JS RHA. Destroy/delete by CY block 20 years after cutoff. Authority: NCI-218-84-1 item 47*

0012-03 Reserved

0012-04 Which are: maintained by any activity for reference (non-record)

*Cut off annually, hold 2 years, then destroy/delete. Authority: NCI-218-84-1 item 49*

0012-05 Which are: held by R&A Br in SCI channels for the SJS as the official JS record copy

*In accordance with policy in IC directives for SCI documents, retain JS record copy for 30 years, then review for removal from SCI channels. When removable from SCI channels, incorporate into official JS case file for disposition in accordance with 0012-01. Authority: NCI-218-84-1 item 50*

0012-06 Which are: held by J-3/ROD, Joint Special Operations Agency (JSOA), J-3/JOD, or any other JS activity in SCI channels

*Cut off annually, hold 5 years, then determine if official JS record copy is held by R&A Br in SCI channels. If so, destroy/delete; if not, transfer to R&A Br (SCI) for disposition in accordance with 0012-05. Authority: NCI-218-84-1 item 51*

0012-07 Which are: 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

*Cut off annually, hold 5 years, then transfer to R&A Br for disposition in accordance with 0012-01. Authority: NCI-218-84-1 item 52*

0013 CJCS INSTRUCTIONS (CJCSIs), MANUALS (CJCSMs), NOTICES (CJCSN) AND MEMORANDUMS OF POLICY (MOPs)

0013-01 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

Which are: maintained by R&A Br as the official JS record copy

*Incorporate into official JS case file for disposition in accordance with 0001-01. Authority: NCI-218-84-1 item 53*

0013-02 Which are: the duplicate set of records retained for relocation and reconstitution purposes at the Relocation and Reconstitution Section, Ft Ritchie, MD

*Cut off when superseded or canceled, hold 5 years, then destroy/delete. Authority: NI-218-86-1 item 11*

0013-03 Reserved

0013-04 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when superseded or canceled*

0014 JOINT PUBLICATIONS (JT PUBS) AND JOINT ADMINISTRATIVE PUBLICATIONS (JT ADMIN PUBS)

0014-01 Jt Pubs are publications of joint interest prepared under the cognizance of JS directorates and applicable to the Military Departments, combatant commands, and other authorized agencies. Jt Admin Pubs are publications of joint interest that deal with administrative matters prepared under the cognizance of JS directorates and applicable to the Military Departments, combatant commands, and other authorized agencies

Which are: maintained by R&A Br as the official JS record copy

*Incorporate Jt Pub, Jt Admin Pub, and JS paper from which derived into official JS case file for disposition in accordance with 0001-01. Authority: NCI-218-84-1 item 58*

0014-02 and 0014-03 Reserved

0014-04 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when superseded or canceled*

0014-05 Reserved

0014-06 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 files

Which are: maintained by J-7 as current working files

*Cut off when superseded or canceled, hold 1 year, then destroy/delete. Authority: NCI-218-84-1 item 63*

0015 JS INSTRUCTIONS (JSI), MANUALS (JSM), NOTICES (JSN), AND JOINT ADMINISTRATIVE INSTRUCTIONS (JAI)

0015-01 JSI, JSM, and JAI contain policy and procedural guidance of indefinite duration applicable only to the Joint Staff. JSN 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

Which are: maintained by R&A Br and initiated by JS Directorates or agencies that are responsible for review, consolidation, and currency

*Permanent. Cut off when superseded or canceled, hold 1 year, then retire by CY block to JS RHA. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 12*

0015-02 Manuscripts, annual reviews, coordination papers, and administrative background papers used in issuing JSI/JSM/JSN/JAIs

Which are: maintained by the office of primary responsibility (OPR) as backup material for published JSI/JSM/JSN/JAIs

*Cut off when superseded or canceled, hold 1 year, then destroy/delete. Authority: NCI-281-84-1 item 65*

0015-03 Which are: maintained throughout the Joint Staff for reference (non-record)

*Destroy/delete when superseded or canceled*

0016 FOR THE CJCS MESSAGES

Formerly "CJCS SEND"/"JS SEND" messages

0016-01 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 delegated in CJCSI 5711.01

Which are: comeback copies maintained by the message originator and filed in appropriate functional files corresponding to the particular subject

*Disposition is that of the appropriate functional file. Authority: NCI-218-84-1 item 67*

0016-02 Which are: distribution copies received in R&A Br that pertain to a JS action and are the official JS record copy

*Incorporate into official JS case file for disposition in accordance with 0001-01. Authority: NCI-218-84-1 item 68*

0017 JS AGENDA FILES

0017-01 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

Which are: maintained by R&A Br as the official JS record copy

*Permanent. Cut off annually, hold 7 years, then retire by CY block to JS RHA. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 13*

0017-02 Reserved

0017-03 Which are: maintained by any activity for reference

*Cut off annually, hold 1 year, then destroy/delete. Earlier destruction is authorized. Authority: NCI-218-84-1 item 71*

0017-04 CJCS briefing sheets

Consisting of: synopsis of action submitted for consideration in the TANK

Which are: maintained by R&A Br as the official JS record copy

*Incorporate into official JS case file for disposition in accordance with 0001-01. Authority: NI-218-86-1 item 143*

0017-05 Which are: maintained by other JS activities or action officers

*Cut off annually, hold 1 year, then determine if the official record copy is held by R&A Br. If so, destroy/delete; if not, transfer to R&A Br for disposition in accordance with 0001-01. Authority: NI-218-86-1 item 144*

0018 ABSTRACTS OF JS PAPERS

0018-01 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, National Security Council [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

*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&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: NI-218-00-1 item 14*

0018-02 and 0018-03 Reserved

0018-04 Which are: final/permanent abstracts (JISR Form 3) indexed by source or origin

*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&A Br until no longer needed. Exceptions: pre-1964 abstracts microfilms - transfer to NARA as permanent records 20 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: NCI-218-84-1 item 75*

0019 REGISTER OF NUMBERED JS PAPERS (1968-1995)

0019-01 Consolidated annual listing (updated monthly) of all JS implementers

Which are: published and maintained by R&A Br as the official JS record copy

*Permanent. Cut off annually, hold 5 years, then retire by 5-year block to JS RHA. Transfer originals to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 15*

0019-02 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

0020 WEAPONS SYSTEM EVALUATION GROUP (WSEG)/INSTITUTE FOR DEFENSE ANALYSIS (IDA) REPORTS AND STUDIES FOR THE JOINT STAFF

0020-01 WSEG/IDA reports and studies which are tasked by JS

Consisting of: completed report or study designated by a series number (e.g. WSEG Report No 555/Study No 777)

Which are: maintained by R&A Br as the official JS record copy

*Permanent. Cut off annually, hold 7 years, then retire by CY block to JS RHA. Transfer entire CY block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 16*

0020-02 Reserved

0020-03 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

0021 JCS/JS HISTORIES

*Note: See 0035 series for combatant command historical records*

0021-01 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

Which are: maintained by R&A Br as the official JS record copy

*Incorporate into official JS case file for disposition in accordance with 0001-01. Authority: NI-218-86-1 item 13*

0021-02 Which are: maintained by other JS activities for reference (non-record)

*Destroy/delete when no longer needed*

0021-03 Histories prepared by the Joint History Office (JHO), 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

Which are: maintained by R&A Br as the official JS record copy

*Incorporate into official JS case file for disposition in accordance with 0001-01. Authority: NI-218-86-1 item 14*

0021-04 Which are: JS history maintained by other JS activities for reference (non-record)

*Destroy/delete when no longer needed*

0021-05 Histories prepared by the Office of the Secretary of Defense (OSD), military services, Defense agencies, and subordinate commands

Which are: retained in JS offices for reference (non-record)

*Destroy/delete when no longer needed*

0021-06 Historical documents in SCI channels

Which are: maintained by any activity as the official JS record copy

*Permanent. In accordance with policy in IC directives for SCI documents, retain JS record copy for 30 years, then review for removal from SCI channels. When removable from SCI channels, transfer to R&A Br for incorporation into official JS case file. Transfer to NARA after declassification review. Authority: NCI-218-84-1 item 90*

0021-07 Historical documents in special control channels other than SCI

Which are: maintained by any activity as the official JS record copy

*Cut off annually, hold 5 years, then determine if official JS record copy is held by R&A Br in SCI channels. If so, destroy/delete; if not, transfer to R&A Br (SCI) for disposition in accordance with 0021-01 or 0021-03. Authority: NCI-218-84-1 item 91*

0021-08 Historical documents maintained by J-8

Which are: official JS record copies

*Permanent. Cut off annually, hold 2 years, then retire to JS RHA. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 17*

0021-09 All research files of printed electronic mail and electronic records used to create historical monographs and studies

Which are: maintained by JS historical offices

*Permanent. Cut off annually, hold 7 years, then retire by CY block to JS RHA. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 18*

0021-10 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

Which are: first draft, final draft, original recorded interview, correspondence with interviewees, and release-to-publish forms maintained by JS historical offices

*Permanent. Cut off annually, hold 7 years, then retire by CY block to JS RHA. Transfer to NARA after declassification review, in accordance with archival standards in 36 CFR 1228.266 C2 and E1-E2. Authority: NI-218-00-1 item 19*

0021-11 Which are: audio-visual oral historical records maintained by JS historical offices

*Permanent. Cut off annually, hold 25 years, then transfer to NARA after declassification review, in accordance with archival standards in 36 CFR 1228.266 A-E. Authority: NI-218-00-1 item 20*

0021-12 Which are: all other items maintained by any activity

*Cut off annually, hold 25 years, then destroy/delete. Authority: NI-218-00-1 item 21*

0021-13 Miscellaneous historical research and reference materials collected and used in preparing histories, studies, reports, and historical inquiries

Consisting of: copies of materials not generated by the Joint Staff

Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

0022 JS DIRECTORATES NUMBERED IMPLEMENTING MEMORANDUMS (J-#As)

Referred to as J-#Ms/J-#DMs pre-1991

0022-01 Directorate Implementing Memorandum

Consisting of: 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. They are signed by the J-Director or his designee

Which are: maintained by the Military Secretary (Milsec) as the official record copy

*Cut off annually, hold 2 years, then retire by CY block to JS RHA. Destroy/delete by CY block 10 years after cutoff. Authority: NCI-218-84-1 item 94*

*Note: Provide background materials directly related to a JS paper to R&A Br for incorporation into official JS case file for disposition in accordance with 0001-01*

0022-02 Which are: retained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

0022-03 Which are: held by the J-directorate in SCI channels as the official JS record copy

*Cut off annually, hold 10 years, then destroy/delete. Authority: NCI-218-84-1 item 96*

*Note: Provide background materials directly related to a JS paper to R&A Br for incorporation into official case file for disposition in accordance with 0001-01*

0022-04 Which are: held by offices within the directorates in SCI channels as the official JS record copy

*Cut off annually, hold 5 years, then determine if official JS record copy is held by R&A Br in SCI channels. If so, destroy/delete; if not, transfer to R&A Br (SCI) for disposition in accordance with 0022-03. Authority: NCI-218-84-1 item 97*

0022-05 Which are: held by offices within the directorates in special control channels other than SCI as the official JS record copy; e.g., limited distribution papers  
*Cut off annually, hold 10 years, then destroy/delete. Authority: NCI-218-84-1 item 98*

*Note: Provide background materials directly related to a JS paper to R&A Br for incorporation into official case file for disposition in accordance with 0001-01*

0023 TRANSMITTAL MEMORANDUM

Referred to as JS Directorate Secretary Memorandum pre-1989

0023-01 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

Which are: maintained by the Milsec as the official record copy

*Cut off annually, hold 2 years, then retire by CY block to JS RHA. Destroy/delete by CY block 10 years after cutoff. Authority: NCI-218-84-1 item 99*

*Note: Provide background materials directly related to a JS paper to R&A Br for incorporation into official JS case file for disposition in accordance with 0001-01*

0023-02 Which are: maintained for reference (non-record)

*Destroy/delete when no longer needed*

0024 JS DIRECTORATE INSTRUCTIONS, MANUALS, AND NOTICES (J-#Is, J-#Ms, J-#Ns)

0024-01 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  
Which are: maintained by the Milsec as the official JS record copy

*Cut off when superseded or rescinded, hold 2 years, then destroy/delete. Authority: NCI-218-84-1 item 101*

0024-02 Which are: maintained by offices within the directorate for reference (non-record)

*Destroy/delete when superseded or rescinded*

0025 JS NUMBERED JOINT ACTION DIRECTIVES

0025-01 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)

Which are: maintained by any JS activity

*Cut off when action is completed, superseded, obsolete, or canceled. Hold 1 year, then destroy/delete. Earlier destruction is authorized. Authority: NI-218-86-1 item 18*

0025-02 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  
Which are: maintained by R&A Br as the official JS record copy

*Incorporate into official JS case file for disposition in accordance with 0001-01. Authority: Instruction*

0025-03 Which are: maintained by any JS activity for reference (non-record)  
*Destroy/delete when no longer needed*

0026 JS DIVISION AND BELOW NUMBERED MEMORANDUMS

0026-01 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)  
Which are: maintained by the Milsec or division in the master record file as the official record copy  
*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-86-1 item 19*

*Note: Provide background materials directly related to a JS paper to R&A Br for incorporation into official JS case file for disposition in accordance with 0001-01*

0026-02 Which are: maintained by any JS activity for reference (non-record)  
*Destroy/delete when no longer needed*

0027 NATIONAL SECURITY COUNCIL (NSC)

0027-01 NSC documents and related materials concerning NSC matters  
Which are: maintained by NSC Affairs Office as the official record copy  
*Permanent. Cut off at end of current Administration, hold 4 years, then retire entire set to JS RHA. Transfer entire set to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 22*

0027-02 Which are: maintained by other JS/combatant command activities  
*Cut off at end of current Administration, hold 4 years, then destroy/delete. Authority: NI-218-00-1 item 23*

0027-03 NSC memorandums directing studies and/or relaying NSC decisions for implementation that are circulated by a Service Memorandum  
Which are: maintained by NSC Affairs Office as the official record copy  
*Permanent. Cut off at end of current Administration, hold 4 years, then retire entire set to JS RHA. Transfer entire set to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 24*

0027-04 Which are: maintained by other JS/combatant command activities  
*Cut off at end of current Administration, hold 4 years, then destroy/delete. Authority: NI-218-00-1 item 25*

0027-05 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  
Which are: maintained by NSC Affairs Office as the official record copy  
*Permanent. Cut off at end of current Administration, hold 4 years, then retire entire set to JS RHA. Transfer entire set to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 26*

0027-06 NSC Background/Issue Books prepared for use by the Chairman, Joint Chiefs of Staff  
Which are: maintained by NSC Affairs Office as the official JS record copy  
*Permanent. Cut off at end of current Administration, hold 4 years, then retire entire set to JS RHA. Transfer entire set to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 27*

0027-07 NSC documents which are processed and maintained by combatant command  
Which are: maintained by combatant command as record copy  
*Permanent. Cut off at end of current Administration, hold 4 years, then retire entire set to inactive storage facility (ISF). Transfer entire set to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 28*

0028 JOINT REQUIREMENTS OVERSIGHT COUNCIL (JROC) RECORDS

0028-01 Policy, procedures, and guidance relating to the jurisdiction, functions, responsibilities, and organization structure of the JROC

Which are: maintained by the Joint Staff as the official record copy

*Permanent. Cut off annually, hold 6 years, then transfer by CY block to JS RHA. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 29*

0028-02 Routine administrative support documents relating to the JROC

Which are: maintained by the Joint Staff as the official record copy

*Cut off annually, hold 6 years, then destroy/delete. Authority: NI-218-00-1 item 30*

0028-03 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0029 JOINT WARFIGHTING CAPABILITIES ASSESSMENT (JWCA) AND REQUIREMENTS GENERATION SYSTEM (RGS) PROCESS RECORDS

0029-01 Policies, procedures, and guidance relating to the JWCA and RGS process, their organizational structure, and relationship to the JROC

Which are: maintained by the Joint Staff/combatant command as the official record copy

*Permanent. Cut off annually, hold 6 years, then transfer by CY block to JS RHA/combatant command ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 31*

0029-02 Chairman's Program Recommendation Memorandum and Chairman's Program Assessment

Which are: maintained by the Joint Staff as the official record copy

*Permanent. Cut off annually, hold 6 years, then transfer by CY block to JS RHA. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 32*

0029-03 Official JROC decisional correspondence (JROC Memorandums)

Which are: maintained by the Joint Staff as the official record copy

*Permanent. Cut off annually, hold 6 years, then transfer by CY block to JS RHA. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 33*

0029-04 Official JROC pre-decisional internal staffing and tasking correspondence (JROC Staff Memorandums)

Which are: maintained by the Joint Staff as the official record copy

*Cut off annually, hold 6 years, then destroy/delete. Authority: NI-218-00-1 item 34*

0029-05 Files relating to individual JWCA's 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

Which are: maintained by the Joint Staff/combatant command as the official record copy

*Permanent. Cut off on final approval, hold 6 years, then transfer by CY block to JS RHA/combatant command ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 35*

0029-06 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

Which are: maintained by the Joint Staff as the official record copy

*Permanent. Cut off on final approval, hold 6 years, then transfer by CY block to JS RHA. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 36*

0029-07 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  
Which are: maintained by the Joint Staff as the official record copy  
*Permanent. Cut off on final approval, hold 6 years, then transfer by CY block to JS RHA. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 37*

0029-08 Which are: copies of all above items maintained by any activity for reference (non-record)  
*Destroy/delete when superseded or obsolete*

#### 0030 JOINT EXPERIMENTATION RECORDS

0030-01 Policies, procedures, and guidance relating to the Joint Experimentation Program  
Which are: maintained by the Joint Staff/combatant command as the official record copy  
*Permanent. Cut off annually, hold 6 years, then retire by CY block to JS RHA/combatant command ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 38*

0030-02 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  
Which are: maintained by the Joint Staff/combatant command as the official record copy  
*Permanent. Cut off annually, hold 4 years, then retire to JS RHA/combatant command ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 39*

0030-03 Files relating to operational activities and events regarding the development and execution of the Joint Experimentation Campaign Plan  
Which are: maintained by the Joint Staff/combatant command as the official record copy  
*Permanent. Cut off annually, hold 4 years, then retire to JS RHA/combatant command ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 40*

0030-04 Routine and administrative activities and events relating to the Joint Experimentation Program  
Which are: maintained by the Joint Staff/combatant command as the official record copy  
*Cut off annually, hold 6 years, then destroy/delete, or destroy/delete when no longer needed, whichever is later  
Authority: NI-218-00-1 item 41*

0030-05 Which are: copies of all above items maintained by any activity for reference (non-record)  
*Destroy/delete when superseded or obsolete*

#### 0031 COMBATANT COMMAND COMMANDER/DEPUTY COMMANDER/CHIEF OF STAFF CORRESPONDENCE

0031-01 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  
Which are: held by the designated office of record as the official record copy  
*Permanent. Cut off annually, hold 2 years beyond end of commander/deputy commander/chief of staff tour of duty, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 42*

0031-02 Which are: maintained by any office for reference (non-record)  
*Destroy/delete when superseded or obsolete*

0031-03 Which are: maintained by action officer for reference  
*Place in appropriate 0916-02 file for disposition in accordance with 0916-02. Authority: Instruction*

0032 COMBATANT COMMAND ELECTRONIC DECISION-MAKING AND SUSPENSE SYSTEMS

0032-01 Combatant command electronic system that tracks and controls actions until completed  
Which are: retained by the combatant command SJS or Bridge Administrative Section  
*Cut off on completion of action, hold 1 year, then destroy/delete. Authority: NI-218-00-1 item 43*

*Note: For automated tracking systems that could be used as a finding aid for permanent records--submit on Standard Form (SF) 115 through the Joint Staff Records Manager (JSRM) to NARA for final disposition approval*

0032-02 Combatant command electronic staffing system  
Consisting of: electronic system used for suspending, tracking, coordinating, and/or approving actions  
Which are: maintained by the tracking and/or tasking office  
*Cut off on completion of action, hold 1 year, then destroy/delete. Authority: NI-218-00-1 item 44*

*Note: For decision-making electronic systems--submit an SF 115 through the JSRM to NARA for final disposition approval*

0032-03 Which are: maintained by any activity for reference (non-record)  
*Destroy/delete when no longer needed*

0033 COMBATANT COMMAND INSTRUCTIONS

0033-01 Instructions containing policies, procedures, and guidance for combatant command activities  
Which are: maintained by any combatant command activity as the official record copy  
*Permanent. Cut off when superseded or canceled, hold 2 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-1 item 45*

0033-02 Which are: maintained by any activity for reference (non-record)  
*Destroy/delete when canceled or superseded*

0034 COMBATANT COMMAND ELECTRONIC REFERENCE LIBRARY SYSTEMS

0034-01 Electronic reference library systems  
Consisting of: automated centralized library containing information on and images of combatant command actions used for searching for information and viewing the document on the same terminal. Provides users an automated capability to identify, retrieve, and print abstracts of documents and entire documents at a terminal through the use of key words and unique identifiers  
Which are: data maintained by the combatant command and combatant command support sections  
*Disposal not authorized. Disposition pending NARA approval. Authority: Instruction*

0034-02 Which are: output documents maintained by the combatant command and their support sections  
*Disposal not authorized. Disposition pending NARA approval. Authority: Instruction*

*Note: For use of the system for record copies--submit an SF 115 through the JSRM to NARA for disposition approval*

0035 COMBATANT COMMAND HISTORICAL RECORDS

0035-01 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  
Which are: maintained as the official combatant command record copy  
*Destroy/delete when no longer needed. Authority: NI-218-00-1 item 47*

0035-02 Which are: maintained by other combatant command activities for reference (non-record)  
*Destroy/delete when no longer needed*

0035-03 Which are: copies of those sent to the Joint Staff in response to CJCSI 5320.01  
*Permanent. Cut off annually, hold 25 years, then transfer to NARA after declassification review. Authority: NI-218-00-1 item 48*

0035-04 Special historical studies prepared by the combatant command  
Which are: maintained as the official combatant command record copy  
*Permanent. Cut off annually, hold 25 years, then transfer to NARA after declassification review. Authority: NI-218-00-1 item 49*

0035-05 Which are: maintained by other activities for reference (non-record)  
*Destroy/delete when no longer needed*

0035-06 Miscellaneous historical research and reference materials collected and used in preparation of histories, studies, reports, and historical inquiries  
Which are: copies maintained by any activity for reference (non-record)  
*Destroy/delete when no longer needed*

0035-07 Historical documents in SCI and other special control channels  
Which are: maintained by any combatant command activity as the official record copy  
*Permanent. In accordance with policy in IC directives for SCI and special control documents, retain record copy for 30 years, then review for removal from SCI channels and other special control channels. When removable, retire to ISF. Transfer to NARA after declassification review. Authority: NI-218-00-1 item 50*

0035-08 Donated personal papers and other materials  
Consisting of: correspondence, logs, photographs, and other documents donated to combatant command history offices  
Which are: maintained by combatant command historical offices  
*Dispose of in accordance with deed of gift. Authority: Instruction*

0035-09 Historical property accounts  
Consisting of: funding, contracting, audit, accessioning, display, and other documents on books, journal, art, artifacts, models, and other items under the purview of historians  
Which are: maintained by combatant command historical offices  
*Apply appropriate General Records Schedule (GRS). Authority: Instruction*

0035-10 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  
Which are: maintained by combatant command historical offices  
*Permanent. Cut off annually, hold 7 years, then retire by CY block to ISF. Transfer to NARA 25 years after cutoff, after declassification review, in accordance with archival standards in 36 CFR 1228.184. Authority: NI-218-00-1 item 51*

0035-11 Which are: audio-visual records maintained by combatant command historical offices  
*Permanent. Cut off annually, hold 25 years, then transfer to NARA after declassification review, in accordance with archival standards 36 CFR 1228.266 A-E. Authority: NI-218-00-1 item 52*

0035-12 Which are: all other items maintained by any activity  
*Cut off annually, hold 25 years, then destroy/delete. Authority: NI-218-00-1 item 53*

0035-13 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  
Which are: maintained by the OPR  
*Permanent. Cut off annually, hold 20 years, then transfer to NARA. Authority: NI-218-00-1 item 54*

0035-14 Which are maintained by other offices for reference (non-record)  
*Destroy/delete when no longer needed*

0036 CORPORATE JS AND HQ COMBATANT COMMAND ELECTRONIC MAIL AND WORD  
PROCESSING SYSTEM COPIES

0036-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule, including electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: copies that have no further administrative value after the recordkeeping copy is made, including copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy  
*Cut off on production of recordkeeping copy; hold 6 months or until no longer needed, whichever is earlier; then destroy/delete. Authority: N1-218-00-1 item 55*

0036-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete on completion of dissemination, revision, or update. Authority: N1-218-00-1 item 56*

0037 CORPORATE JS AND COMBATANT COMMAND RECORDS ELECTRONIC FEEDER SYSTEMS

0037-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.*

*Authority: N1-218-00-1 item 57*

0037-02 Which are: joint system is unscheduled

*For feeder and/or joint systems, submit an SF 115 through the JSRM to NARA for disposition authority*

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0100 SERIES—ORGANIZATION AND MANPOWER

0101 ORGANIZATION PLANNING

0101-01 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, Joint Chiefs of Staff; Director, Joint Staff; commander/deputy commander, combatant command) and the personnel office indicating their approval for organization changes

Which are: maintained as the official record copy

*Permanent. Cut off annually--except that plans, charts, and manuals thereof will be cut off when superseded or rescinded--then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review.*

*Authority: NI-218-00-2 item 01*

*Note: For microforms, transfer one silver halide microform set and one diazo or vesicular copy*

0101-02 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

Which are: received by personnel office for staffing and approval for publication in agency organizational documents

*Cut off on publication in the agency organizational document, hold 2 years, then destroy/delete. Authority: NI-218-00-2 item 02*

0101-03 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0101-04 Original documents in which all data has been converted to microform

Which are: maintained by any JS/combatant command activity

*Destroy/delete after verification that microform meets prescribed quality standards and is an adequate substitute for the original documents. Authority: NI-218-00-2 item 03*

0101-05 Which are: other microform copies maintained by any activity as reference (non-record)

*Destroy/delete when no longer needed*

0102 ORGANIZATION CHARTERS

0102-01 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded or rescinded, hold 1 year, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-2 item 04*

0102-02 Which are: maintained by any activity as reference (non-record)

*Destroy/delete when superseded or obsolete*

0103 ORGANIZATION STRUCTURE

0103-01 Documents, charts, publications, and background materials pertaining to the Office of the Chairman, Joint Chiefs of Staff; Joint Staff; or the combatant command organization structure

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded or rescinded, hold 1 year, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-2 item 05*

0103-02 Which are: maintained by any activity as reference (non-record)  
*Destroy/delete when superseded or obsolete*

0103-03 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Cutoff when superseded or obsolete, hold 2 years, then destroy/delete. Authority: NI-218-00-2 item 06*

#### 0104 MANPOWER MANAGEMENT

0104-01 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 combatant command directorates and agencies

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 1 year, then retire to ISF. Destroy/delete 10 years after cutoff. Authority: NI-218-00-2 item 07*

0104-02 Chronological file (audit trail) of documents that approve the addition, redistribution, and/or deletion of manpower authorizations for the Joint Staff and combatant commands

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 1 year, then retire to ISF. Destroy/delete 2 years after cutoff. Authority: NI-218-00-2 item 08*

0104-03 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Documents not in a suspense file - Cut off when changes are requested, hold 2 years, then destroy/delete*

*Documents in a suspense file - Cut off on completion of action, hold 2 years, then destroy/delete*

*Authority: NI-218-00-2 item 09*

0104-04 Which are: maintained by any other activity for reference (non-record)

*Cut off annually, hold 1 year, then destroy/delete*

0104-05 Manpower authorization

Consisting of: computer data for unit and position manpower authorizations for all fiscal periods in the current manpower program

Which are: as of the last day of each calendar month

*Cut off at end of FY, hold 1 year, then destroy/delete. Authority: NI-218-00-2 item 10*

0104-06 Which are: as of the last day of each fiscal quarter

*Cut off at end of FY, hold 5 years, then destroy/delete. Authority: NI-218-00-2 item 11*

0104-07 Which are: as of the last day of each FY

*Permanent. Cutoff at end of FY, hold 1 year, then transfer to NARA. Authority: NI-218-00-2 item 12*

0104-08 Civilian position statements

Consisting of: statements prepared for all civilian positions and individually for vacated positions before they may be filled

Which are: maintained by personnel office as the official record copy

*Cut off annually, hold 3 years, then destroy/delete. Authority: NI-218-00-2 item 13*

0104-09 Which are: maintained by any other activity for reference (non-record)  
*Cut off annually, hold 1 year, then destroy/delete*

0105 UNIT MANNING DOCUMENTS (UMDs)

0105-01 UMD

Consisting of: manpower document and monthly strength report forwarded to OSD and other activities  
Which are: maintained by personnel office as the official record copy  
*Cut off every 3 months, hold 3 months, then destroy/delete. Authority: NI-218-89-1 item 002*

0105-02 Which are: maintained by any activity for reference (non-record)  
*Destroy/delete when superseded*

0105-03 Which are: microfilm copies of UMD and strength report maintained by any activity for reference (non-record)  
*Destroy/delete when no longer needed*

0105-04 Input documents that affect changes to UMDs

Consisting of: duty assignment memorandums, duplicate request forms, SF 52s, cut sheets, memorandums, and other correspondence  
Which are: maintained by any Joint Staff/combatant command activity as the official record copy  
*Cut off annually, hold 1 year, then destroy/delete. Authority: NI-218-00-2 item 14*

0105-05 Manpower reports

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  
Which are: year-end reports  
*Cut off annually, hold 10 years, then destroy/delete. Authority: NI-218-00-2 item 15*

0105-06 Which are: other reports maintained by any activity (e.g. personnel statistical reporting)  
*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-2 item 16*

0106 MANPOWER AND PRODUCTIVITY ENHANCEMENT STUDIES

0106-01 Documents created in connection with manpower surveys and studies covering personnel authorizations, manning levels, manpower analysis and requirements, workload and performance measures, staffing standards, and related documentation

Which are: maintained by any JS/combatant command activity as the official record copy  
*Destroy/delete when superseded by a like survey or study, or when no longer needed, whichever is later. Authority: NI-218-00-2 item 17*

0106-02 Which are: maintained by any other activity for reference (non-record)  
*Destroy/delete when no longer needed*

0106-03 Manpower requirements criteria development files for combat support

Consisting of: information reflecting the development of workforce requirements for combat support and combat service support positions under tables of organization and equipment including study schedules, program reports, data collection, final workforce requirements criteria studies, associated correspondence and printouts, and similar information

Which are: maintained as the official record copy  
*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-2 item 18*

0106-04 Which are: maintained by any other office for reference (non-record)  
*Destroy/delete when standards are finalized*

0107 JOINT MANPOWER PROGRAM (JMP)

0107-01 Documentation reflecting an activity's mission, function, organization, current and projected manpower needs, and, when applicable, its 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

Which are: maintained by R&A Br as the official JS record copy

*Incorporate into official JCS case file for disposition in accordance with 0001-01. Authority: NI-218-86-1 item 023*

0107-02 Which are: maintained for staffing and approval

*Cut off on completion of JMP action, hold 5 years, then destroy/delete. Authority: NI-218-86-1 item 024*

0107-03 Which are: maintained by other activities for reference (non-record)

*Destroy/delete when superseded*

0108 MANPOWER PERSONNEL INFORMATION SYSTEM (MAPIS)

MAPIS provides a centralized source of program, planning, and budgeting information on which to make decisions concerning effective utilization of military and civilian manpower personnel, personnel security, financial management, and supply accounting procedures. MAPIS is designed to support the J-1/JS Support Services Office (JSSSO) in the management of JS manpower, personnel, security, financial, and material resources. It provides the basis for developing the JS annual budget and establishing requirements for personnel from the military services

0108-01 MAPIS Master File containing personnel assets of the Joint Staff and records of assigned personnel within the Joint Staff

Which are: maintained by the Defense Intelligence Systems Agency (DISA) and managed by JS/J-1

*Delete or erase when no longer needed. Authority: NI-218-89-2 item 048*

0108-02 Manpower Date File containing current and previous manpower authorizations, FY authorizations, requirements, and transactions (including North Atlantic Treaty Organization [NATO])

Which are: maintained by DISA and managed by JS/J-1

*Delete or erase when no longer needed. Authority: NI-218-89-2 item 050*

0109 COMMITTEE AND BOARD RECORDS

0109-01 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 including minutes or recordings of meetings and other papers relating to the establishment, revision, or termination of individual studies or projects

Which are: maintained by the committee/board secretary/recorder as the official record copy

*Permanent. Cut off annually, hold 3 years, then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-2 item 19*

*Note: See 0028 series for JROC charter records*

0109-02 Same as above that pertain to committees/boards that are temporary in nature (not mandated by public law or executive order)

Which are: maintained by the committee/board secretariat as the official record copy

*Cut off at termination of committee/board, hold 2 years, then destroy/delete. Authority: NI-218-00-2 item 20*

0109-03 Which are: committee/board members' records not made a part of another records series or not covered elsewhere (non-record)

*Destroy/delete when no longer needed*

0109-04 Administrative support records

Consisting of: records that facilitate and support the responsibilities of the chairman/recorder and staff activities designated as representatives on or for boards/committees including copies of minutes, mailing lists, agendas, reports, correspondence, and other related papers reflecting the position taken on policy development or other board/committee deliberations

Which are: chairman/recorder/members and responsible staff activity records not covered elsewhere in other tables (non-record)

*Destroy/delete when no longer needed*

0109-05 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

Which are: held as official records

*Cut off on termination of committee, hold 2 years, then destroy/delete. Authority: GRS 16 item 8A*

0109-06 International Joint Board files

Consisting of: information on the activities of the US 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

Which are: maintained as the official record copy

*Permanent. Cut off on discontinuance of board. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-2 item 21*

0109-07 Which are: at office of board chairperson or secretariat, whichever is office of record, and office of members in which a foreign government is secretariat

*Permanent. Cut off annually, hold 5 years, then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-2 item 22*

0109-08 Records pertaining to office participation in conferences, meetings, and similar activities

Consisting of: agendas, meeting notes, and like materials

Which are: maintained by conference participants as the official record copy

*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*

0110 ORGANIZATION AND MANPOWER GENERAL CORRESPONDENCE FILE

0110-01 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-2 item 23*

0110-02 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when no longer needed. Authority: NI-218-00-2 item 24*

0111 ORGANIZATION AND MANPOWER ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0111-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy

*Cut off on production of recordkeeping copy; hold 6 months or until no longer needed, whichever is earlier; then destroy/delete. Authority: NI-218-00-2 item 25*

0111-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy (non-record)

*Destroy/delete on completion of dissemination, revision, or updating*

0112 ORGANIZATION AND MANPOWER COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0112-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.*

*Authority: NI-218-00-2 item 26*

0112-02 Which are: joint system is unscheduled

*For feeder and/or joint systems, submit an SF 115 through the JSRM to NARA for disposition approval*

0200 SERIES--PERSONNEL/PAYROLL

0201 GENERAL PERSONNEL CORRESPONDENCE

0201-01 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

Which are: maintained by agency personnel function as the official record copy  
*Cut off annually, hold 3 years, then destroy/delete. Authority: GRS 1 item 3*

0201-02 Which are: maintained by other activities for reference (non-record)  
*Cut off annually, hold 1 year, then destroy/delete*

0201-03 Personnel policy and precedent case files

Which are: maintained by JS activities only

*Destroy/delete when superseded or obsolete. Authority: NI-218-86-1 item 026*

0202 OFFERS OF EMPLOYMENT

0202-01 Correspondence, letters, and telegrams offering appointment to potential employees

Which are: accepted offers

*Destroy/delete when appointment is effective. Authority: GRS 1 item 4a*

0202-02 Which are: declined offers when name is received from certificate of eligibles

*Return to Office of Personnel Management (OPM) with reply and application. Authority: GRS 1 item 4b(1)*

0202-03 Which are: temporary or excepted appointment

*File inside application. Authority: GRS 1 item 4b(2)*

0202-04 Which are: all others

*Destroy/delete immediately. Authority: GRS 1 item 4b(3)*

0203 GENERAL CIVILIAN EMPLOYMENT RECORDS (EXCLUDING RECORDS REQUIRED TO BE FILED IN OFFICIAL PERSONNEL FOLDER [OPF])

0203-01 Request for personnel action (SF-52) and related papers pertaining to actions not consummated

Which are: maintained by the requesting office

*Cut off on termination of action, hold 30 days, then destroy/delete. Authority: NI-218-00-3 item 1*

0204 POSITION CLASSIFICATION FILES

0204-01 Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: GRS 1 item 7a(1)*

0204-02 Position descriptions

Consisting of: files describing established positions including information on title, series, grade, duties, and responsibilities

Which are: maintained by any activity as reference copy (non-record)

*Destroy/delete when position is abolished or description superseded*

0204-03 Inspections, audits, and surveys

Consisting of: correspondence, memorandums, reports, and other records relating to inspections, surveys, desk audits, and evaluations

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: GRS 1 item 7c(2)*

0204-04 Appeals files relating to classification appeals

Which are: maintained by any activity as reference copy (non-record)

*Cut off on closure of case, hold 1 year, then destroy/delete*

0204-05 Appeals files relating to certificates of classification issued by OPM

Which are: maintained by any JS/combatant command activity

*Destroy/delete when affected position is abolished or superseded. Authority: GRS 1 item 7d(2)*

0205 PAYROLL CORRESPONDENCE

0205-01 Correspondence between agency and payroll processor regarding general routine administrative issues, including wage grade job matters, that do not relate to individual payments

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 2 item 24*

0205-02 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

Which are: maintained by any JS/combatant command activity

*Cut off on computation of pay increase, hold 7 years, then destroy/delete. Authority: NI-218-00-3 item 2*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0205-03 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

Which are: maintained by any JS/combatant command activity

*Cut off at end of FY in which all allowances granted are terminated, hold 3 years, then destroy/delete. Authority: NI-218-00-3 item 3*

0205-04 Pay records governing the establishment and maintenance of domestic and overseas allowances and differentials, agencies, and employees affected

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 6 years, then destroy/delete. Authority: NI-218-00-3 item 4*

0206 EMPLOYEE RECORDS CARDS

0206-01 Employee records cards used for informational purposes outside personnel offices

Which are: maintained by any JS/combatant command activity

*Destroy/delete on separation or transfer of employee. Authority: GRS 1 item 6*

0207 EMPLOYEE PERFORMANCE FILE SYSTEM RECORDS

0207-01 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  
Which are: maintained by any JS/combatant command activity

*Destroy/delete on employee completion of 1 year of acceptable performance from date of written advance notice of proposed removal or notice of reduction-in-grade. Authority: GRS 1 item 23a(1)*

0207-02 Performance records superseded through an administrative, judicial, or quasi-judicial procedure

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded. Authority: GRS 1 item 23a(2)*

0207-03 All other performance plans and ratings

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 4 years, then destroy/delete. Authority: GRS 1 item 23a(3)b*

0207-04 All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based

Which are: maintained by any JS/combatant command activity

*Cut off on date of appraisal, hold 4 years, then destroy/delete. Authority: GRS 1 item 23a(4)*

0207-05 Supporting documents

Which are: maintained by any JS/combatant command activity

*Cut off on date of appraisal, hold 4 years, then destroy/delete. Authority: GRS 1 item 23a(5)*

0207-06 SES appointees (5 USC 3132A[2])

Consisting of: performance records superseded through an administrative, judicial, or quasi-judicial procedure

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded. Authority: GRS 1 item 23b(1)*

0207-07 Performance-related records 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

Which are: maintained by any JS/combatant command activity

*Place records on left side of OPF and forward to gaining Federal agency upon transfer or to National Personnel Records Center (NPRC) if employee leaves Federal service. Authority: GRS 1 item 23b(2)(a)*

0207-08 All other performance ratings and plans

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 5 years, then destroy/delete. Authority: GRS 1 item 23b(2)(b)*

0207-09 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)

Which are: maintained by any JS/combatant command activity

*Cut off on date of appraisal, hold 5 years, then destroy/delete. Authority: GRS 1 item 23b(3)*

0207-10 SES members' performance records

Consisting of: SES evaluation summary and objective performance record sheets

Which are: maintained by any JS/combatant command activity

*Cut off at date of appraisal, hold 5 years, then destroy/delete. Authority: GRS 1 item 23b(4)*

0207-11 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

Which are: at office with responsibility to monitor and control SES career related records general position documentation

*Cut off on cancellation of position, hold 5 years, then destroy/delete. Authority: NI-218-00-3 item 5*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0207-12 Information relating to current position incumbent

Which are: maintained by any JS/combatant command activity

*Cut off on transfer or separation of employee, hold 5 years, then destroy/delete. Authority: NI-218-00-3 item 6*

#### 0208 PROMOTION AND INTERNAL PLACEMENT RECORDS

0208-01 Notification of personnel action (SF 50)

Consisting of: files documenting promotions and transfers (in and out)

Which are: chronological file copies maintained in personnel office

*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 1 item 14a*

0208-02 Which are: all other copies maintained in personnel office

*Cut off annually, hold 1 year, then destroy/delete. Authority: GRS 1 item 14b*

#### 0209 INTERVIEW RECORDS

0209-01 Interview records

Consisting of: correspondence, reports, and other records relating to interviews with employees

Which are: maintained by any JS/combatant command activity

*Cut off on transfer or separation of employee, hold 6 months, then destroy/delete. Authority: GRS 1 item 8*

#### 0210 DONATED LEAVE PROGRAM CASE FILES

0210-01 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

Which are: maintained by any JS/combatant command activity

*Beginning in January 1994, cut off when file is closed, hold 1 year, then destroy/delete. Authority: GRS 1 item 37*

#### 0211 FEDERAL EMPLOYEES' RETIREMENT RECORDS (FERS/CSRS)

0211-01 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: NI-218-00-3 item 7*

0211-02 Records and forms pertaining to an employee's transfer to FERS, participation in the thrift savings plan, and eligibility to retire

Which are: maintained by any JS/combatant command activity

*File on permanent side of OPF*

0211-03 Appeals pertaining to FERS error corrections  
Which are: maintained by any JS/combatant command activity  
*Cut off on date of decision, hold 6 years, then destroy/delete. Authority: NI-218-00-3 item 8*

0211-04 Retirement assistance files  
Consisting of: correspondence, memorandums, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 1 year, then destroy/delete. Authority: GRS 1 item 39*

#### 0212 CORRESPONDENCE AND FORMS

Records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule

0212-01 Correspondence and forms relating to pending personnel actions  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Destroy/delete on completion of action. Authority: GRS 1 item 17a*

0212-02 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 veterans preference  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 1 item 17b(1)*

0212-03 Retention registers from which no reduction-in-force actions have been taken  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Destroy/delete when superseded or obsolete. Authority: GRS 1 item 17b(2)*

0212-04 Displaced Employee Program (DEP)  
Consisting of: information and rosters reflecting application and registration of individuals eligible to participate in DEP  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off on expiration of employee DEP eligibility, hold 3 months, then destroy/delete. Authority: NI-218-00-3 item 9*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0212-05 All other correspondence and forms  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when 6 months old. Authority: GRS 1 item 17c*

#### 0213 JOB OPPORTUNITY ANNOUNCEMENTS

0213-01 Announcements of vacancies  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete after announcement closing date. NCI-218-84-1 item 144*

#### 0214 EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS

0214-01 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 US 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  
Which are: at office having agency-wide responsibility

*Cut off on final resolution of case, hold 4 years, then destroy/delete. Authority: GRS 1 item 25a*

0214-02 Complaint cases

Consisting of: duplicate case files or documents pertaining to complaints

Which are: maintained by civilian personnel office as the official record copy

*Cut off on final resolution of case, hold 1 year, then destroy/delete. Authority: GRS 1 item 25b*

0214-03 Preliminary and background

Consisting of: background records not filed in the official discrimination complaint case files

Which are: maintained by any JS/combatant command activity

*Cut off on final resolution of case, hold 2 years, then destroy/delete. Authority: GRS 1 item 25c(1)*

0214-04 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 3 years, then destroy/delete, or destroy/delete when superseded or obsolete, whichever is applicable. Authority: GRS 1 item 25g*

0214-05 Which are: maintained by any activity as reference copy (non-record)

*Destroy/delete when superseded or obsolete*

0214-06 EEO Affirmative Action Plan (AAP)

Consisting of: consolidated AAP and related feeder documents

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off on date of plan, hold 5 years, then destroy/delete. Feeder plan can be destroyed/deleted earlier if administrative purposes have been served. Authority: GRS 1 items 25h(1)&(2)*

0214-07 EEO surveys

Consisting of: surveys on implementation and effectiveness of EEO programs including reviews, appraisals, recommendations, final survey reports, and similar information

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-3 item 11*

0214-08 Reports of on-site reviews of AAP

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 7 years, then destroy/delete. Authority: GRS 1 item 25h(3)*

0214-09 Which are: at other offices (non-record)

*Cut off annually, hold 2 years, then destroy/delete*

0215 PERSONNEL COUNSELING RECORDS

0215-01 Reports of interviews, analyses, and related records

Which are: maintained by supervisors

*Cut off on termination of counseling, hold 3 years, then destroy/delete. Authority: GRS 1 item 26a*

0216 STANDARDS OF CONDUCT

0216-01 Correspondence, memorandums, and other records relating to code of ethics and standards of conduct

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: GRS 1 item 27*

0217 ADMINISTRATIVE GRIEVANCES AND APPEALS

0217-01 Grievances and appeals (5 CFR 771)

Consisting of: records relating to grievances raised by agency employees, **excluding** 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

Which are: maintained by other activities (non-record)

*Cut off on closure of case, hold 1 year, then destroy/delete*

*Note: Official record copy is maintained by servicing civilian personnel office*

0218 ADVERSE AND PERFORMANCE-BASED ACTIONS

0218-01 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

Which are: maintained by the Joint Staff/combatant command

*Cut off on resolution of case, hold 2 years, then destroy/delete. Authority: NI-218-00-3 item 12*

0218-02 Which are: maintained by any activity for reference (non-record)

*Cut off on closure of case, hold 1 year, then destroy/delete*

*Note: Official record copy is maintained by servicing civilian personnel office*

0219 CIVILIAN LEAVE APPLICATION

0219-01 SF 71 or OPM 71 (Application for Leave) or equivalent and supporting papers relating to requests for and approval of leave

Which are: maintained by any activity as the official record copy and the time card has been initialed by the employee

*Destroy/delete at end of applicable pay period. Authority: GRS 2 item 6a*

0219-02 Which are: maintained by any activity as the official record copy and the time card has not been initialed by the employee

*Cut off annually; hold 3 years or until after General Accounting Office (GAO) audit, whichever is earlier; then destroy/delete. Authority: GRS 2 item 6b*

0220 LABOR MANAGEMENT RELATIONS RECORDS

0220-01 Labor management relations general and case files

Consisting of: correspondence, memorandums, reports, and other records relating to the relationship between management and employee unions or other groups

Which are: office negotiating agreement

*Cut off on expiration of agreement, hold 5 years, then destroy/delete. Authority: GRS 1 item 28a(1)*

0220-02 Which are: maintained by other offices

*Destroy/delete when superseded or obsolete. Authority: GRS 1 item 28a(2)*

0220-03 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

Which are: maintained by any JS/combatant command activity

*Cut off on final resolution of case, hold 5 years, then destroy/delete. Authority: GRS 1 item 28b*

0220-04 Memorandums of agreement under labor management relations

Consisting of: initial union proposals, counter proposals, working documents, and approved agreements

Which are: maintained by any JS/combatant command activity

*Cut off when superseded or obsolete, hold 5 years, then destroy/delete. Authority: NI-218-00-3 item 13*

0220-05 Annual report of union recognitions

Consisting of: report and all backup material

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-3 item 14*

0220-06 Unfair labor practice complaints

Consisting of: initial complaint, case record, and decision

Which are: at Central Personnel Files

*Cut off on resolution of complaint, hold 4 years, then destroy/delete. Authority: NI-218-00-3 item 15*

0221 RESERVED

0222 WAGE SURVEY FILES

0222-01 Wage area surveys

Consisting of: wage change survey computation forms, specifications, recommendations, and related correspondence

Which are: maintained by any JS/combatant command activity

*Destroy/delete on completion of second succeeding wage survey. Authority: GRS 1 item 38*

0223 SUPERVISOR EMPLOYEE RECORDS

0223-01 Records of civilian employees' job history, training, personnel actions, etc., that are not appropriate for the OPF or are duplicates of same

Which are: maintained by supervisors

*Review annually and destroy superseded or obsolete documents or cut off all documents relating to an employee on separation or transfer of employee, hold 1 year, then destroy/delete. GRS 1 item 18a*

0223-02 Duplicate and non-record materials

Which are: maintained by any activity for reference (non-record)

*Destroy/delete upon transfer of employee or when no longer needed*

0224 WITHHOLDING OF WITHIN-GRADE INCREASE (WGI) RECORDS

0224-01 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

Which are: maintained by any JS/combatant command activity

*Cut off on completion of WGI action or on separation, whichever is earlier; hold 3 years, then destroy/delete.*

*Authority: NI-218-00-3 item 16*

0225 INCENTIVE AWARDS PROGRAM REPORTS

0225-01 Reports pertaining to the operation of the Incentive Awards Program  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 3 years, then destroy/delete. Authority: GRS 1 item 13*

0226 EMPLOYEE AWARDS FILES

0226-01 General awards records, **excluding** those relating to department-level awards  
Consisting of: 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  
Which are: maintained by any JS/combatant command activity  
*Cut off on approval or disapproval, hold 2 years, then destroy/delete. Authority: GRS 1 item 12a(1)*

0226-02 General awards records  
Consisting of: correspondence pertaining to awards from other Federal agencies or non-Federal organizations  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 1 item 12a(2)*

0226-03 Length of service and sick leave awards files  
Consisting of: correspondence, reports, computations of service and sick leave, and lists of awardees  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 1 year, then destroy/delete. Authority: GRS 1 item 12b*

0226-04 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  
Which are: maintained by personnel office as the official record copy  
*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 1 item 12c*

0226-05 Which are: maintained by other agency activities  
*Cut off annually, hold 1 year, then destroy/delete. Authority: NCI-218-84-1 item 168*

0226-06 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  
Which are: maintained by personnel office as the official record copy  
*Cut off on termination of board/committee, hold 2 years, then destroy/delete. Authority: NI-218-89-1 item 7*

0226-07 Which are: maintained by other activities  
*Cut off annually, hold 1 year, then destroy/delete. Authority: NI-218-00-3 item 17*

0226-08 Lists of or indexes to agency award nominations  
Consisting of: lists of nominees and winners and indexes of nominations  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when superseded or obsolete. Authority: GRS 1 item 12d*

0226-09 Decorations to foreign nationals and US citizens not employed by the US Government  
Consisting of: case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents  
Which are: maintained by any JS/combatant command activity  
*Permanent. Cut off on completion of case, hold 2 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff of latest file. Authority: NI-218-00-3 item 18*

0226-10 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  
Which are: maintained by personnel office as the agency's official record copy  
*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 1 item 12a(1)*

0226-11 Which are: maintained by other activities (non-record)  
*Destroy/delete when obsolete or after 1 year, whichever is earlier*

*Note: Additional records relating to department-level awards must be scheduled by submitting an SF 115 through the JSRM to NARA for disposition authority*

#### 0227 OFFICIAL MILITARY PERSONNEL RECORDS

0227-01 Official military personnel records 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  
Which are: maintained by personnel office as the official record copy  
*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: NCI-218-84-1 item 171*

0227-02 Duplicate and non-record materials and materials that are not required as part of the official military personnel record  
Which are: maintained by any activity for reference (non-record)  
*Destroy/delete 1 year after individual departs, when requisition is canceled, or when no longer needed*

0227-03 Records that relate to leave of military personnel  
Which are: maintained by personnel office  
*Destroy/delete individual leave authorization when adjustments are made. Authority: NCI-218-84-1 item 173*

0227-04 Which are: maintained by any activity for reference (non-record)  
*Destroy/delete upon transfer of individual or when no longer needed*

0227-05 Armed Forces liberty passes  
Consisting of: forms issued to personnel to authorize absences from official duties or for absences during normal off-duty hours  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete on reacquisition of a new pass or on reassignment or separation of individual. Authority: NI-218-00-3 item 19*

0227-06 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  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when no longer needed. Authority: NI-218-00-3 item 20*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0227-07 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

Which are: maintained by any JS/combatant command activity

*Cut off annually or after last entry on log or register, whichever is later; hold one year, then destroy/delete.*

*Authority: NI-218-00-3 item 21*

0228 PROMOTION AND DEMOTION RECORDS

0228-01 Promotion eligibility rosters

Consisting of: documents relating to individuals eligible for consideration for promotion including recommendations, lists, and similar information

Which are: maintained by any JS/combatant command activity

*Cut off on publication of promotion list, hold 30 days, then destroy/delete. Authority: NI-218-00-3 item 22*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0228-02 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

Which are: at other offices

*Cut off on completion of board, hold 30 days, then destroy/delete. Authority: NI-218-00-3 item 23*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0229 JCS IDENTIFICATION BADGE

0229-01 General/special orders, amendments, and memorandums issuing permanent award of the JCS Badge

Which are: maintained by personnel office as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-89-1 item 5*

0229-02 Exceptions to policy, copies of orders, and related documents

Which are: maintained by personnel office as the official record copy

*Cut off annually, hold 2 years, then destroy/delete. Authority: NC1-218-84-1 item 174*

0229-03 Which are: maintained by any activity for reference (non-record)

*Cut off annually, hold 1 year, then destroy/delete*

0230 MILITARY AWARDS

0230-01 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 2 years, then retire to ISF. Destroy/delete 25 years after cutoff. Authority: NI-218-00-3 item 24*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0230-02 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

Which are: maintained by any JS/combatant command activity

*Cut off on receipt of approval/disapproval, hold 2 years, then destroy/delete. Authority: NI-218-00-3 item 25*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0230-03 Military unit awards

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

Which are: maintained by the approval/disapproval authority

*Cut off annually, hold 2 years, then retire to ISF. Destroy/delete 25 years after cutoff. Authority: NI-218-00-3 item 26*

0230-04 General/special orders, amendments, and memorandums issuing military awards

Which are: maintained by J-1/Military Personnel Branch as the official JS record copy

*Permanent. Cut off annually, hold 2 years, then transfer by CY block to R&A Br for incorporation into 0001-01.*

*Authority: NI-218-89-1 item 6*

0230-05 Which are: maintained by the combatant command as the official record copy

*Permanent. Cut off annually, hold 2 years, then transfer by CY block to ISF. Transfer to NARA 35 years after cutoff, after declassification review. Authority: NI-218-00-3 item 27*

0230-06 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

Which are: maintained by any JS/combatant command activity

*Cut off on issuance of award, hold 2 years, then destroy/delete. Authority: NI-218-00-3 item 28*

0230-07 Which are: reference copies of all the above items (non-record)

*Destroy/delete when no longer needed*

0231 GENERAL/FLAG OFFICER (GFO) NOMINATIONS

0231-01 Papers and related documents from OSD and the military services on the nominations and position billets of General and Flag officers submitted to SECDEF through the Joint Staff and the commanders of combatant commands in accordance with DoD directives for approval by the SECDEF or transmittal to the President

Which are: maintained by the Joint Staff in R&A Br as the official JS record copy

*Cut off annually, hold 7 years, then retire by CY block to JS RHA. Destroy/delete 20 years after cutoff. Authority: NI-218-84-1 item 177*

0231-02 Which are: maintained by combatant command activities as the official record copy

*Cut off annually, hold 7 years, then retire to ISF. Destroy/delete 20 years after cutoff. Authority: NI-218-00-3 item 29*

0231-03 GFO management files

Consisting of: copies of tasking documents, reports, JS papers, and related background materials pertaining to GFO matters including copies of inputs from contributing agencies and other related correspondence

Which are: used for periodic review by action officers for continuing policy guidance and background information and are maintained by GFO as the official record copy

*Review annually. Transfer completed action to applicable GFO file, then destroy/delete all nonessential information. Authority: NI-218-89-1 item 8*

0231-04 GFO working nominations

Consisting of: nomination records being processed for approval or disapproval by higher authority

Which are: maintained by GFO as the official record copy

*Upon completion transfer to R&A Br for disposition in accordance with 0231-01. Authority: NI-218-89-1 item 9*

0231-05 Major Command Information Files

Consisting of: papers and related information pertaining to joint GFO billets and combatant command activities used for periodic review and background information

Which are: maintained by GFO as the official record copy

*Review annually. When no longer needed by GFO, transfer to R&A Br for disposition in accordance with 0231-01*

0231-06 GFO action documents

Consisting of: documents of interest to the Joint Staff, responses to taskers and queries

Which are: maintained by GFO as the official record copy

*Review annually. When no longer needed by GFO, transfer to R&A Br for disposition in accordance with 0231-01*

0231-07 Which are: maintained by other activities for reference (non-record)

*Destroy/delete when no longer needed*

0232 MILITARY ASSIGNMENT DOCUMENTS

0232-01 Policy matters pertaining to military assignments

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off when superseded, hold 5 years, then destroy/delete. Authority: NI-218-00-3 item 30*

0232-02 Requisition documents

Which are: held by personnel office as the official record copy

*Cut off annually, hold 3 years, then destroy/delete. Authority: NCI-218-84-1 item 179*

0232-03 Nomination packets

Which are: held by personnel office as the official record copy

*Cut off on departure of individual, hold 1 year, then destroy/delete. Authority: NCI-218-84-1 item 180*

0232-04 Miscellaneous military assignment documents, including incoming personnel nomination packages or files

Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

0233 MILITARY TRAINING PROGRAM RECORDS

**Excluding** records of formally established schools which train agency personnel in specialized program areas, such as law enforcement and national defense

*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*

0233-01 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

Which are: maintained by any JS/combatant command activity

*Cut off annually or on completion of a specific training program, hold 5 years, then destroy/delete. Authority: GRS 1 item 29a(1)*

0233-02 Background and working files

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: GRS 1 item 29a(2)*

0233-03 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 5 years, then destroy/delete, or destroy/delete when superseded or obsolete, whichever is earlier. Authority: GRS 1 item 29b*

0234 INDIVIDUAL MILITARY TRAINING RECORDS

0234-01 Individual military training records

Consisting of: on-the-job training records, qualification training, ancillary training, upgrade training, and related records

Which are: maintained in accordance with the Service training program

*Apply Service-specific disposition guidance*

0235 GENERAL TRAINING AND EDUCATION RECORDS

0235-01 Training and education 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

Which are: maintained by any JS/combatant command activity

*Permanent. Cut off annually, hold until no longer needed, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-3 item 31*

*Note: See 0900 series for audiovisual*

0236 CIVILIAN TRAINING PROGRAM RECORDS

0236-01 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

Which are: at operating personnel offices

*Cut off annually or on completion of a specific training program, hold 5 years, then destroy/delete. Authority: GRS 1 item 29a(1)*

0236-02 Background and working files

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: GRS 1 item 29a(2)*

0236-03 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 5 years, then destroy/delete, or destroy/delete when superseded or obsolete, whichever is earlier. Authority: GRS 1 item 29b*

0236-04 Which are: background and working files

*Cut off annually, hold 3 years, then destroy/delete. Authority: GRS 1 item 29a(2)*

0236-05 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 5 years or until superseded or obsolete, whichever is later, then destroy/delete. Authority: GRS 1 item 29a(1)*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0236-06 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

Which are: at office responsible for approval

*Cut off on withdrawal of facility for training purposes, hold 5 years, then destroy/delete. Authority: NI-218-00-3 item 32*

0236-07 Which are: at recommending offices (non-record)

*Destroy/delete on determination that services of the foreign facility are no longer required*

0236-08 Which are: at other offices (non-record)

*Cut off annually, hold 2 years, then destroy/delete*

0236-09 Civilian personnel retraining

Consisting of: reports of retraining resulting from base closure, transfer, or consolidation of functions

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 4 years, then destroy/delete. Authority: NI-218-00-3 item 33*

0236-10 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: NI-218-00-3 item 34*

0237 CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE

0237-01 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

Which are: maintained by the combatant command

*Permanent. Cut off annually, hold 6 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-3 item 35*

0238 INDIVIDUAL EMPLOYEE PAY RECORDS

0238-01 Pay record for each employee as maintained in an electronic database

Consisting of: database may be a stand-alone payroll system or part of a combined personnel/payroll system

Which are: maintained by any JS/combatant command activity

*Update elements and/or entire record as required. Authority: GRS 2 item 1a*

0238-02 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  
Which are: maintained by any JS/combatant command activity  
*Cut off annually and transfer to NPRC. Destroy/delete 56 years after cutoff. Authority: GRS 2 item 1b*

#### 0239 TIME AND ATTENDANCE RECORDS

0239-01 Time and attendance source records  
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. Records may be in either machine-readable or paper form  
Which are: maintained by any JS/combatant command activity  
*Cut off annually; hold 6 years or until after GAO audit, whichever is earlier; then destroy/delete. Authority: GRS 2 item 7*

0239-02 Time and attendance input records  
Consisting of: records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor  
Which are: maintained by any JS/combatant command activity  
*Cut off annually; hold 6 years or until after GAO audit, whichever is earlier; then destroy/delete. Authority: GRS 2 item 8*

0239-03 Overtime authorization requests  
Consisting of: documents used at all activities to officially order the approval of overtime  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 4 years, then destroy/delete. Authority: NI-218-00-3 item 36*

0239-04 Alternate work schedule records  
Consisting of: documents showing alternative work schedules such as flexitime and compressed schedules  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-3 item 37*

#### 0240 PERSONAL INJURY FILES

0240-01 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  
Which are: maintained by any JS/combatant command activity  
*Cut off on termination of compensation or when deadline for filing a claim has passed, hold 3 years, then destroy/delete. Authority: GRS 1 item 31*

#### 0241 OCCUPATIONAL INJURY AND ILLNESS FILES

0241-01 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  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 5 years, then destroy/delete. Authority: GRS 1 item 34*

0242 FINANCIAL DISCLOSURE REPORTS

0242-01 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 US Senate. Each file is maintained by employee name and includes SF 278 (Financial Disclosure Statement for Executive Branch Personnel), SF 278A (Financial Disclosure Statement), official position description, disqualification statements if applicable, and similar information  
Which are: maintained by any JS/combatant command activity

*Cut off when nominee ceases to be under consideration for appointment, hold 1 year, then destroy/delete--except that information needed in an ongoing investigation will be retained until no longer needed in the investigation.*

*Authority: GRS 1 item 24a(1)*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0242-02 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 6 years, then destroy/delete--except that information needed in an ongoing investigation will be retained until no longer needed in the investigation. Authority: GRS 1 item 24a(2)*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0242-03 Consisting of: other records

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 6 years, then destroy/delete--except that information needed in an ongoing investigation will be retained until no longer needed in the investigation. Authority: GRS 1 item 24b*

0243 FEDERAL WORKPLACE DRUG TESTING PROGRAM FILES

0243-01 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

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)

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete, or destroy/delete when superseded or obsolete, whichever is applicable. (See note at end of series.) Authority: GRS 1 item 36a*

0243-02 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

Which are: maintained by any JS/combatant command activity

*Destroy/delete when employee separates from testing-designated position. (See note at end of series.) Authority: GRS 1 item 36b*

0243-03 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. (See note at end of series.) Authority: GRS 1 item 36c*

0243-04 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

Which are: maintained by any JS/combatant command activity

*Cut off on date of last entry, hold 3 years, then destroy/delete. (See note at end of series.) Authority: GRS 1 item 36d(1)*

0243-05 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. (See note at end of series.) Authority: GRS 1 item 36d(2)*

0243-06 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

Which are: maintained by any JS/combatant command activity

*Cut off annually; hold 3 or until employee leaves agency, whichever is later; then destroy/delete. Authority: GRS 1 item 36e(1)*

0243-07 Negative test results

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: GRS 1 item 36e(2)*

*Note: Dispose of any records covered by GRS 1 items 36.a-e that are relevant to litigation or disciplinary actions no earlier than the related litigation or adverse action case file(s)*

0244 ALTERNATE WORKSITE RECORDS

0244-01 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, and the use of secure, classified information or data subject to the Privacy Act

Which are: maintained by any JS/combatant command activity

*Cut off at end of employee participation in program, hold 1 year, then destroy/delete. Authority: GRS 1 item 42.1*

0244-02 Unapproved requests

Which are: maintained by any JS/combatant command activity

*Cut off on rejection of request, hold 1 year, then destroy/delete. Authority: GRS 1 item 42.2*

0244-03 Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 1 year, then destroy/delete, or destroy/delete when no longer needed, whichever is later. Authority: GRS 1 item 42c*

0245 FEDERAL CIVILIAN WORKFORCE INFORMATION SYSTEMS

*Note: These automated systems must be inventoried and scheduled by submitting an SF 115 through the JSRM to NARA for disposition authority*

0246 POLITICAL ACTIVITY OF FEDERAL EMPLOYEES

0246-01 Policy and procedures governing permissible and prohibited activities, political contributions, and exceptions of certain elections

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: NI-218-00-3 item 38*

0246-02 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

Which are: maintained by any JS/combatant command activity

*Cut off when employee leaves public office or appointment, hold 2 years, then destroy/delete. Authority: NI-218-00-3 item 39*

0247 DIRECTORY SERVICE

0247-01 Correspondence, forms, and other records relating to the compilation of directory service listings

Which are: maintained by personnel office as the official record copy

*Cut off on issuance of listing, hold 2 months, then destroy/delete. Authority: GRS 11 item 3*

0247-02 Which are: maintained by other activities for reference (non-record)

*Destroy/delete when no longer needed*

0247-03 Organization and locator files

Consisting of: information providing the name, address, telephone number, and similar data for each civilian and military employee assigned to an organization

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: NI-218-86-1 item 097*

0248 CIVILIAN AND MILITARY PERSONNEL ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0248-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives and copies on shared network drives used only to produce the recordkeeping copy

*Cut off on production of recordkeeping copy; hold 6 months or until no longer needed, whichever is earlier; then destroy/delete. Authority: NI-218-00-3 item 40*

0248-02 Consisting of: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Which are: maintained by any JS/combatant command activity

*Destroy/delete on completion of dissemination, revision, or update. Authority: NI-218-00-3 item 41*

0249 CIVILIAN AND MILITARY PERSONNEL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0249-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.*

*Authority: NI-218-00-3 item 42*

0249-02 Which are: joint system is unscheduled

*For feeder and/or joint systems, submit an SF 115 through the JSRM to NARA for disposition authority*

0300 SERIES--INTELLIGENCE AND SECURITY

0301 SECURITY POLICY

0301-01 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  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: N1-218-00-4 item 001*

0301-02 Which are: maintained by any activity for reference (non-record)  
*Destroy/delete when superseded or obsolete*

0302 SECURITY ADMINISTRATIVE CORRESPONDENCE

0302-01 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  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 18 item 1*

0303 DOCUMENT RECEIPT

0303-01 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  
Which are: maintained by any JS/combatant command activity  
*Cut off annually--except that SECRET documents used for control and accountability will be cut off when related document is destroyed, downgraded, declassified, or transferred from custody--hold 2 years, then destroy/delete. Authority: GRS 18 item 2*

*Note: See 0306-01 for TOP SECRET documents*

0304 DESTRUCTION CERTIFICATES

0304-01 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  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 18 item 3*

0305 ACCESS RECORDS

0305-01 TOP SECRET access records used to record names of individuals who have had access to a particular TOP SECRET document  
Consisting of: 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. JS Forms 7 and 42 and SECDEF Form 194 or any other substitute form or record used for this purpose  
Which are: maintained by any JS/combatant command activity  
*Cut off when related document is destroyed, downgraded, declassified, or transferred from custody; hold 2 years; then destroy/delete. Authority: GRS 18 item 6*

0305-02 Disclosure records

Consisting of: a record of all JS/combatant command personnel who have been authorized access to classified information of the Joint Staff/combatant command during their assignment

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 3 years, then destroy/delete. Authority: NI-218-00-4 item 002*

0305-03 Special and general access lists

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, Single Integrated Operational Plan (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

Which are: maintained by any JS/combatant command activity

*Destroy/delete when updated or superseded. Authority: NI-218-00-4 item 003*

0305-04 Reserved

0305-05 Access control log

Consisting of: documents relating to JS/combatant command Guard Post Sign-In Logs, Military Security Force Blotters, Night Security Team Inspection Surveys, and other similar documents

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-4 item 004*

0305-06 Reserved

0305-07 Classified or classifiable information nondisclosure agreements (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 standards put forth by EO 12958. These forms should be maintained separately from personnel security clearance files

Which are: maintained by personnel security offices

*Joint Staff: forward to OSD and/or appropriate Service for inclusion in appropriate official security files*

*Combatant commands: retain in accordance with combatant command security directives*

0305-08 Physical Access Information System

Consisting of: Visitor Information Subsystem (VIMS) and Physical Access Information System (PAIS), including Access Information (ZAMS). This system is used for controlling access to JS restricted areas and to maintain the JS Master Security Roster and Visitor Information File

Which are: maintained by any JS activity

*Data files updated daily. Delete data 12 months after termination of access. Erase or replace individual records on disk or tape when no longer needed. Authority: NI-218-89-2 item 020*

*Note: See 0337 series for combatant command feeder systems*

0305-09 Classified or classifiable information NDA

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 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, destroy/delete 70 years after cutoff. Authority: GRS 18 item 25a*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0306 TOP SECRET REGISTER

0306-01 Records that identify all TOP SECRET material generated or received by a directorate or agency  
Which are: maintained by any JS/combatant command activity  
*Cut off when all copies of the documents recorded therein have been destroyed or otherwise permanently disposed of (transferred from custody or downgraded), hold 5 years, then destroy/delete. Authority: GRS 18 item 5a*

*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 the JSRM to NARA for disposition authority*

0306-02 Forms reflecting the transfer and receipt for TOP SECRET materials transmitted through the Defense Courier Service

Which are: maintained by any JS/combatant command activity  
*Destroy/delete when related document is downgraded, transferred, or destroyed. Authority: GRS 18 item 5b*

0306-03 Forms accompanying documents to ensure continuing control showing names of persons handling the documents, intra-office routing, and comparable data

Which are: maintained by any activity  
*Destroy/delete when related document is downgraded, transferred, or destroyed. Authority: GRS 18 item 5b*

0307 COMMUNICATIONS SECURITY (COMSEC) – GENERAL

0307-01 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  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 2 years, then destroy/delete, or destroy/delete when no longer needed, whichever is later. Authority: NI-218-00-4 item 005*

0308 PHYSICAL SECURITY CONTAINER INFORMATION

0308-01 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

Which are: maintained by any JS/combatant command activity  
*Cut off on date of last entry on form, hold 3 three months, then destroy/delete--except that forms involved in investigations will be retained until completion of the investigation. Authority: GRS 18 item 7b*

0308-02 Up-to-date records of all JS/combatant command 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

Which are: maintained by any JS/combatant command activity as the official record copy  
*Destroy/delete when superseded by new form or listing or upon turn-in of container. Authority: GRS 18 item 7a*

0309 INVENTORY REPORTS

0309-01 TOP SECRET inventory records

Consisting of: records accumulated in connection with annual inventory of TOP SECRET materials  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-4 item 006*

0309-02 Which are: maintained by document custodian

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-4 item 007*

0309-03 Which are: maintained by control points  
*Cut off on next comparable inventory, hold 2 years, then destroy/delete. Authority: NI-218-00-4 item 008*

#### 0310 CLASSIFICATION GUIDES

0310-01 Official JS/combatant command 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  
Which are: at the issuing activity or OPR  
*Cut off on termination of system or program or when system/program is phased out of the inventory, hold 10 years, then destroy/delete. Authority: NI-218-00-4 item 009*

0310-02 Information copies of classification guides regardless of originator  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when superseded or obsolete or on inactivation, whichever is earlier. Authority: NI-218-00-4 item 010*

0310-03 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  
Which are: at offices in charge of issuance  
*Cut off on final declassification action, hold 10 years, then destroy/delete. Authority: NI-218-00-4 item 011*

0310-04 Which are: at other offices  
*Cut off annually, hold 3 years, then destroy/delete. Authority: NI-218-00-4 item 012*

0310-05 Original classification authority delegations  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when superseded or obsolete. Authority: NI-218-00-4 item 013*

#### 0311 ACCREDITATION

0311-01 Documents pertaining to room or vault accreditation that validate the area for classified storage and/or work  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when superseded or obsolete. Authority: NI-218-00-4 item 014*

0311-02 Automated Information System (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  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when superseded or obsolete. Authority: NI-218-00-4 item 015*

#### 0312 TECHNICAL SURVEYS

0312-01 Documents dealing with technical security surveys for validating the security of cleared areas  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually; hold 3 years or until discontinuance of facility, whichever is earlier, then destroy/delete. Authority: GRS 18 item 9*

0312-02 Which are: maintained by any JS/combatant command activity as reference copy (non-record)  
*Destroy/delete when no longer needed*

0313 PROPERTY PASS RECORDS

0313-01 Documents relating to the authorized removal of property or material from the Joint Staff and/or combatant command

Which are: maintained by any JS/combatant command activity

*Cut off on expiration or revocation, hold 3 months, then destroy/delete. Authority: GRS 18 item 12*

0314 PERSONNEL SECURITY PROGRAM RECORDS

0314-01 Documentation reflecting training, security orientation briefing or debriefing, and relevant data including annual security required training and/or reading materials

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-4 item 016*

0314-02 Documents containing information on the security clearances of JS/combatant command 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off on transfer or separation of individual concerned, hold 5 years, then destroy/delete. Authority: GRS 18 item 22a*

0314-03 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed*

0314-04 Documents containing information on the security clearance and authorization for non-JS/combatant command personnel for classified matters

Which are: maintained as the official record copy

*Cut off on loss of access of individual concerned, hold 5 years, then destroy/delete. Authority: GRS 18 item 22a*

0314-05 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

0314-06 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

Which are: maintained by any JS/combatant command activity

*Destroy/delete when position is abolished, redesignated, or no longer needed, whichever is later. Authority: NI-218-00-4 item 017*

0314-07 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

Which are: maintained by any JS/combatant command activity

*Destroy/delete after next comparable inspection or survey. Authority: NI-218-00-4 item 018*

0314-08 Nuclear Weapons Personnel Reliability Program (PRP)

Consisting of: Personnel Reliability Certificate and Notification of PRP Decertification Action

Which are: for PRP certification and permanent decertification

*Cutoff when superseded or obsolete, hold 5 years, then destroy/delete. Authority: NI-218-00-4 item 019*

0315 IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS

0315-01 Records relating to applications for and issuance of permanent and temporary identification badges, cards, decals, and passes including receipts, inventories, and related information  
Which are: maintained by any JS/combatant command activity  
*Cut off on return of identification item to issuing office, hold 2 years, then destroy/delete. Authority: NI-218-00-4 item 020*

0315-02 Which are: maintained in any other office (non-record)  
*Destroy/delete when verification is accomplished or badge or pass has been prepared and delivered*

#### 0316 REPORT OF INVESTIGATION

0316-01 Investigative reports and related papers furnished to Joint Staff/combatant command by investigative organizations for use in making security suitability determination  
Which are: maintained by any JS/combatant command 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*

#### 0317 SECURITY VIOLATIONS/INCIDENTS

0317-01 Documentation pertaining to alleged security violations, unauthorized divulgence of classified information, results of findings, and final corrective action taken  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off on completion of final action, hold 2 years, then destroy/delete. Authority: GRS 18 item 24b*

0317-02 Which are: for NATO security incidents  
See 0319-15

0317-03 Files relating to alleged violations of a sufficiently serious nature that they are referred to DoD or the Department of Justice for prosecutive determination  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off on close of case, hold 5 years, then destroy/delete. Authority: GRS 18 item 24a*

0317-04 Which are: maintained for reference (non-record)  
*Destroy/delete when no longer needed*

#### 0318 SECURITY INSPECTIONS AND AUDITS

0318-01 Documents relating to the internal inspection of physical security, documents control and security, and other routine security type inspections and surveys  
Which are: maintained by inspecting activity as the official record copy  
*Cut off annually, hold 4 years, then destroy/delete. Authority: GRS 18 item 10*

0318-02 Which are: maintained by any JS/combatant command activity  
*Destroy/delete after next comparable survey or inspection. Authority: NI-218-00-4 item 021*

0318-03 Inspections conducted of TOP SECRET accountability  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 1 year, then destroy/delete. Authority: NI-218-00-4 item 022*

0318-04 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  
Which are: maintained by any JS/combatant command activity  
*Cut off monthly, hold 1 month, then destroy/delete. Authority: NI-218-00-4 item 023*

0318-05 JS Form 147 (SCI Processing Log) or similar form or record used to record SCI processing sessions as required by applicable policy

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-4 item 024*

0319 INTERNATIONAL SECURITY

0319-01 Destruction certificates, receipts, registers, and disclosure records for COSMIC TOP SECRET material

Which are: maintained by the JS Subregistry or by the combatant command registry/subregistry function

*Cut off when the material is destroyed or permanently transferred to another registry or subregistry, hold 10 years, then destroy/delete. Authority: NI-218-00-4 item 025*

0319-02 Which are: maintained at JS/combatant command control points

*Cut off when the material is returned to the JS Subregistry or combatant command registry/subregistry function, hold 10 years, then destroy/delete. Authority: NI-218-00-4 item 026*

0319-03 Destruction certificates, receipts, registers, and disclosure records for ATOMAL material

Which are: maintained by the JS Subregistry or by the combatant command registry/subregistry function

*Cut off when the material is destroyed or permanently transferred to another registry or subregistry, hold 10 years, then destroy/delete. Authority: NI-218-00-4 item 027*

0319-04 Which are: maintained at JS/combatant command control points and at the division level and below

*Cut off when the material is returned to the JS Subregistry or combatant command registry/subregistry function, hold 10 years, then destroy/delete. Authority: NI-218-00-4 item 028*

0319-05 Destruction certificates, receipts, registers, and disclosure records for NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED and NATO Unclassified

Which are: maintained by the JS Subregistry or by the combatant command registry/subregistry function

*Cut off when the material is destroyed or permanently transferred to another registry or subregistry, hold 2 years, then destroy/delete. Authority: NI-218-00-4 item 029*

0319-06 Which are: maintained at JS/combatant command control points

*Cut off when the material is destroyed or returned to the JS Subregistry or combatant command registry/subregistry function, hold 2 years, then destroy/delete. Authority: NI-218-00-4 item 030*

0319-07 Which are: maintained by any JS/combatant command activity at the division level and below

*Cut off when the material is returned to the directorate control point, hold 2 years, then destroy/delete. Authority: NI-218-00-4 item 031*

0319-08 Records of establishment or disestablishment of JS/combatant command control points

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off on termination of JS/combatant command control point concerned, hold 1 year, then destroy/delete. Authority: NI-218-00-4 item 032*

0319-09 Inventory reports

Consisting of: semi-annual and annual reports on COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, and NATO CONFIDENTIAL ATOMAL

Which are: maintained by registry, subregistry, and control points and no discrepancy has occurred

*Cut off annually, hold 3 years, then destroy/delete. Authority: NI-218-00-4 item 033*

0319-10 Which are: maintained by registry, subregistry, and control points and a discrepancy has occurred

*Cut off when the records are cleared, hold 3 years, then destroy/delete. Authority: NI-218-00-4 item 034*

0319-11 Inspection reports

Consisting of: semi-annual inspections of established JS/combatant command control points concerning security protection of NATO information and compliance with applicable directives and administrative instructions

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 3 years, then destroy/delete. Authority: NI-218-00-4 item 035*

0319-12 Which are: maintained by the JS/combatant command control points

*Destroy/delete on receipt of next inspection report. Authority: NI-218-00-4 item 036*

0319-13 Access lists

Which are: maintained by the Joint Staff/combatant command on control points as well as individual access to NATO information and by the JS/combatant command control points for individual access

*Destroy/delete when revised. Authority: NI-218-00-4 item 037*

0319-14 General correspondence, document distribution, custody receipts, etc.

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 2 years, then destroy/delete--except that if usage dictates otherwise, destroy/delete when no longer needed. Authority: NI-218-00-4 item 038*

0319-15 Security violations and investigations

Which are: maintained by any JS/combatant command activity

*Cut off on completion of corrective or disciplinary action, hold 3 years, then destroy/delete. Authority: NI-218-00-4 item 039*

0320 INTELLIGENCE POLICY AND PLANNING FILES

0320-01 Documents concerning the general intelligence policy of the Joint Staff/combatant commands including directives, communications, and related planning records

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded or obsolete, hold 1 year, then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-4 item 040*

0320-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed*

0321 INTELLIGENCE ESTIMATES

0321-01 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 intelligence community (IC)

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: NI-218-00-4 item 041*

0321-02 Semi-annual consolidated listing of NIEs, SNIEs, and NIAMs provided to Joint Staff/combatant command by Defense Intelligence Agency (DIA)

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: NI-218-00-4 item 042*

0321-03 Which are: information copies (non-record)

*Destroy/delete when superseded or obsolete*

0322 INTELLIGENCE REPORTS AND STUDIES

0322-01 Intelligence 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  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when superseded or obsolete. Authority: NI-218-00-4 item 043*

0323 SCI DOCUMENTS

0323-01 Copies of documents in SCI control channels that are not covered in specific subject items elsewhere in this disposition schedule  
Which are: maintained by any JS/combatant command activity  
*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. Authority: NI-218-86-1 item 061*

0323-02 SCI billet files  
Consisting of: information relating to the approval and maintenance of SCI billet structures and SCI billets  
Which are: maintained by any JS/combatant command activity  
*Cut off on transfer or deletion of billet, hold 1 year, then destroy/delete. Authority: NI-218-00-4 item 044*

0324 CONTROLLED MATERIAL (OTHER THAN SCI)

0324-01 Documents 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  
Which are: maintained by any JS/combatant command activity  
*Review annually for removal from control channels. When removable, incorporate in appropriate subject file. Disposition is that of the appropriate mission or subject file. Authority: NCI-218-84-1 item 234*

0325 CONTROLLED MATERIAL (SPECIAL SCI/SPECIAL ACCESS REQUIREMENTS)

0325-01 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  
Which are: 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. Authority: NI-218-86-1 item 062*

0326 SECURITY/COUNTERINTELLIGENCE INVESTIGATIONS

Individual case files and information pertaining to adverse actions, reports, and adjudicated documentation in arriving at security clearance determinations

0326-01 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  
Which are: the official record copy having historical value or widespread congressional value or interest (e.g. extensive media attention, congressional investigation, sets precedent)  
*Permanent. Cut off on date of last action. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-4 item 045*

0326-02 Which are: official record copy determined not to have permanent historical value or widespread value or congressional interest  
*Cut off on date of last action, hold 25 years, then destroy/delete. Authority: NI-218-00-4 item 046*

0326-03 Personnel security investigation requests  
Consisting of: unit requests for investigation, clearance, or unescorted entry  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when no longer needed. Authority: NI-218-00-4 item 047*

0327 INTELLIGENCE GENERAL CORRESPONDENCE FILES

0327-01 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

Which are: maintained by the Joint Staff/combatant command as the official record copy

*Cut off annually, hold 2 years, then retire to ISF. Destroy/delete 10 years after cutoff. Authority: NI-218-00-4 item 048*

0328 INTELLIGENCE LOGS

0328-01 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

Which are: maintained by the Joint Staff/combatant command as the official record copy

*Permanent. Cutoff annually, hold 2 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-4 item 049*

0329 COLLECTION RECORDS

0329-01 Intelligence collection planning and policy records

Consisting of: proposals, guidance, and requirements for the collection of intelligence source materials

Which are: maintained by the Joint Staff/combatant command as the official record copy

*Permanent. Cut off when superseded or obsolete, then retire to ISF. Transfer to NARA 50 years after cutoff, after declassification review. Authority: NI-218-00-4 item 050*

0329-02 Intelligence collection records

Consisting of: source material such as photographs, messages, and other intelligence accumulated by originators

Which are: maintained by the Joint Staff/combatant command as the official record copy

*Permanent. Cut off when superseded or obsolete, then retire to ISF. Transfer to NARA 50 years after cutoff, after declassification review. Authority: NI-218-00-4 item 051*

0329-03 Intelligence exploitation records

Consisting of: analysis and finished reports created from intelligence source materials

Which are: maintained by the Joint Staff/combatant command as the official record copy

*Permanent. Cut off when superseded or obsolete, then retire to ISF. Transfer to NARA 50 years after cutoff, after declassification review. Authority: NI-218-00-4 item 052*

0330 INTELLIGENCE DISSEMINATION RECORDS

0330-01 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)

Which are: maintained by the Joint Staff/combatant command as the official record copy

*Permanent. Cut off when superseded or obsolete. Transfer to NARA in 5-year blocks 50 years after cutoff, after declassification review. Authority: NI-218-00-4 item 053*

0331 INTELLIGENCE PRODUCTION RECORDS

0331-01 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

Which are: maintained by any JS/combatant command activity as unique reports not transmitted to DIA

*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer to NARA 50 years after cutoff, after declassification review. Authority: NI-218-00-4 item 054*

0331-02 Which are: 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.)

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-4 item 055*

#### 0332 COUNTERINTELLIGENCE RECORDS

0332-01 Counterintelligence program planning and policy records relating to the establishment of the program including directives, plans, collection operations, reports, briefings, studies, and related files

Which are: maintained by the Joint Staff/combatant command as the official record copy

*Permanent. Cut off when superseded, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-4 item 056*

0332-02 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, interrogations, and related references

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: NI-218-00-4 item 057*

#### 0333 FOREIGN NATIONALS

0333-01 Foreign national visits

Consisting of: requests for visit, accreditations, foreign national protocols, and related records

Which are: maintained by any JS/combatant command activity

*Cut off annually; hold 3 years or until superseded, whichever is later; then destroy/delete. Authority: NI-218-00-4 item 058*

#### 0334 PRISONER OF WAR RECORDS

0334-01 Prisoner of war and civilian internee records including status inquiries, complaints, investigations, strength reports, rosters, and related records

Which are: maintained by the Joint Staff/combatant command as the official record copy

*Permanent. Cut off on termination of the prisoner of war program, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-4 item 059*

#### 0335 SPECIAL ACCESS PROGRAM (SAP)

0335-01 SAP policy files relating to the establishment, operation, and monitoring of SAP

Consisting of: documents, plans, directives, policy, and related records

Which are: maintained by the Joint Staff/combatant command as the official record copy

*Permanent. Cut off when superseded, then retire to ISF (not authorized for transfer to Federal Records Center).*

*Transfer to NARA in 5-year blocks 25 years after cutoff, after release from SAP control and declassification review. Authority: NI-218-00-4 item 060*

0335-02 SAP administrative files relating to memorandums, correspondence, and other routine administrative and facilitative records

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: NI-218-00-4 item 061*

#### 0336 INTELLIGENCE AND SECURITY ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0336-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes

electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy

*Cut off on production of recordkeeping copy; hold 6 months or until no longer needed, whichever is earlier; then destroy/delete. Authority: NI-218-00-4 item 062*

0336-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete on completion of dissemination, revision, or update. Authority: NI-218-00-4 item 063*

0337 INTELLIGENCE AND SECURITY COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0337-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.*

*Authority: NI-218-00-4 item 064*

0337-02 Which are: joint system is unscheduled

*For feeder and/or joint systems, submit an SF 115 through the JSRM to NARA for disposition authority*

0400 SERIES--INFORMATION AND LEGAL

0401 WHITE HOUSE CORRESPONDENCE

0401-01 White House correspondence relating to substantive policy-related matters

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 2 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-5 item 01*

0401-02 Correspondence of a routine non-policy nature with no long-term value

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 2 years, then destroy/delete, or destroy/delete when no longer needed, whichever is later. Authority: NI-218-00-5 item 02*

0402 CONGRESSIONAL CORRESPONDENCE

0402-01 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when case is closed out, hold 1 year, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-5 item 03*

0402-02 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 1 year, then retire to ISF. Destroy/delete by CY block 7 years after cutoff. Authority: NI-218-00-5 item 04*

0402-03 CJCS memorandum of invitation before congressional committee

Which are: maintained by the Office of the Chairman, Joint Chiefs of Staff, as the official JS record copy

*Permanent. Cut off on expiration of CJCS tour of duty, hold 2 years, then retire entire block through R&A Br to JS RHA. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-5 item 05*

0402-04 Congressional correspondence received or created by directorate or agency heads including DD Form 2136 (Insert for the Record)

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off at end of current directorate or agency head's tour of duty during which case is closed out, hold 1 year, then destroy/delete. Authority: NI-218-00-5 item 06*

0402-05 Which are: at offices of legislative officers or persons designated to coordinate and control congressional correspondence at the Joint Staff/combatant command, and which are used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a)

*Cut off annually, hold 3 years, then destroy/delete. Authority: NI-218-00-5 item 07*

0402-06 Which are: at offices of legislative officers or persons designated to coordinate and control congressional correspondence at the Joint Staff/combatant command, and which are **not** used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a)

*Cut off annually, hold 5 years or for the life of the disclosed file, whichever is later; then destroy/delete. Authority: NI-218-00-5 item 08*

0402-07 Which are: at offices of persons designated to coordinate and control congressional correspondence at lower echelons, and which are used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a)  
*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-5 item 09*

0402-08 Which are: at offices of persons designated to coordinate and control congressional correspondence at lower echelons, and which are **not** used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a)  
*Cut off annually, hold 5 years or for the life of the disclosed file, whichever is later; then destroy/delete. Authority: NI-218-00-5 item 10*

0402-09 Which are: maintained by other JS/combatant command activities for reference (non-record)  
*Destroy/delete when no longer needed*

#### 0403 LEGISLATIVE TESTIMONY

0403-01 Legislative 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 commanders of the combatant commands 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on completion of program, hold 3 years, then retire entire block to ISF. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-5 item 11*

0403-02 Testimony (statement) before congressional committee and transcript

Consisting of: designation and appearance of witnesses and coordination of actions relating to congressional consideration

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually or when superseded or obsolete, hold 1 year, then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-5 item 12*

0403-03 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed*

#### 0404 PUBLIC AFFAIRS RECORDS

0404-01 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

Which are: maintained by the Office of the Chairman, Joint Chiefs of Staff, as the official JS record copy

*Permanent. Cut off when superseded or obsolete, hold 1 year, then retire through R&A Br to JS RHA. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-5 item 13*

0404-02 Which are: maintained by any combatant command activity as the official record copy

*Permanent. Cut off annually or when superseded or obsolete, hold 1 year, then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-5 item 14*

0404-03 Public affairs 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 7 years, then retire to ISF. Transfer to NARA 25 years after cut off. Authority: NI-218-00-5 item 15*

0404-04 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

Which are: maintained by any JS/combatant command 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. Authority: NI-218-00-5 item 16*

0404-05 Distinguished visitor program documentation

Consisting of: messages and other correspondence, guest lists, invitations, schedules, airlift requests, authority to use commercial airports, etc.

Which are: maintained by protocol or public affairs offices

*Cut off on completion of event, hold 5 years, then destroy/delete, or destroy/delete when no longer needed, whichever is later. Authority: NI-218-00-5 item 17*

0404-06 News media visitor documentation

Consisting of: messages and other correspondence, guest lists, invitations, schedules, and results of visits

Which are: maintained by protocol or public affairs offices

*Cut off on completion of event, hold 5 years, then destroy/delete, or destroy/delete when no longer needed, whichever is later. Authority: NI-218-00-5 item 18*

0404-07 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.

Which are: maintained by protocol or public affairs offices

*Cut off on completion of event, hold 4 years, then destroy/delete, or destroy/delete when no longer needed, whichever is later. Authority: NI-218-00-5 item 19*

0404-08 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

Which are: maintained by the combatant command

*Cut off on completion of event, hold 2 years, then destroy/delete, or destroy/delete when no longer needed, whichever is later. Authority: NI-218-00-5 item 20*

0404-09 Key personnel biographies

Consisting of: personal and professional information on key personnel generated for public dissemination

Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

0405 RESERVED

0406 SPEECHES AND PUBLIC RELATIONS

0406-01 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

Which are: maintained by any JS activity as the official record copy

*Permanent. Cut off on expiration of CJCS tour and retire entire block through R&A Br to JS RHA. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-5 item 21*

0406-02 Which are: maintained by combatant command activities as the official record copy  
*Permanent. Cut off on expiration of commander's tour and retire entire block to ISF. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-5 item 22*

0406-03 Which are: maintained by Office of the Director, Joint Staff, as the official JS record copy  
*Cut off annually, hold 6 months, then transfer by CY block to R&A Br for disposition in accordance with 010-1. Authority: NC1-218-84-1 item 246*

0406-04 Which are: maintained by directorate or agency heads  
*Cut off at end of current directorate or agency head's tour of duty, hold 1 year, then destroy/delete. Authority: NI-218-86-1 item 065*

0406-05 Correspondence on acceptance or declination of speaking engagements, attendance at public affairs, seminars, conferences, etc.  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-5 item 23*

0406-06 Any speeches, talks, interviews, written articles, etc.  
Which are: maintained by any activity for reference (non-record)  
*Destroy/delete when no longer needed*

#### 0407 INFORMATION REQUESTS

0407-01 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  
Which are: maintained by public affairs offices  
*Cut off monthly; hold 3 months or until no longer needed, whichever is earlier; then destroy/delete. Authority: NI-218-00-5 item 24*

#### 0408 ACKNOWLEDGMENT

0408-01 Acknowledgments and transmittals of inquires and requests that have been referred elsewhere for reply  
Which are: maintained by public affairs offices  
*Destroy/delete 3 months after acknowledgment and referral. Authority: NC1-218-84-1 item 249*

#### 0409 GENERAL LAWS AND LEGAL MATTERS RECORDS

0409-01 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  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off annually, hold 10 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-5 item 25*

0409-02 General files  
Consisting of: reports and correspondence relating to the routine internal operation and administration of the office  
Which are: maintained by any JS/combatant command activity.  
*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 23 item 1*

0409-03 Legal opinions  
Consisting of: opinions establishing precedent  
Which are: at originating offices (record)

*Permanent. Cut off annually, hold 10 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff of latest record. Authority: NI-218-00-5 item 26*

0409-04 Consisting of: opinions based on established precedent  
Which are: at originating offices (record)

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-5 item 27*

0409-05 Which are: maintained by any JS/combatant command activity as information copies (non-record)  
*Destroy/delete when no longer needed*

0409-06 Trials of US personnel in foreign countries

Consisting of: records created after 1990 including reports on exercise of criminal jurisdiction by foreign tribunals over US personnel, all enclosures and accompanying records, reports of personnel confined in foreign penal institutions, and other comparable reports and supporting documents submitted to DoD concerning the exercise of foreign criminal jurisdiction over military personnel; over civilian personnel serving with, employed by, or accompanying the combatant command who are US 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

Which are: at any combatant command activity

*Permanent. Cut off on final adjudication, hold 10 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff of latest record, after declassification review. Authority: NI-218-00-5 item 28*

0409-07 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

Which are: at any JS/combatant command activity

*Permanent. Cut off annually, hold 10 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff of latest record, after declassification review. Authority: NI-218-00-5 item 29*

0409-08 Consisting of: reports on violations of the law of armed conflict

Which are: at any JS/combatant command activity

*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-5 item 30*

0409-09 Consisting of: information copies of all above items

Which are: at any other JS/combatant command for reference (non-record)

*Destroy/delete when no longer needed*

*Note: See 0007-01 for General Counsel litigation case files*

#### 0410 MILITARY JUSTICE RECORDS

0410-01 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

Which are: maintained by any combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: NI-218-00-5 item 31*

0410-02 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

Which are: maintained by any combatant command activity

*Cut off annually, hold 3 years, then destroy/delete, or destroy/delete when no longer needed, whichever is later.  
Authority: NI-218-00-5 item 32*

0410-03 Files relating to pretrial matters (military justice) including Article 32 investigations not resulting in general courts-martial

Which are: maintained by any combatant command activity

*Cut off annually, hold 3 years, then destroy/delete, or destroy/delete when no longer needed, whichever is later.*

*Authority: NI-218-00-5 item 33*

0410-04 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

Which are: maintained by any combatant command activity

*Permanent. Cut off on completion of appellate processing, hold 3 years, then retire to ISF. Transfer to NARA 25 years after cutoff. Authority: NI-218-00-5 item 34*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0410-05 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

Which are: maintained by any combatant command activity

*Permanent. Cut off on completion of appellate processing, hold 3 years, then retire to ISF. Transfer to NARA 25 years after cutoff. Authority: NI-218-00-5 item 35*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0410-06 Summary courts-martial

Consisting of: formal record copies of trials of military personnel by summary courts-martial, formal record of special courts-martial and attachments, and related correspondence

Which are: maintained at any combatant command activity

*Cut off on final action by supervisory authority, hold 75 years, then destroy/delete. Authority: NI-218-00-5 item 36*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0410-07 Nonjudicial punishment

Consisting of: information and forms gathered for the Record of Proceedings under Article 15, UCMJ, retained for monitoring nonjudicial punishment

Which are: maintained at any combatant command activity

*Cut off when case is closed and all appeals exhausted or when individual has departed station, hold 2 years, then destroy/delete. Authority: NI-218-00-5 item 37*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0410-08 Line of duty (LOD) determination file

Consisting of: original copy of DD Form 261 (Report of Investigation--Line of Duty and Misconduct Status)

Which are: maintained at any activity for reference (non-record)

*Destroy/delete when report is issued and all appeals are exhausted*

0411 FINANCIAL DISCLOSURE REPORTS

0411-01 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 US Senate. Each file is maintained by employee name and includes SF 278 (Financial Disclosure Statement for Executive Branch Personnel), SF 278A (Financial Disclosure Statement), official position description, disqualification statements if applicable, and similar information

Which are: maintained by any JS/combatant command activity

*Cut off when nominee ceases to be under consideration for appointment, hold 1 year, then destroy/delete--except that information needed in an ongoing investigation will be retained until no longer needed in the investigation.*

*Authority: GRS 1 item 24a(1)*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0411-02 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 6 years, then destroy/delete--except that information needed in an ongoing investigation will be retained until no longer needed in the investigation. Authority: GRS 1 item 24a(2)*

*Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/combatant command Privacy Act Program procedures to secure one*

0411-03 Consisting of: other records

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 6 years, then destroy/delete--except that information needed in an ongoing investigation will be retained until no longer needed in the investigation. Authority: GRS 1 item 24b*

0412 STANDARDS OF CONDUCT

0412-01 Correspondence, memorandums, and other records relating to codes of ethics and standards of conduct

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: GRS 1 item 27*

0413 PATENT, INVENTION, COPYRIGHT, AND TRADEMARK RECORDS

0413-01 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

Which are: maintained by any JS/combatant command activity

*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. Authority: NI-218-00-5 item 38*

0414 LAW LIBRARIES

0414-01 Library acquisition (centrally-funded)

Consisting of: requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records which are control records accumulated by librarians for material procured from centrally-funded sources that exceed \$2,000

Which are: maintained by any JS/combatant command activity

*Cut off after final payment, hold 6 years 3 months, then destroy/delete. Authority: GRS 3, item 3a(1)(a)*

0414-02 Law library acquisition records

Consisting of: requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records which 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

Which are: maintained by any JS/combatant command activity

*Cut off after final payment, hold 3 years, then destroy/delete. Authority: GRS 3, item 3a(1)(b)*

0415 INFORMATION AND LEGAL ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0415-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy

*Cut off on production of recordkeeping copy; hold 6 months or until no longer needed, whichever is earlier; then destroy/delete. Authority: NI-218-00-5 item 39*

0415-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete on completion of dissemination, revision, or update. Authority: NI-218-00-5 item 40*

0416 INFORMATION AND LEGAL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0416-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.*

*Authority: NI-218-00-5 item 41*

0416-02 Which are: joint system is unscheduled

*For feeder and/or joint systems, submit an SF 115 through the JSRM to NARA for disposition authority. Authority: Instruction*

0500 SERIES--OPERATIONS, PLANNING, COMMAND AND CONTROL

0501 OPERATIONS POLICY

0501-01 Documents concerning the general policy of the Joint Chiefs of Staff/combatant commands relating to the operations and command and control missions

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 1 year; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 001*

0501-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when superseded or obsolete*

0502 OPERATIONS SUMMARIES

0502-01 Weekly and/or special reports prepared on status of forces and military operations for distribution to OSD and other government activities

Which are: maintained by any JS activity as the official record copy

*Permanent. Cut off annually, hold 7 years, then retire by CY block to JS RHA. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 002*

0502-02 Which are: maintained by any combatant command activity as the official record copy

*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 003*

0502-03 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Cut off monthly, hold 3 months, then destroy/delete*

0502-04 Various reports, logs, memorandums, etc., that serve as background for preparation of Operations Summaries

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-6 item 004*

0502-05 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

Which are: maintained by the combatant command as the official record copy and do not serve as a feeder report

*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 005*

0503 OPERATIONS (CODEWORD NICKNAME)

0503-01 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

Which are: maintained by any JS activity as the official record copy

*Permanent. Cut off on conclusion of the operation, hold 2 years, then transfer to R&A Br. Retire to JS RHA 7 years after cutoff. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 006*

0503-02 Which are: maintained by any combatant command activity as the official record copy

*Permanent. Cut off on conclusion of the operation, hold 5 years, then retire to ISF. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 007*

0503-03 Which are: maintained by any activity for reference (non-record)

*Cut off on conclusion of the operation, hold 3 months, then destroy/delete*

0503-04 Which are: held by the Joint Staff/combatant command in SCI channels

*Permanent. In accordance with policy in IC directives for SCI documents, retain record copy for 30 years, then review for removal from SCI channels. Transfer to NARA by CY block when removable from SCI channels, after declassification review. Authority: NI-218-00-6 item 008*

0503-05 Records protected in Focal Point Communications Systems (FPCS) concerning specific operations, including plans, approval, execution, decisions, reporting, messages, briefings, summaries, directives, background papers, etc., that follow to conclusion of the operation

Which are: maintained by any JS activity as the official record copy

*Permanent. Cut off on conclusion of the operation, review annually for removal from FPCS. On removal from FPCS, hold 2 years, then transfer to R&A Br. Retire to JS RHA 7 years after cutoff. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 009*

0503-06 Which are: maintained by any combatant command activity as the official record copy

*Permanent. Cut off on conclusion of the operation, review annually for removal from FPCS. On removal from FPCS, hold 5 years, then retire to ISF. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 010*

0503-07 Which are: maintained by any JS/combatant command activity as FPCS reference copies (non-record)

*Destroy/delete when superseded or obsolete*

#### 0504 READINESS AND OPERATIONS

0504-01 Policies, procedures, and technical guidance relating to the readiness of US forces

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 1 year; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 011*

0504-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when superseded or obsolete*

0504-03 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

Which are: at office having agency-wide responsibility

*Permanent. Cut off annually, hold 1 year, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 012*

0504-04 Which are: at other offices

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-6 item 013*

#### 0505 SPECIAL OPERATIONS

0505-01 Documents pertaining to special operations, unconventional warfare, psychological operations, reconnaissance, and certain other sensitive operations

Which are: 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

*Permanent. Cut off annually, hold 5 years, then transfer to R&A Br. Retire by CY block to JS RHA 7 years after cutoff. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 014*

0505-02 Which are: maintained by any combatant command activity as the official record copy

*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 015*

0505-03 Which are: held by any JS/combatant command activity in SCI channels

*Permanent. In accordance with policy in IC directives for SCI documents, retain record copy for 30 years, then review for removal from SCI channels. Transfer to NARA by CY block when removable from SCI channels, after declassification review. Authority: NI-218-00-6 item 016*

0505-04 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when superseded or obsolete*

0505-05 Unconventional warfare (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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on finalization of related plans, hold 10 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 017*

0505-06 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when related plans are finalized, hold 10 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 018*

0505-07 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 2 years, then destroy/delete--except that one copy each of published informational materials will be filed and maintained as permanent in accordance with 0505-06 above. Authority: NI-218-00-6 item 019*

#### 0506 COVER AND DECEPTION OPERATIONS

0506-01 Cover and deception files

Consisting of: information relating to the development of cover and deception plans

Which are: maintained by any JS/combatant command activity

*Permanent. Retain record copy for 30 years, then review for removal from special control channels. Transfer to NARA when removable from special control channels, after declassification review. Authority: NI-218-00-6 item 020*

0506-02 General correspondence files

Consisting of: files relating to the routine administration of cover and deception matters

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-6 item 021*

0507 GENERAL PURPOSE OPERATIONS

0507-01 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 5 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 022*

0507-02 Naval forces

Consisting of: reviews and analyses of Naval forces including antisubmarine warfare, amphibious, fire support, mine countermeasures, replenishment, fleet escort and shipbuilding programs

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 5 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 023*

0507-03 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 5 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 024*

0507-04 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 5 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 025*

0507-05 Mobility forces

Consisting of: reviews and analyses of mobility programs including airlift and sealift forces, equipment pre-positioning programs, emergency use of civil transportation resources, indirect support aircraft forces, and mobility support forces

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 5 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 026*

0507-06 Land, naval, air, space, and mobility forces reviews and analyses

Which are: maintained for reference (non-record)

*Destroy/delete when no longer needed*

0507-07 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

Which are: maintained by any JS/combatant command activity

*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 027*

0507-08 Joint Deployment System (JDS)

Consisting of: the system that assists the Joint Deployment Agency (JDA) in its role as single point of contact for the President, Secretary of Defense, Joint Chiefs of Staff, and the Joint Deployment Community (JDC) for coordination of deployment activities. JDS is the focus for JDC-generated deployment information. The JDS supports the JDC in time-sensitive planning and execution and complements peacetime deliberate planning, which uses the Joint Operation Planning and Execution System (JOPES). Loading a JOPES Time-Phased Force Deployment Data (TPFDD) file into the JDS deployment database links deliberate planning with time-sensitive planning and execution. The JDS provides procedures and automated data processing support for planning, coordinating, and monitoring movements and deployment of forces, non-unit personnel, and material necessary to meet military objectives

Which are: maintained by DISA and managed jointly by JS/J-3 (Command Systems Operations Division [CSOD]) and J-4

*Delete when related master file or database has been deleted. Authority: NI-218-89-2 item 041*

0507-09 Which are: feeder systems of the combatant command to JDS

*Delete when data is transferred to JDS or when superseded or obsolete, whichever is later. Authority: NI-218-00-6 item 028*

*Note: See 0543 series for combatant command feeder systems*

0508 EXERCISES

0508-01 JS/combatant command policies and directives relating to exercises

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded or canceled, hold 5 years, then retire by CY block to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 029*

0508-02 Other headquarters policies and directives relating to exercises

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: NI-218-00-6 item 030*

0508-03 Instructions, procedures, messages, reports, briefs, etc, pertaining to specific exercises, including NATO exercise documents

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off at end of FY, hold 2 years, then destroy/delete when no longer needed--except that official JS/combatant command NATO COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, and NATO CONFIDENTIAL ATOMAL documents must be returned to NATO subregistry immediately upon publication of final exercise report. Authority: NI-218-00-6 item 031*

0508-04 Recurring exercise reports including inputs, significant monthly reports, current situation book inputs, CJCS briefer inputs, etc.

Which are: maintained by any JS/combatant command activity

*Destroy/delete when no longer needed. Authority: NI-218-00-6 item 032*

0508-05 Exercise message traffic during the actual JS/combatant command-sponsored exercise (nickname)

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off on conclusion of exercise, hold until publication of final exercise report, then destroy/delete when no longer needed. Authority: NI-218-00-6 item 033*

0508-06 Schedules and developmental records of significant exercises

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off at end of FY, hold 2 years, then destroy/delete. Authority: NI-218-00-6 item 034*

0508-07 Schedules and developmental records of JS/combatant command-directed and -coordinated exercises  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off at end of FY, hold 2 years, then destroy/delete. Authority: NI-218-00-6 item 035*

0508-08 Significant Military Exercise Briefs  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off at end of FY, hold 2 years, then destroy/delete. Authority: NI-218-00-6 item 036*

0508-09 Annual Joint Exercise Scheduling Conference records  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off at end of FY, hold 3 years, then destroy/delete. Authority: NI-218-00-6 item 037*

0508-10 General exercise message traffic and miscellaneous exercise correspondence  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off at end of FY, hold 4 years, then destroy/delete. Authority: NI-218-00-6 item 038*

0508-11 Documents pertaining to test and evaluation, gaming and simulation, and special analyses  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Destroy/delete when superseded or obsolete. Authority: NI-218-00-6 item 039*

0508-12 Exercise evaluation reports, **excluding** NATO exercise reports  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off at end of FY in which exercise reports are published, hold 5 years, then retire by FY block to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 040*

0508-13 NATO exercise evaluation reports  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off at end of FY during which exercise reports are published, hold 5 years, then destroy/delete--except that NATO COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, and NATO CONFIDENTIAL ATOMAL documents must be returned to NATO subregistry immediately after publication of final exercise reports. Authority: NI-218-00-6 item 041*

0508-14 Exercise correspondence, messages, schedules, reports, briefings, instructions, etc., that are retained as extra or reference copies  
Which are: maintained by any activity for reference (non-record)  
*Destroy/delete when no longer needed--except that NATO COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, and NATO CONFIDENTIAL ATOMAL documents must be returned to NATO subregistry in accordance with 0800 series*

0508-15 Exercise Message Analysis System (EMAS)  
Consisting of: EMAS assists the President, Secretary of Defense, Joint Staff, and combatant commands in the analysis of information flow during major exercises and in analysis and evaluation of major exercise message traffic. A database is accumulated and coordinated during the exercise, then manipulated for analytical purposes after the exercise is completed in order to make comparisons, calculations, and correlations. EMAS is used primarily as a keyword system for data retrievals  
Which are: maintained by DISA and managed by JS/J-7/Joint Doctrine, Education, and Training Division  
*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-89-1 item 025*

*Note: See 0543 series for combatant command feeder systems*

#### 0509 LESSONS LEARNED

0509-01 Documents relating to lessons learned on operations, crises, incidents, combat, contingencies, exercises, and emergencies and published as a report with transmittal memo  
Which are: maintained by any JS activity as the official record copy

*Permanent. Cut off annually, hold 7 years, then retire by CY block to JS RHA. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 042*

0509-02 Which are: maintained by any combatant command activity as the official record copy  
*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 043*

0509-03 Which are: maintained by other JS/combatant command activities for reference (non-record)  
*Destroy/delete when no longer needed. Note: Verify copy before destroying*

#### 0510 CODEWORD/NICKNAME TERMS

0510-01 Policy for assigning, using, and managing codewords, nicknames, and operation/exercise terms  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off when superseded, hold 3 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 044*

0510-02 Documents pertaining to procedures for assigning, using, and managing codewords, nicknames, and operation/exercise terms  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off when superseded, hold 3 years, then destroy/delete. Authority: NI-218-00-6 item 045*

0510-03 Which are: maintained by other JS/combatant command activities  
*Destroy/delete when superseded or obsolete. Authority: NI-218-00-6 item 046*

#### 0511 OPERATIONS PLANS/CONTINGENCY PLANS (OPLANS/CONPLANS)

0511-01 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)  
Which are: maintained by any JS activity as the official record copy  
*Cut off when superseded or canceled and incorporate into official JS case file for disposition in accordance with 0001-01. Authority: Instruction*

0511-02 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  
Which are: maintained by any JS activity as the official record copy  
*Cut off when superseded or canceled and incorporate into official JS case file for disposition in accordance with 0001-01. Authority: Instruction*

0511-03 Combatant command OPLAN/CONPLAN  
Which are: maintained at the combatant command  
*Permanent. Cut off when superseded or obsolete, hold 5 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 047*

0511-04 JS/combatant command/subordinate command OPLANS/CONPLANS  
Which are: maintained by any JS/combatant command/subordinate command activity for reference (non-record)  
*Destroy/delete when superseded or obsolete*

0511-05 Plans Integration Partitioning System (PIPS)  
Consisting of: PIPS provides the Joint Staff/combatant command an automated tool for examining multiple OPLANS to identify resources that have been allocated to more than one OPLAN for the same timeframe  
Which are: maintained by DISA and managed by JS/J-3/CSOD  
*Data files updated daily. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NI-218-89-2 item 023*

*Note: See 0543 series for combatant command feeder systems*

0511-06 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Place in file when superseded or obsolete and cut off annually, hold 5 years, then retire to ISF.*

*Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 048*

0511-07 Which are: maintained for reference (non-record)

*Copies of plans - Destroy/delete when superseded or obsolete. Other information - Cut off annually, hold 2 years, then destroy/delete*

0512 CRISIS INCIDENT ACTION BOOKS

0512-01 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

Which are: maintained by any JS activity as the official record copy

*Permanent. Cut off on conclusion of action, hold 2 years, then transfer to R&A Br. Retire to JS RHA*

*7 years after cutoff. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review.*

*Authority: NI-218-00-6 item 049*

0512-02 Which are: maintained by any combatant command activity as the official record copy

*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 050*

0512-03 Which are: held by any JS/combatant command activity in SCI channels

*Permanent. In accordance with policy in IC directives for SCI documents, retain record copy for 30 years, then review for removal from SCI channels. Transfer to NARA by CY block when removable from SCI channels, after declassification review. Authority: NI-218-00-6 item 051*

0512-04 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when superseded or obsolete*

0512-05 Status of Actions File Maintenance and Retrieval Systems

Consisting of: files used to maintain administrative tracking of ongoing or pending actions, primarily in support of crisis. The system is established to support the management and tracking of JS/combatant command crisis actions and related records

Which are: maintained by support agencies and managed by the Joint Staff/combatant command

*Data files updated as required. Erase or replace individual records on disk or tape when superseded or obsolete.*

*Authority: NI-218-89-2 item 093*

*Note: See 0543 series for combatant command feeder systems*

0513 RECONNAISSANCE AND SURVEILLANCE PROGRAMS AND PLANS

0513-01 Policy-related documents that apply to JS/combatant command reconnaissance missions

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. In accordance with policy in IC directives for SCI documents, retain record copy for 30 years, then review for removal from SCI channels. Transfer to NARA by CY block when removable from SCI channels, after declassification review. Authority: NI-218-00-6 item 052*

0513-02 Documents relating to the preparation, coordination, and approval of reconnaissance/surveillance programs  
Which are: maintained by JRC in SCI channels as the official JS record copy  
*Permanent. In accordance with policy in IC directives for SCI documents, retain record copy for 30 years, then review for removal from SCI channels. Transfer to NARA by CY block when removable from SCI channels, after declassification review. Authority: NCI-218-84-1 item 310*

0513-03 Which are: maintained by combatant command in SCI channels as the official record copy  
*Permanent. In accordance with policy in IC directives for SCI documents, retain record copy for 30 years, then review for removal from SCI channels. Transfer to NARA by CY block when removable from SCI channels, after declassification review. Authority: NI-218-00-6 item 053*

0513-04 Documents relating to the formation of planning guidance concerning reconnaissance support for nuclear weapons employment  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. In accordance with policy in IC directives for SCI documents, retain record copy for 30 years, then review for removal from SCI channels. Transfer to NARA by CY block when removable from SCI channels, after declassification review. Authority: NI-218-00-6 item 054*

0513-05 Papers concerning reconnaissance in NATO countries  
Which are: maintained by JRC in SCI channels as the official JS record copy  
*Permanent. In accordance with policy in IC directives for SCI documents, retain record copy for 30 years, then review for removal from SCI channels. Transfer to NARA by CY block when removable from SCI channels, after declassification review. Authority: NCI-218-84-1 item 323*

0513-06 Which are: maintained by combatant command in SCI channels as the official record copy  
*Permanent. In accordance with policy in IC directives for SCI documents, retain record copy for 30 years, then review for removal from SCI channels. Transfer to NARA by CY block when removable from SCI channels, after declassification review. Authority: NI-218-00-6 item 055*

0513-07 Various supporting documents and plans provided by the commanders of combatant commands for the execution of approved reconnaissance programs  
Which are: maintained by JRC in SCI channels as the official JS record copy  
*Permanent. In accordance with policy in IC directives for SCI documents, retain record copy for 30 years, then review for removal from SCI channels. Transfer to NARA by CY block when removable from SCI channels, after declassification review. Authority: NCI-218-84-1 item 311*

0513-08 Which are: maintained by combatant command in SCI channels as the official record copy  
*Permanent. In accordance with policy in IC directives for SCI documents, retain record copy for 30 years, then review for removal from SCI channels. Transfer to NARA by CY block when removable from SCI channels, after declassification review. Authority: NI-218-00-6 item 056*

0513-09 Documents relating to the formulation of joint reconnaissance planning guidance  
Which are: maintained by JRC in special control channels other than SCI as the official JS record copy  
*Permanent. Cut off when superseded, hold 2 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 057*

0513-10 Historical Mission File (HRCONA)  
Consisting of: historical information describing the scheduling and completion of reconnaissance missions between 1975 and the month previous to the oldest data on the Reconnaissance Information System Mission File (RCONA). HRCONA is part of the Joint Reconnaissance Information System (JRIS) database  
Which are: maintained by DISA and managed by JS/J-3/JRC  
*Data updated monthly--batch processing. Retain for 2 years, then transfer to historical file--PROCONA. Authority: Instruction*

*Note: See 0543 series for combatant command feeder systems*

0513-11 International Civil Aviation Organization (ICAO) Reference File

Consisting of: information describing ICAO locations on a worldwide basis referenced wherever file update is performed. ICAO is a data file supporting the JRIS

Which are: maintained by DISA and managed by JS/J-3/JRC

*Temporary reference files (subset of master or main file). Data files updated annually. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NI-218-89-2 item 037*

*Note: See 0543 series for combatant command feeder systems*

0513-12 Message In File (MSGIN)

Consisting of: all incoming messages that are processed automatically by the RISK to update the databases.

Messages may be rerouted for historical purposes (Mission--30 days)

Which are: maintained by DISA and managed by JS/J-3/JRC

*Cut off daily, hold 30 days, then destroy/delete. Authority: NI-218-89-2 item 055*

*Note: See 0543 series for combatant command feeder systems*

0513-13 Message Out File (MSGOUT)

Consisting of: formatted messages for transmission

Which are: maintained by DISA and managed by JS/J-3/JRC

*Cut off daily, hold 30 days, then destroy/delete. Authority: NI-218-89-2 item 056*

*Note: See 0543 series for combatant command feeder systems*

0513-14 Reconnaissance Information System Mission File (RCONA)

Consisting of: seven record types that provide the following information: reconnaissance identification, mission schedules, remarks-schedules, remarks-mission, list of coordinated missions, incidents, and casualties. RCONA provides scheduling and completion of reconnaissance missions during a 4-month period and is part of the JRIS database

Which are: maintained by DISA and managed by JS/J-3/JRC

*Data files updated daily. Hold for 30 days until completion of previous month's data verification, then transfer to HRCONA. Authority: NI-218-89-2 item 080*

*Note: See 0543 series for combatant command feeder systems*

0513-15 Reconnaissance Information System Track File (RTRKA)

Consisting of: active records describing the tracks traversed by reconnaissance missions. The RTRKA file is composed of four record types that provide the following information: leg or event information, orbit information, identification, and remarks pertaining to the reconnaissance. RTRKA is part of the JRIS database

Which are: maintained by DISA and managed by JS/J-3/JRC

*Data files updated as required--on-line real time. Transfer inactive data monthly to HRTRKA file. Authority: NI-218-89-2 item 085*

*Note: See 0543 series for combatant command feeder systems*

0513-16 Proposed Track File (WTRK)

Consisting of: a permanent work file organized as the JRIS RTRKA. It is used to allow the review of proposed tracks before the track data becomes permanent information in the RTRKA. It describes tracks traversed by reconnaissance mission information including leg or event data, orbit information, identification, and remarks

Which are: maintained by DISA and managed by JS/J-3/JRC

*Data files updated daily. Retain proposed files until approved. Once approved, transfer to RTRKA file; if disapproved, then destroy/delete. Authority: NI-218-89-2 item 114*

*Note: See 0543 series for combatant command feeder systems*

0513-17 Error File (ERROR)

Consisting of: file that corrects messages for input to system

Which are: maintained by DISA and managed by JS/J-3/JRC

*Program--correct message updated as required. Authority: NI-218-89-2 item 026*

*Note: See 0543 series for combatant command feeder systems*

0514 RESERVED

0515 JOINT OPERATIONS PLANNING AND EXECUTION SYSTEM (JOPES)

0515-01 Documents, reports, studies, etc., relating to the operation of JOPES

Which are: maintained by JS directorates as the official record copy

*Upon publication of the JS paper, transfer substantive background materials to R&A Br for incorporation into official JS case file for disposition in accordance with 0001-01. Authority: Instruction*

0515-02 Which are: maintained by the combatant command as the official record copy

*Destroy/delete upon incorporation into OPLAN or final document. Authority: NI-218-00-6 item 58*

0515-03 Which are: maintained by any combatant command activity for reference (non-record)

*Destroy/delete when no longer needed*

0515-04 Aerial Ports and Air Operating Bases File (APORTS)

Consisting of: free world aerial port and air operating bases reference information required in the development and evaluation of the JOPES. Also used for input to the JOPES or transportation feasibility estimator

Which are: maintained by DISA and managed by JS/J-3/CSOD

*Data updated quarterly. Erase or replace individual records on disk or tape when superseded or obsolete.*

*Authority: NI-218-89-2 item 2*

0515-05 Service Facility-JS Facility Category Code Conversion (CNVFL)

Consisting of: a list of valid Service facility codes and JS facility codes that are to be converted. A percentile figure used to convert the category codes is included

Which are: maintained by DISA and managed by JS/J-4

*Delete when related master file or database has been deleted. Authority: NI-218-89-2 item 022*

0515-06 Major Equipment File (MEQPT)

Consisting of: the identification and description of reportable military equipment. Includes aircraft, bridging, communications, fire control, guns, launchers, missiles, rockets, sensors, trailers, trucks, and vehicles

Which are: maintained by DISA and managed by JS/J-4

*Data updated quarterly or as required. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NI-218-89-2 item 051*

0515-07 Ports Characteristics Files (PORTS)

Consisting of: a standard source database from which data on seaports can be obtained, verified, and expanded upon. This file is only updated by the appropriate JOPES file maintenance system. The PORTS contains information on the physical and operating characteristics of free world seaports. It describes harbors within a port, contains cargo-handling information, identifies entrances to harbors, and contains data regarding berths. It identifies harbor craft and material handling equipment available at the port

Which are: maintained by DISA and managed by JS/J-3/CSOD

*Data files updated semi-annually. Erase or replace individual records on disk or tape when superseded or obsolete.*

*Authority: NI-218-89-2 item 077*

0515-08 Standard Distance File (SDF)

Consisting of: a file maintained using module T03 that can contain standard route distances for both air and sea routes used in deployment operations. Values in the file are site unique

Which are: maintained by DISA and managed by JS/J-3/CSOD

*Delete or erase when master file or database has been deleted. Authority: NI-218-89-2 item 087*

0515-09 Summary Reference File (SRF)

Consisting of: a major repository database of summarized or detailed information relating to specific records in the TPFDD file or other general information relating to a specific OPLAN

Which are: maintained by DISA and managed by JS/J-3/CSOD

*Data files updated annually. Data updated upon publication of revised OPLAN. Transfer to tape and retain for 2 years. Authority: NI-218-89-2 item 096*

0515-10 Time-Phased Force Deployment Data File (TPFDD)

Consisting of: description, routing, and aggregated unit cargo characteristics of forces identified for a specific OPLAN and the nonunit related sustainment (cargo and personnel) necessary to support the deployed forces for the duration of the OPLAN

Which are: maintained by DISA and managed by JS/J-3/CSOD

*Data updated with OPLANs. Maintain data until OPLAN is superseded, normally yearly. Authority: NI-218-89-2 item 102*

0515-11 Type Unit Characteristics File (TUCHA)

Consisting of: movement characteristics of each deployable unit type that depends on common user transportation when it deploys in support of an OPLAN, that is, of standard deployable type units with fixed composition.

TUCHA also contains valid unit type codes for nondeployable units

Which are: maintained by DISA and managed by JS/J-3/CSOD

*Data files updated quarterly. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NI-218-89-2 item 104*

0515-12 Type Unit Equipment Detail File (TUDET)

Consisting of: the physical characteristics of certain items of equipment which include all nonpalletized wheeled and tracked vehicles whether self-propelled or towed (including amphibious), non-self-deployed aircraft that are uncrated, floating craft, hazardous cargo, and any item greater than 35 feet in any dimension

Which are: maintained by DISA and managed by JS/J-3/CSOD

*Data files updated quarterly. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NI-218-89-2 item 105*

0516 EMERGENCY PLANNING

0516-01 Documents that describe evacuation, relocation, vital records programs, continuity of operations, personnel assignments, and related procedures

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 3 years, then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 059*

0516-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when superseded or obsolete*

0516-03 Documents or papers relating to various contingency actions and to the testing of various emergency plans

Which are: maintained by JRC in SCI channels as the official record copy

*Permanent. In accordance with policy in IC directives for SCI documents, retain record copy for 30 years, then review for removal from SCI channels. Transfer to NARA by CY block when removable from SCI channels, after declassification review. Authority: NI-218-00-6 item 060*

0516-04 Evacuation File (EVAC)

Consisting of: data extracted from Department of State (DOS) messages pertaining to American personnel stationed or living abroad. This data will subsequently be used if evacuation plans for these personnel have to be implemented. The EVAC database contains citizen's overseas host country, type of US employee (DOS, DoD, private business), student status, and mission. Once entered into the EVAC file, the data can be selectively modified, recalled, and reviewed on the terminal

Which are: maintained by DISA and managed by JS/J-3/JOD

*Data updated semi-annually. Erase or replace individual records on disk or tape when superseded or obsolete.*

*Authority: NI-218-89-2 item 027*

0516-05 Universal Transverse Mercator-Geo Conversion (UTM-GEO)

Consisting of: coordinates and GRID values used in converting locations to specific data requirements

Which are: maintained by DISA and managed by JS/J-3/CSOD

*Data files updated as required. Erase or replace individual records on disk or tape when superseded or obsolete.*

*Authority: NI-218-89-2 item 109*

*Note: See 0543 series for combatant command feeder systems*

0517 WAR GAMES

0517-01 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually then retire to ISF. Transfer to NARA by CY block 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 061*

0517-02 RISOP

Consisting of: notional plan produced by USSTRATCOM with oversight by the red planning board, chaired by the Joint Staff

Which are: maintained at USSTRATCOM as the official record copy

*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer to NARA by CY block 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 062*

0517-03 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

Which are: maintained by any JS activity as the official record copy

*Permanent. Cut off annually, hold 15 years, then transfer to JS RHA. Transfer to NARA by CY block 30 years after cutoff, after declassification review. Authority: NCI-218-84-1 item 319*

0517-04 Which are: maintained by any combatant command activity as the official record copy

*Permanent. Cut off annually, hold 15 years, then retire to ISF. Transfer to NARA by CY block 30 years after cutoff, after declassification review. Authority: NI-218-00-6 item 063*

0517-05 Other RISOP and SIOP or RISOP-related material

Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

0517-06 Catalog of Wargaming and Military Simulation Models and biannual evaluation reports

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off when superseded, hold 2 years, then destroy/delete. Authority: NI-218-00-6 item 064*

0517-07 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off on completion of project, hold 3 years, then destroy/delete. Authority: NI-218-00-6 item 065*

0517-08 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on completion of project, hold 10 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 066*

0517-09 Politico-military war games video tapes

Consisting of: war game introduction, scenario introduction, and policy guidance

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on completion of project, hold 10 years, then transfer to NARA after declassification review. Transfer audiovisual materials in accordance with 36 CFR 1228.184. Authority: NI-218-00-6 item 067*

0517-10 Miscellaneous wargaming files and related materials

Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

0517-11 Strategic Defense and Threat Assessment Database (SDTA)

Consisting of: data for Blue and Red target and arsenal information used for RISOP, SIOP, and force-balance assessments. The database is compatible and easily interfaces with existing Joint Resources Assessment Database modules. Database contains space data for evaluation of space-based national and military assets. Data includes: location and capabilities of ground-based radars and control facilities, tables of typical ballistic missile trajectories, tables of typical satellite orbits and satellite capabilities, and intercept envelopes for proposed antiballistic missile, antisatellite, and space defense weapons

Which are: maintained by DISA and managed by JS/J-8

*Data updated as required. Erase or replace individual records on disk or tape when superseded or obsolete.*

*Authority: NI-218-89-2 item 088*

*Note: See 0543 series for combatant command feeder systems*

0518 RESERVED

0519 RESERVED

0520 RESERVED

0521 JOINT STRATEGIC PLANNING SYSTEM (JSPS) DOCUMENTS (INTELLIGENCE PRIORITIES FOR STRATEGIC PLANNING, JOINT INTELLIGENCE ESTIMATE FOR PLANNING, JOINT LONG RANGE STRATEGIC ASSESSMENT, JOINT PROGRAM ASSESSMENT MEMORANDUM, JOINT SECURITY ASSISTANCE MEMORANDUM, JOINT STRATEGIC CAPABILITIES PLAN, JOINT STAFF PLANNING DOCUMENT, AND JOINT STAFF PLANNING SYSTEM DEVELOPMENT DOCUMENT

0521-01 Documents, reports, studies, etc, gathered to support formulation of JSPS recurring guidance published under the provisions of CJCSI 3110.01

Which are: maintained by JS directorates or agencies responsive to the Joint Staff as the official record copy

*Upon publication of the JS paper, transfer substantive background materials to R&A Br for incorporation into official JS case file for disposition in accordance with 0001-01. Authority: Instruction*

0521-02 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

0522 SIOP DOCUMENTS

0522-01 SIOP Decision Handbook (black book) and corrigendums

Which are: maintained by JS/J-3 in special control channels as the official record copy

*Permanent. Cut off annually, hold 50 years, then transfer to NARA if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then transfer to NARA. Authority: NI-218-90-2 item 1*

0522-02 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

Which are: maintained by JS/J-3 in special control channels as the official record copy

*Permanent. Cut off annually, hold 50 years, then transfer to NARA if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then transfer to NARA. Authority: NI-218-90-2 item 2*

0522-03 SIOP briefings

Consisting of: briefings given to appropriate personnel for decision-making purposes

Which are: maintained by JS/J-3 in special control channels as the official record copy

*Permanent. Cut off annually, hold 50 years, then transfer to NARA if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then transfer to NARA. Authority: NI-218-90-2 item 3*

0522-04 SIOP and/or Strategic Forces related actions

Consisting of: general planning support documents or materials

Which are: maintained by any JS/combatant command activity in special control channels as the official record copy

*Permanent. Cut off annually, hold 50 years, then transfer to NARA if declassified. If not declassified, review every 10 years thereafter for declassification. Transfer to NARA upon declassification. Authority: NI-218-00-6 item 068*

0522-05 Joint Strategic Target Planning System documents

Consisting of: the SIOP and its associated target lists

Which are: developed and maintained by Joint Strategic Target Planning Staff (JSTPS) in special control channels as the official record copy

*Permanent. Cut off annually, hold 50 years in special control channels for highly sensitive documents, then review for removal from special control channels. When removable from special control channels, transfer to R&A Br for incorporation into official JS case file for disposition in accordance with 0001-05 and 0001-01. Authority: Instruction*

0522-06 Relocation and reference documents

Which are: maintained by any JS/combatant command activity in special control channels for reference (non-record)

*Destroy/delete when superseded or obsolete*

0522-07 Which are: maintained by USSTRATCOM as a successor to the JSTPS as the official record copy

*Permanent. Cut off annually, hold 50 years in special control channels for highly sensitive documents, then review for removal from special control channels. Transfer to NARA when removable from special control channels, after declassification review. Authority: NI-218-00-6 item 069*

0522-08 Foreign Free World File (FFW)

Consisting of: data on all free world foreign-owned military industrial, economic resources, and population data from foreign free world rural population cells, **excluding** classified data identified within the Anglo-North American File

Which are: maintained by DISA and managed by JS/J-3/CSOD

*Data updated as required. Destroy/delete after second update. Authority: NI-218-89-2 item 028*

*Note: See 0543 series for combatant command feeder systems*

0522-09 Indices of General Industrial Worth (IGIW) File

Consisting of: estimates and projections of manufacturing activities within small geographic areas of selected industrialized countries (United States, Puerto Rico, Canada, Japan, Turkey, and Western Europe). Included are production, fuel shipment, inventory, cost of materials, supplies, contract work, and power supply  
Which are: maintained by DISA and managed by JS/J-3/CSOD

*Data updated annually. Destroy/delete data after second update. Authority: NI-218-89-2 item 038*

*Note: See 0543 series for combatant command feeder systems*

0522-10 National Target Base (NTB)

Consisting of: data files used to develop requirements for target categories and selection criteria  
Which are: maintained by DISA and managed by JS/J-3/CSOD

*Data files updated monthly. Destroy/delete after second update. Authority: NI-218-89-2 item 063*

*Note: See 0543 series for combatant command feeder systems*

0522-11 Order of Battle (OB) files

Consisting of: RED/BLUE OB data released by DIA for authorized users including the free world and Eurasian air OB file and the Navy OB file. This file is used for strategic planning purposes

Which are: maintained by DISA and managed by JS/J-3/CSOD

*Data files updated as required. Destroy/delete after second update. Authority: NI-218-89-2 item 064*

*Note: See 0543 series for combatant command feeder systems*

0522-12 Plant Inventory File (PIF)

Consisting of: a pilot effort to generate a Canadian index of general industrial worth (see IGIW) as the basis for extension to additional countries

Which are: maintained by DISA and managed by JS/J-3/CSOD

*Data updated annually. Destroy/delete after second update. No historical data files are maintained or required.*

*Authority: NI-218-89-2 item 072*

*Note: See 0543 series for combatant command feeder systems*

0522-13 World-Wide Population Projection Files (W/WPOP)

Consisting of: the urban and rural population density or total by country or specified area. Included are P-95 files (concentric circles with population bases of 25,000) and cell files (rural population projections)

Which are: maintained by DISA and managed by JS/J-3/CSOD

*Data updated annually. Destroy/delete after second update. No historical data files are maintained or required.*

*Authority: NI-218-89-2 item 110*

*Note: See 0543 series for combatant command feeder systems*

0522-14 Wind File (Single Integrated Damage Analysis Capability [SIDAC] Model) (Air Force Global Weather Center [GWC])

Consisting of: three wind data files--mean monthly winds, most-probable monthly winds, and 36-hour forecast winds. Additionally, exercise winds for use in general war system exercises can be provided

Which are: maintained by DISA and managed by JS/J-3

*Cut off monthly, hold 2 months or until after third cycle, then destroy/delete. Authority: NI-218-89-2 item 033*

*Note: See 0543 series for combatant command feeder systems*

0523 INFORMATION OPERATIONS/INFORMATION ASSURANCE

0523-01 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 070*

0523-02 Files relating to oversight and assessments of information operations/information assurance including correspondence, staff papers, reports, and similar documents

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 071*

0523-03 Files relating to operational activities and events within information operations/information assurance

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-6 item 072*

0523-04 Files relating to routine and administrative activities and events within information operations/information assurance

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-6 item 073*

0523-05 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0524 RESERVED

0525 GLOBAL COMMAND AND CONTROL SYSTEM (GCCS)/WORLD-WIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS)

0525-01 Documents that develop and coordinate command and control policies in implementing directives that define functional, organizational, and operational relationships among all elements of the GCCS/WWMCCS and establish responsibilities for the management, development, acquisition, and operation of GCCS/WWMCCS

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 5 years, then retire by CY block to ISF. Transfer to NARA by CY block 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 074*

0525-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed*

0525-03 Command, Control, Communications (C3) System (C3S) Performance Evaluation Database (C3SPED)

Consisting of: database structured for batch and online retrievals with automated updates and query capabilities

Which are: maintained and managed by JS/J-6

*Temporary--transaction. Erase or replace individual records on disk when superseded or obsolete. Authority: NI-218-89-2 item 9*

*Note: See 0543 series for combatant command feeder systems*

0525-04 C3S Planning and Programming Database (C3SPPDB)

Consisting of: database containing justification for each program, project, or combatant command requirement to support development and prioritization ranking of options and positions. It consists of detailed program data sheets; aggregated detailed data; priority lists by division, department, and directorate; aggregated summary sheets; and other appropriate reports as needed

Which are: maintained by DISA and managed by JS/J-6

*Temporary--transaction. Erase or replace individual records on disk when superseded or obsolete. Authority: NI-218-89-2 item 010*

*Note: See 0543 series for combatant command feeder systems*

0525-05 NOCMIS Permission File (PERMIS)

Consisting of: database containing user identification or valid users and indicators for the systems of the NOMIS that user can update. No constraints are placed upon user access

Which are: maintained by DISA and managed by JS/J-6

*Delete when related master file or database has been deleted. Authority: NI-218-89-2 item 070*

*Note: See 0543 series for combatant command feeder systems*

0525-06 GCCS/WWMCCS Site Scheduled Outage Database (SCHEDOUT)

Consisting of: an I-D-S file containing normal operational hours and scheduled outages for each site for the last current and next month

Which are: maintained by DISA and managed by JS/J-6

*Data files updated by user as required. Erase or replace individual records on disk when superseded or obsolete. Authority: NI-218-89-2 item 086*

*Note: See 0543 series for combatant command feeder systems*

0525-07 US Message Text Formatting (USMTF)

Consisting of: a data file for storing message standards. The file produces catalogs of messages, sets, and fields and a keyword out-of-content dictionary to assist in checking for duplication, correct usage, and compliance with USMTF rules; provides a list of rule violations; tracks the status of USMTF standard proposals and provides database statistics; and provides an on-line database update and query capability to compliment batch processing capability

Which are: maintained by DISA and managed by JS/J-6

*Delete or erase after master file or database has been deleted. Authority: NI-218-89-2 item 108*

*Note: See 0543 series for combatant command feeder systems*

0526 REPORTING SYSTEMS

0526-01 Reports submitted by combatant command and joint activities reporting to JS as required by JS Pub 1.03 and submitted through GCCS/WWMCCS. See Pub 1.03 for index and types of reports submitted

Which are: maintained by JS/J-3 as the official record copies

*Cut off annually, hold 3 years, then destroy/delete paper printout copy and transfer computer tape record to Computer Output Microform (COM). Destroy/delete COM record 20 years after cutoff. Authority: NC1-218-84-1 item 332*

0526-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed*

0527 ALERTS, DEFENSE READINESS CONDITIONS (DEFCONS), INFORMATION CONDITIONS (INFOCONS), THREAT CONDITIONS (THREATCONS), WARNINGS, AND RULES OF ENGAGEMENT (ROE)

0527-01 Policies and directives on alerts, DEFCONS, INFOCONS, THREATCONS, warnings, and ROE

Which are: maintained by any JS activity as the official record copy

*Permanent. Cut off when superseded or canceled, hold 7 years, then retire by CY block to JS RHA. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 075*

0527-02 Which are: maintained by any combatant command activity as the official record copy

*Permanent. Cut off when superseded or canceled, hold 7 years, then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 076*

0527-03 False alerts, DEFCONS, INFOCONS, THREATCONS, and warnings final reports  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 2 years, then retire by CY block to JS RHA/combatant command ISF for disposition in accordance with 0527-01/0527-02. Authority: Instruction*

0527-04 Routine correspondence and messages on alerts, DEFCONS, INFOCONS, THREATCONS, warnings, and ROE  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-6 item 077*

0527-05 ROE database  
Consisting of: describes current ROE compiled by theater for combatant commands worldwide  
Which are: maintained by DISA and managed by JS/J-3  
*Data updated as required. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NI-218-89-2 item 082*

*Note: See 0543 series for combatant command feeder systems*

0527-06 Which are: maintained by JS/combatant command activities for reference (non-record)  
*Destroy/delete when no longer needed*

#### 0528 STRATEGIC WEAPONS SYSTEMS (SWS)

0528-01 Strategic weapons trouble/failure reports  
Consisting of: agency missile weapons, high energy laser systems, and FBM/SWS trouble/failure and corrective action reports  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when weapons system is removed from inventory or when no longer needed. Authority: NI-218-00-6 item 078*

0528-02 Which are: maintained by JS/combatant command activities for reference (non-record)  
*Destroy/delete when no longer needed*

#### 0529 STRATEGIC FORCES

0529-01 Analyses of US strategic force postures and requirements including Continental Air Defense, Ballistic Missile Defense, Civil Defense, Space Defense, Strategic Command and Control, Warning and Surveillance and US 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  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off when superseded, hold 5 years, then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 079*

0529-02 Which are: maintained by other JS/combatant command activities for reference (non-record)  
*Destroy/delete when no longer needed*

#### 0530 COMMAND AND CONTROL CENTERS

0530-01 Policies, procedures, and guidance relating to the establishment and operation of command centers  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 080*

0530-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to command and control centers

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 081*

0530-03 Files relating to operational activities and events within command and control centers

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-6 item 082*

0530-04 Files relating to routine and administrative activities and events within command and control centers

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-6 item 083*

0530-05 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

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 084*

0530-06 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

#### 0531 COMBAT CAMERA OPERATIONS RECORDS

0531-01 Policies, procedures, and guidance relating to support provided to JS/combatant command by combat camera operations

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 085*

0531-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when superseded or obsolete*

#### 0532 OPERATIONS SECURITY RECORDS

0532-01 Policies, procedures, and guidance relating to the establishment and execution of operational security

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 086*

0532-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to operational security

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 087*

0532-03 Files relating to operational security activities

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-6 item 088*

0532-04 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0533 AIRSPACE MANAGEMENT

0533-01 Operational/administrative airspace management in domestic/foreign environments

Consisting of: letters, messages, correspondence, memorandums, and forms governing operational/administrative directions and guidance effecting both domestic and foreign airspace usage

Which are: at any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: NI-218-00-6 item 089*

0533-02 Airspace flight routes and flight areas

Consisting of: data pertaining to international and domestic flight route/track systems; aerial refueling routes, tracks, and areas; and special military/civil low altitude training routes, visual flight condition routes, and all weather low altitude routes

Which are: at any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: NI-218-00-6 item 090*

0533-03 Airspace management agreements

Consisting of: correspondence records, rules, and reports between/among US 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

Which are: at any JS/combatant command activity

*Cut off when superseded or obsolete, hold 2 years, then destroy/delete. Authority: NI-218-00-6 item 091*

0533-04 Aircraft clearances

Consisting of: information pertaining to requests for aircraft clearances

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 1 year, then destroy/delete. Authority: NI-218-00-6 item 092*

0533-05 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0534 SATELLITE AND SPACE OPERATIONS

0534-01 Policies, procedures, and guidance relating to the readiness of US space forces to provide space support to the warfighter, including space policy, planning, theater implementation, and contingency support

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 093*

0534-02 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually or when superseded or obsolete, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 094*

0534-03 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0534-04 Sensor network tasking data (previously optical surveillance data)

Consisting of: sensor tasking response data, tasking for such data, tracking reports such as element sets (ELSET) requests, sensor tasking and launch change messages, Baker-Nunn camera films, and optical sensor passage records

Which are: of special interest to any JS/combatant command activity

*Destroy/delete when no longer needed. Authority: NI-218-00-6 item 095*

0534-05 Which are: of other than special interest to any JS/combatant command activity  
*Cut off monthly, hold 3 months, then destroy/delete. Authority: NI-218-00-6 item 096*

0534-06 Tracking and impact prediction (TIP) data  
Consisting of: TIP record, final decay message, computer printouts of satellite positional data including spiral decay vectors, final ELSET, and related data of special interest (most valuable data)  
Which are: maintained by any JS/combatant command activity  
*Permanent. Cut off on object decay, hold 10 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 097*

0534-07 Which are: of other than special interest to any JS/combatant command activity  
*Cut off on object decay, hold 2 years, then destroy/delete. Authority: NI-218-00-6 item 098*

0534-08 Space operations logs  
Consisting of: data on daily operations  
Which are: at space operations units or command and control activities  
*Cut off after last entry in log, hold 6 months, then destroy/delete. Authority: NI-218-00-6 item 099*

0534-09 Missile warning systems  
Which are: at responsible activity  
*Hold for life of missile warning system; destroy/delete upon termination of system. Authority: NI-218-00-6 item 100*

0534-10 Operations center activity logs  
Which are: 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. Authority: NI-218-00-6 item 101*

0534-11 Launch information  
Consisting of: case files documenting how foreign launches are tracked, any problems, and related records  
Which are: at responsible activity  
*Cut off upon launch, hold 2 years, then destroy/delete. Authority: NI-218-00-6 item 102*

0534-12 Case files documenting how cooperative launches are tracked, initial launch alert message, any problems, and related records  
Which are: maintained by any JS/combatant command activity  
*Cut off on launch, hold 8 years, then destroy/delete. Authority: NI-218-00-6 item 103*

0534-13 Technical reference material  
Consisting of: satellite catalog, radar cross section catalog, foreign launch information publication catalog, and similar records (non-record)  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when superseded or obsolete*

0534-14 Radar cross section catalog  
Which are: at OPR  
*Cut off on supersession, hold 10 years, then destroy/delete. Authority: NI-218-00-6 item 104*

0534-15 United Nations registry reports  
Consisting of: copies of original reports sent to the Joint Chiefs of Staff for forwarding to United Nations  
Which are: at combatant command OPR  
*Cut off annually, hold 1 year, then destroy/delete. Authority: NI-218-00-6 item 105*

0534-16 Individual evaluation folders  
Consisting of: letters of certification and decertification and other records pertaining to an individual's mission-ready qualification status

Which are: at units and wings

*Give to individual upon transfer, reassignment, or separation. (See note following item 0534-17.) Authority: Instruction*

0534-17 Consisting of: individual's record of duties and qualifications

Which are: at combatant command OPR

*Destroy/delete when no longer needed. Authority: NI-218-00-6 item 106*

*Note: At units and wings, on transfer of individual to another space operations assignment, send record to gaining unit with copy to Command OPR; on transfer to an assignment not involving space operations, give record to individual and send copy to Command OPR; on separation or retirement, give record to individual*

0534-18 Evaluation materials

Consisting of: evaluation scenarios, scripts, written tests, annotated error guides, and other evaluation or simulation materials

Which are: at units and wings

*Destroy/delete when superseded or obsolete. Authority: NI-218-00-6 item 107*

0534-19 Operations records

Consisting of: positional checklists, reports, guidebooks, operations positional reference handbooks, operations manuals (other than technical orders), and similar records

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-6 item 108*

0534-20 Operations reviews

Consisting of: operations review panel and operations review board minutes

Which are: at units and above

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-6 item 109*

0534-21 Consisting of: summary messages and trend analysis reports

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 1 year, then destroy/delete. Authority: NI-218-00-6 item 110*

#### 0535 AEROSPACE DEFENSE OF NORTH AMERICA

0535-01 Correspondence, reports, briefings, and memorandums on the policies, procedures, and guidance relating to JS/combatant command and US Element, North American Aerospace Defense Command (NORAD), involvement in NORAD's mission

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 111*

0535-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when superseded or obsolete*

#### 0536 ANTITERRORISM/FORCE PROTECTION PLANNING

0536-01 Policies, procedures, and guidance relating to antiterrorism/force protection activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 112*

0536-02 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 113*

0536-03 Files relating to operational activities and events within antiterrorism/force protection activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-6 item 114*

0536-04 Files relating to routine and administrative activities and events within antiterrorism/force protection activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-6 item 115*

0536-05 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

#### 0537 COUNTERNARCOTICS PROGRAM

0537-01 Policies, procedures, and guidance relating to counternarcotics activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 116*

0537-02 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 117*

0537-03 Files relating to operational activities and events within counternarcotics activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-6 item 118*

0537-04 Files relating to routine and administrative activities and events within counternarcotics activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-6 item 119*

0537-05 Which are: reference copies of all above items maintained by any activity (non-record)

*Destroy/delete when superseded or obsolete*

#### 0538 BALLISTIC MISSILE DEFENSE (BMD) PLANS AND PROGRAMS

0538-01 BMD

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

Which are: maintained at the Joint Staff/combatant command as the official record copy,

*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 120*

0538-02 Files relating to oversight and assessments including correspondence, staff papers, reports, briefings, and similar documents relating to BMD plans and programs

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 121*

0538-03 Files relating to BMD activities and operations

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-6 item 122*

0538-04 Files relating to routine and administrative activities and events relating to BMD plans and programs

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-6 item 123*

0538-05 Which are: reference copies of all above items maintained by any activity (non-record)

*Destroy/delete when superseded or obsolete*

#### 0539 CLIMATOLOGICAL/ENVIRONMENTAL FILES

0539-01 Documents relating to policies, procedures, and technical guidance governing environmental service programs for the Joint Staff, combatant commands, and OSD

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 1 year, then retire by CY block to ISF. Transfer to NARA by CY block 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 124*

0539-02 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

0539-03 GCCS/WWMCCS Environment Support System Database (GWESS)

Consisting of: database accessible through either Crisis Action Weather Support System or NESS processing mode. The GWC is a major source for this database

Which are: maintained by DISA and managed by JS/J-3

*Data file updated as required. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NCI-218-89-2 item 111*

*Note: See 0543 series for combatant command feeder systems*

0539-04 Crisis Action Weather Support System (CAWSS)

Consisting of: environmental condition data worldwide

Which are: maintained by DISA and managed by JS/J-3

*Data updated hourly. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NCI-218-89-2 item 013*

*Note: See 0543 series for combatant command feeder systems*

0539-05 Local Area Weather Routine (LOCAL)

Consisting of: provides for the Washington, DC, metropolitan area the latest observations from local terminals, a short-range forecast, a climatological summary, and daily minimum and maximum temperatures

Which are: maintained by DISA and managed by JS/J-3

*Data updated hourly as a by-product of updating Observation File. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NCI-218-89-2 item 047*

0539-06 Miscellaneous Bulletin File (MIS1-MIS2)

Consisting of: a variety of bulletins such as alphanumeric information from the GWC selective display model

Which are: maintained by DISA and managed by JS/J-3

*Data updated every 12 to 24 hours. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NCI-218-89-2 item 052*

*Note: See 0543 series for combatant command feeder systems*

0539-07 Notice Bulletin File (NOTE)

Consisting of: NOTE indicates which CAWSS files contain current information

Which are: maintained by DISA and managed by JS/J-3

*Data files updated as required. Erase or replace individual records on disk or tape when superseded or obsolete.*

*Authority: NCI-218-89-2 item 065*

*Note: See 0543 series for combatant command feeder systems*

0539-08 Observation File (OBS)

Consisting of: the latest observation for those weather stations and ships within the specific area of interest

Which are: maintained by DISA and managed by JS/J-3

*Data updated at least once an hour. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NCI-218-89-2 item 065*

*Note: See 0543 series for combatant command feeder systems*

0539-09 Sea-State Bulletin File (SEA)

Consisting of: information on waves, swells, high winds and other hazards to open-ocean shipping

Which are: maintained by DISA and managed by JS/J-3

*Data updated every 12 to 14 hours. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NCI-218-89-2 item 089*

*Note: See 0543 series for combatant command feeder systems*

0539-10 Station List File (SLIST)

Consisting of: a listing of world-wide weather stations of major significance and each station's ICAO code. It also indicates for which ICAO codes the database contains current observations and forecasts

Which are: maintained by DISA and managed by JS/J-3

*Data files updated as required. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NCI-218-89-2 item 091*

*Note: See 0543 series for combatant command feeder systems*

0539-11 Surf Bulletin File (SURF)

Consisting of: an analysis and specific data on surf conditions for close-shore activity, landing zones, and ports

Which are: maintained by DISA and managed by JS/J-3

*Data files updated every 12 to 24 hours. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NCI-218-89-2 item 098*

*Note: See 0543 series for combatant command feeder systems*

0539-12 Staff Weather Officer Bulletin (SW01-SW08)

Consisting of: plain language messages that contain current and expected conditions in a specified area and/or for a particular mission

Which are: maintained by DISA and managed by JS/J-3

*Data files updated every 12 to 24 hours. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NCI-218-89-2 item 099*

*Note: See 0543 series for combatant command feeder systems*

0539-13 The Aerodrome Forecast File TAFS)

Consisting of: the latest forecasts for those weather stations within the specific area of interest

Which are: maintained by DISA and managed by JS/J-3

*Data files updated once every 6 hours. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NCI-218-89-2 item 100*

*Note: See 0543 series for combatant command feeder systems*

0539-14 Time-Enroute Bulletin File (TER1-TER2)

Consisting of: time-enroute projections based on climatological data for standard routes of many tactical and strategic aircraft

Which are: maintained by DISA and managed by JS/J-3

*Data files updated as required. Erase or replace individual records on disk or tape when superseded or obsolete.*

*Authority: NCI-218-89-2 item 101*

*Note: See 0543 series for combatant command feeder systems*

0539-15 Wind Bulletin File (WND1-WND3)

Consisting of: information on upper winds and/or low-level winds for particular applications, such as PARADROP

Which are: maintained by DISA and managed by JS/J-3

*Data files updated every 12 to 24 hours. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NCI-218-89-2 item 113*

*Note: See 0543 series for combatant command feeder systems*

0540 BIOLOGICAL RECORDS

0540-01 Records relating to biological warfare plans and programs

Which are: maintained by any JS/combatant command activity

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 125*

0540-02 General correspondence of a routine internal nature

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: NI-218-00-6 item 126*

0541 CHEMICAL RECORDS

0541-01 Records relating to chemical warfare plans and programs

Which are: maintained by any JS/combatant command activity

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-6 item 127*

0541-02 General correspondence of a routine internal nature

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: NI-218-00-6 item 128*

0542 OPERATIONS, PLANNING, COMMAND, AND CONTROL ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0542-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy  
*Cut off on production of recordkeeping copy; hold 6 months or until no longer needed, whichever is earlier; then destroy/delete. Authority: NI-218-00-6 item 129*

0542-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete on completion of dissemination, revision, or update. Authority: NI-218-00-6 item 130*

0543 OPERATIONS, PLANNING, COMMAND, AND CONTROL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0543-01 Electronic systems at combatant command that serve as a feeder system to the Joint Staff

Which are: JS system is disposable

*Destroy/delete when data is transmitted to Joint Staff or when superseded or obsolete, whichever is later. Authority: NI-218-00-6 item 131*

0543-02 Which are: JS system is permanent

*Submit an SF 115 through the JSRM to NARA for disposition authority. Authority: Instruction*

0600 SERIES--LOGISTICS, SUPPLY, SERVICES, AND BUDGET

0601 GENERAL LOGISTICS RECORDS

0601-01 Policies, procedures, and guidance relating to logistics activities including but not limited to airlift, sealift, ground transportation, stockpiling, ammunition (including Explosive Ordnance Disposal [EOD]), petroleum, oils, and lubricants, and related maintenance

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 01*

0601-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to logistics activities, including EOD

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 02*

0601-03 Files relating to routine and administrative activities and events within logistics activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-7 item 03*

0601-04 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0602 MOBILIZATION LOGISTICS RECORDS

0602-01 Policies, procedures, and guidance relating to mobilization logistical activities such as prepositioning equipment and materials, rations, etc.

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 04*

0602-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to mobilization logistical activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 05*

0602-03 Files relating to routine and administrative activities and events within mobilization logistical activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-7 item 06*

0602-04 Nuclear weapons stock record accounts

Which are: supply records or materiel courier receipts

*Cut off after audit of the account, hold 7 months, then destroy/delete. Authority: NI-218-00-7 item 07*

0602-05 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0603 NUCLEAR, BIOLOGICAL, AND CHEMICAL WEAPONS LOGISTICS

0603-01 Policies, procedures, and guidance relating to the storage, maintenance, and movement of nuclear, biological, and chemical weapons

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 08*

0603-02 Files relating to oversight and assessment of nuclear, biological, and chemical weapons including correspondence, staff papers, reports, and similar documents

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 10 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 09*

0603-03 Files relating to routine and administrative activities and events relating to nuclear, biological, and chemical logistics including storage, maintenance, and movement

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-7 item 10*

0603-04 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

#### 0604 MOBILIZATION SUPPORT MATERIALS

0604-01 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)

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 11*

0604-02 Files relating to routine and administrative activities and events relating to the storage, maintenance, and distribution of mobilization support materials

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-7 item 12*

0604-03 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

#### 0605 PLANNING, PROGRAMMING, AND BUDGETING SYSTEM (PPBS)

0605-01 Policies, procedures, and guidance relating to the PPBS

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by FY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 13*

0605-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to the PPBS

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 10 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 14*

0605-03 Files relating to routine and administrative activities and events within the PPBS

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off at end of FY, hold 5 years, then destroy/delete. Authority: NI-218-00-7 item 15*

0605-04 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

#### 0606 BUDGET ESTIMATES AND JUSTIFICATIONS AND PROGRAM OBJECTIVE MEMORANDUM (POM) RECORDS

0606-01 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

Which are: maintained by the JS/combatant command comptroller as the official record copy

*Permanent. Cut off at end of FY, hold 2 years, then retire by FY block to ISF. Transfer to NARA in 5-year FY blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 16*

0606-02 Which are: prepared by JS/combatant command activities to document budget requirements

*Cut off at end of FY, hold 1 year, then destroy/delete. Authority: NI-218-00-7 item 17*

0606-03 Files relating to routine and administrative activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off at end of FY, hold 5 years, then destroy/delete. Authority: NI-218-00-7 item 18*

0606-04 Which are maintained by other activities for reference (non-record)

*Destroy/delete when no longer needed*

#### 0607 COMPTROLLER'S AUTOMATED BUDGET SYSTEM (CABS)

0607-01 CABS database

Consisting of: an automated financial management system that was designed to streamline the JS Comptroller and directorate procedures for managing resources, processing financial documents, and reconciling records and official Washington Headquarters Service (WHS) records. CABS users can produce DD 1610 (Travel Order), DD 1556 (Training Request), DD 448 (Military Interdepartmental Purchase Request), DD 1262 (Administrative Service Request), and SF 34 (Annual Bid Bond). To access this database, permission must be received from the owner of the host database. The JS Comptroller is the OPR for the CABS database

Which are: system data maintained by the Joint Staff

*Cut off annually; hold 6 years or until after GAO audit, whichever is earlier; then destroy/delete. Authority: NI-218-00-7 item 19*

0607-02 Which are: system documentation maintained by the Joint Staff

*Destroy/delete after system is terminated and all system data has been disposed. Authority: NI-218-00-7 item 20*

0607-03 Which are: system input maintained by the Joint Staff

*Apply approved authorized disposition found elsewhere in this schedule, or in the Service schedules, as applicable. Authority: Instruction*

0607-04 Which are: copies maintained for reference of system output maintained by the Joint Staff (non-record)

*Destroy/delete when no longer needed.*

*Note: Official record copies scheduled elsewhere*

#### 0608 PROGRAMMING AND BUDGET SYSTEM (PBS)

0608-01 PBS Database Management System

Consisting of: an application designed to assist the JS Comptroller staff in preparing the JS budget. The PBS consists of programs and related data files that provide the ability to manage the JS budget through screen handling, data queries, and reports. JS personnel responsible for the formulation of changes to the JS budget can examine current and historical budget data, create and edit Decision Joint Requirements Packages (DJRPs), and submit DJRPs for review, validation, and possible approval. Approved DJRPs are then merged into the JS budget. JS personnel involved in development of the JS budget can review proposed DJRPs, manage budget data, manage administrative data relative to database functions, and review funded programs. To access this database, permission must be received from the owner of the host database. The JS Comptroller is the OPR for the PBS database

Which are: system data maintained by the Joint Staff

*Cut off annually; hold 6 years or until after GAO audit, whichever is earlier; then destroy/delete. Authority: NI-218-00-7 item 21*

0608-02 Which are: system documentation maintained by the Joint Staff

*Destroy/delete after system is terminated and all system data has been disposed. Authority: NI-218-00-7 item 22*

0608-03 Which are: system input maintained by the Joint Staff

*Apply approved authorized disposition found elsewhere in this schedule, or in the Service schedules, as applicable. Authority: Instruction*

0608-04 Which are: copies maintained for reference of system output maintained by the Joint Staff (non-record)

*Destroy/delete when no longer needed.*

*Note: Official record copies scheduled elsewhere*

#### 0609 FINANCIAL MANAGEMENT

0609-01 Policies, procedures, and guidance relating to financial management activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 23*

0609-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to financial management activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 24*

0609-03 Files relating to specific financial management activities

Consisting of: expenditure accounting, preparation of accounting ledgers, reconciliations, journals, unit funds, financial property accounting, cost accounting

Which are: maintained by any JS activity as the official information copy (non-record)

*Destroy/delete when no longer needed*

*Note: JS official record copies maintained by WHS, Accounting*

0609-04 Files relating to routine and administrative activities and events within financial management

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-7 item 25*

0609-05 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0609-06 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off on closure of appropriate account or on settlement of any outstanding claim or discrepancy, whichever is later; hold 3 years; then destroy/delete. Authority: NI-218-00-7 item 26*

0610 PAYROLL

0610-01 Bi-weekly cost reports

Which are: maintained by JS/combatant command comptroller as the official record copy  
*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-7 item 27*

0610-02 Overtime reports and related documents

Which are: maintained by JS/combatant command comptroller as the official record copy  
*Cut off at end of FY, hold 3 years, then destroy/delete. Authority: NI-218-00-7 item 28*

0610-03 Which are: maintained by other JS/combatant command activities

*Cut off at end of FY, hold 3 years, then destroy/delete. Authority: NI-218-00-7 item 29*

0611 PROCUREMENT

0611-01 Policies, procedures, and guidance relating to procurement activities

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 30*

0611-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to procurement activities

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 31*

0611-03 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0611-04 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 July 3, 1995 (the effective date of the Federal Acquisition Regulations [FAR] rule defining simplified acquisition threshold)

Which are: 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  
*Cut off on final payment, hold 6 years 3 months, then destroy/delete. Authority: GRS 3 item 3a(1)(a)*

0611-05 Which are: 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

*Cut off on final payment, hold 3 years, then destroy/delete. Authority: GRS 3 item 3a(1)(b)*

0611-06 and 0611-07 Reserved

0611-08 Obligation copy

Which are: maintained by the Joint Staff/combatant command as the official record copy  
*Destroy/delete when funds are obligated. Authority: GRS 3 item 3b*

0611-09 Other copies of records described above used by component elements of a procurement office for administrative purposes

Which are: maintained by the Joint Staff/combatant command as the official record copy  
*Destroy/delete upon termination or completion of action. Authority: GRS 3 item 3c*

0611-10 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  
Which are: maintained by the Joint Staff/combatant command as the official record copy  
*Cut off on final payment, hold 3 years, then destroy/delete. Authority: GRS 3 item 3a(1)(b)*

0612 CONTRACT APPEALS CASE FILES

0612-01 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  
Which are: records created after September 30, 1979, and maintained by the Joint Staff/combatant command as the official record copy  
*Cut off on final action on decision, hold 1 year, then destroy/delete. Authority: GRS 3 item 15b*

0613 SUPPLY, PROPERTY, AND SPACE MANAGEMENT AND SERVICES

0613-01 Policies, procedures, and guidance relating to supply and property management activities  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 32*

0613-02 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  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 2 years, then destroy/delete, or destroy/delete when superseded or obsolete, whichever is later. Authority: NI-218-00-7 item 33*

0613-03 Which are: copies of all above items maintained by any activity for reference (non-record)  
*Destroy/delete when superseded or obsolete*

0613-04 Supply Management Information System (SMIS) Master Files  
Consisting of: procurement actions and information on supply functions. Included within this file are: asset balance file, art collection inventory, accountability master file, accounting table, budget file table, SMIS budget file, daily transaction file, dues file, object classification table, 1262 action file, 1262 file, source code file, and transaction history file  
Which are: maintained and managed by JSSSO  
*Data files updated as required. Housekeeping system--database disposition in accordance with 1000 series. Disposition is that of the hard copy documenting the same process, transaction, or case. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NI-218-89-2 item 092*

0613-05 USSTRATCOM supply system management  
Consisting of: USSTRATCOM forms  
Which are: at USSTRATCOM supply support of maintenance activities  
*Cut off annually, hold 1 year, then destroy/delete. Authority: NI-218-00-7 item 34*

0614 TRANSPORTATION, TRAVEL, AND PASSENGER REIMBURSEMENT

0614-01 Policies, procedures, and guidance relating to transportation and travel  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 35*

0614-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to transportation and travel

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: N1-218-00-7 item 36*

0614-03 Files relating to operational activities and events within transportation and travel

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: N1-218-00-7 item 37*

0614-04 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  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: N1-218-00-7 item 38*

0614-05 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

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off at end of FY, hold 6 years, then destroy/delete. Authority: GRS 9 item 3a*

0614-06 Obligation copies

Which are: maintained by any JS/combatant command activity as the official record copy  
*Destroy/delete when funds are obligated. Authority: GRS 9 item 3b*

0614-07 Which are: maintained by other JS/combatant command activities as a reference copy (non-record)

*Cut off at end of FY, hold 1 year, then destroy/delete*

#### 0615 GROUND SUPPORT EQUIPMENT AND MAINTENANCE RECORDS

0615-01 Files relating to guidance, procedures, operational activities, and events within ground support equipment and maintenance

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: N1-218-00-7 item 39*

0615-02 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)

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: N1-218-00-7 item 40*

0615-03 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

#### 0616 GENERAL SAFETY RECORDS

0616-01 Files relating to guidance and procedures for safety programs (e.g. awareness, training, accident and incident, standards, surveys, hazards)

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: N1-218-00-7 item 41*

0616-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to safety programs (e.g. inspections, evaluations)

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: N1-218-00-7 item 42*

0616-03 Files relating to routine and administrative activities and events within safety programs  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-7 item 43*

0616-04 Which are: copies of all above items maintained by any activity for reference (non-record)  
*Destroy/delete when superseded or obsolete*

0617 NUCLEAR SAFETY PROGRAM

0617-01 Policies, procedures, and guidance relating to the nuclear safety program  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 44*

0617-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to the nuclear safety program  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-7 item 45*

0617-03 Files relating to nuclear operational activities and events  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 25 years, then destroy/delete. Authority: NI-218-00-7 item 46*

0617-04 Files relating to routine and administrative activities and events within the nuclear safety program  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 15 years, then destroy/delete. Authority: NI-218-00-7 item 47*

0617-05 Which are: copies of all above items maintained by any activity for reference (non-record)  
*Destroy/delete when superseded or obsolete*

0618 LOGISTICS, SUPPLY, SERVICES, AND BUDGET ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0618-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy  
*Cut off on production of recordkeeping copy; hold 6 months or until no longer needed, whichever is earlier; then destroy/delete. Authority: NI-218-00-7 item 48*

0618-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy  
*Destroy/delete on completion of dissemination, revision, or update. Authority: NI-218-00-7 item 49*

0619 LOGISTICS, SUPPLY, SERVICES, AND BUDGET COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0619-01 Electronic systems at combatant command that serve as a feeder system to the Joint Staff  
Which are: JS system is disposable  
*Destroy/delete when data is transmitted to Joint Staff, or when superseded or obsolete, whichever is later. Authority: NI-218-00-7 item 50*

0619-02 Which are: JS system is permanent

*Submit an SF 115 through the JSRM to NARA for disposition authority. Authority: Instruction*

0700 SERIES--COMMUNICATIONS AND ELECTRONICS

0701 COMMUNICATIONS AND ELECTRONICS POLICIES, PROCEDURES, AND REPORTS

0701-01 Policies, procedures, and guidance relating to communications and electronics

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, revised, or canceled; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: N1-218-00-8 item 01*

0701-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to communications and electronics

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: N1-218-00-8 item 02*

0701-03 Routine and administrative correspondence for activities and events relating to communications and electronics

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 12 item 2a*

0701-04 Communications general files including plans, reports, and other records pertaining to equipment requests, telephone, personal wireless communications services, and like matters

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 3 years, then destroy/delete. Authority: GRS 12 item 2b*

0701-05 Communications statistical reports including cost and volume data

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 1 year, then destroy/delete. Authority: GRS 12 item 2c*

0701-06 Operational control records

Consisting of: logs (service, circuit status, intercept, service message, on line/off line 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off monthly, hold 6 months, then destroy/delete. Authority: GRS 12 item 3a*

*Note: See 0516 series for contingency planning communications records (e.g. natural and manmade disasters)*

0701-07 Communications requirements documents

Consisting of: requests for support, equipment, systems, software, etc., for example Communications System Requirements Document (CSRSD) or like documents

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when superseded or obsolete. Authority: N1-218-00-8 item 03*

0701-08 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0702 COMMUNICATIONS/ELECTRONICS BOARDS

See 0109 series

0703 COMMUNICATIONS AGREEMENTS

0703-01 Copies of agreements with background data and other records relating to agreements for communications services

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off on expiration or cancellation of agreement, hold 2 years, then destroy/delete. Authority: GRS 12 item 2e*

0703-02 Which are: maintained by other JS/combatant command activities

*Destroy/delete when no longer needed. Authority: NI-218-00-8 item 04*

#### 0704 ALLIED COMMUNICATIONS PUBLICATIONS (ACPs)

0704-01 ACP

Consisting of: noncryptographic publications containing Allied Communications procedures developed by the Combined Communications Electronics Board for guidance and use in Allied forces, and supplements issued thereto

Which are: maintained by Military Communications Electronics Board (MCEB) as the official record copy

*Permanent. Cut off when superseded or canceled, hold 2 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-8 item 05*

0704-02 Which are: maintained by other JS/combatant command activities

*Destroy/delete when no longer needed. Authority: NI-218-00-8 item 06*

0704-03 NATO Supplements to ACP documents

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when no longer needed. Authority: NI-218-00-8 item 07*

0704-04 Which are: maintained by other JS/combatant command activities

*Retain in accordance with 0811-02. Authority: Instruction*

#### 0705 JOINT ARMY-NAVY-AIR FORCE PUBLICATIONS (JANAPs)

0705-01 JANAPs

Consisting of: US communications publications developed by US MCEB primarily for use by US forces

Which are: maintained by MCEB as the official record copy

*Permanent. Cut off when superseded or canceled, hold 2 years, then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-8 item 08*

0705-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed*

#### 0706 NATIONAL MILITARY COMMAND SYSTEM (NMCS) INFORMATION AND DISPLAY SYSTEM (NIDS)

0706-01 NIDS

Consisting of: a real-time interactive system designed to support the integrated information requirements of the National Military Command Center (NMCC) during operations and crisis-management activities. It principally provides automated message handling support to NMCC operations teams. It also provides briefing support and other automated support to the NMCC. NIDS includes an interface to the H6000 readiness system and access to selected WWMCCS/GCCS databases continuously 24 hours a day, 7 days a week

Which are: maintained by DISA and managed by JS/J-3/CSOD

*Data updated as required. Cut off message traffic daily, hold 30 days, then destroy/delete. Authority: NI-218-89-2 item 59*

*Note: See 0721 series for combatant command feeder systems*

0707 NMCS PROCESSING AND DISPLAY SYSTEM (NPDS)

0707-01 NPDS

Consisting of: the system processes high-speed messages in a real-time environment. Selectable tactical warning and assess-data formats are shown on display devices. NPDS supports the DIA and NMCC operations teams and provides the President and Secretary of Defense with decision-making information

Which are: maintained by DISA and managed by JS/J-3

*Review tape library semi-annually. Destroy/delete after third update or when no longer needed. Note: Tapes are marked "destroy after date" or "indefinite." After 1 to 2 years, the data would normally no longer be of value to users. Authority: NI-218-89-2 item 62*

0707-02 NPDS QSAVE (QSAVE)

Consisting of: a snapshot portrayal for the current NPDS configuration

Which are: maintained by DISA and managed by JS/J-3

*Data files backed-up daily. Erase or replace individual records on disk or tape when no longer needed. Data is over-written after third update or after four days. Authority: NI-218-89-2 item 79*

0707-03 SECURE

Consisting of: a database of all backup removable disk media available to the NMCC

Which are: maintained by DISA and managed by JS/J-3

*Weekly system save. Retain for two cycles, then reuse. Authority: NI-218-89-2 item 59*

0708 FREQUENCY/SPECTRUM MANAGEMENT

0708-01 Policies, procedures, and guidance relating to frequency/spectrum management

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, revised, or canceled; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-8 item 09*

0708-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to frequency/spectrum management

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-8 item 10*

0708-03 Routine and administrative records relating to frequency/spectrum management

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-8 item 11*

0708-04 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0708-05 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 and of actual usage

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually and retire noncurrent records to ISF; hold 10 years or 10 years after revocation of allocation, whichever is later, then destroy/delete. Authority: NI-218-00-8 item 12*

0708-06 Satellite/radio frequency listings/authorizations

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when superseded or obsolete. Authority: NI-218-00-8 item 13*

0708-07 Propagation records

Consisting of: records of special frequency predictions including tables of maximum useable frequency/frequency optimum traffic for times of day

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-8 item 14*

0709 STANDARDS OF INTEROPERABILITY

0709-01 Interoperability standards including specifications, doctrine, and guidance pertaining to the interoperability of tactical communications equipment

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off on obsolescence of equipment, hold 5 years, then destroy/delete. Authority: NI-218-00-8 item 15*

0709-02 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-8 item 16*

0709-03 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 10 years, then destroy/delete. Authority: NI-218-00-8 item 17*

0709-04 Which are: maintained by any JS/combatant command activity as the reference copy (non-record)

*Destroy/delete when no longer needed*

0710 CRYPTOLOGY RECORDS

0710-01 Policies, procedures, and guidance relating to cryptology

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, revised, or canceled; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-8 item 18*

0710-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to cryptology

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-8 item 19*

0710-03 Operational activities and events relating to cryptology

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-8 item 20*

0710-04 Routine and administrative activities and events relating to cryptology

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-8 item 21*

0710-05 Records relating to the physical security of cryptographic equipment and materials

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-8 item 22*

0710-06 Records relating to software changes that do not affect the electronic or mechanical characteristics of cryptographic equipment

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when superseded or obsolete. Authority: NI-218-00-8 item 23*

0710-07 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

#### 0711 COMMUNICATIONS VOUCHERS

0711-01 Accountable officer's copies of vouchers, bills, invoices, and related records

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off at end of FY, hold 6 years 3 months, then destroy/delete. Authority: GRS 6 item 1a*

0711-02 Reference copies of vouchers, bills, invoices, and related records

Which are: maintained by any activity for reference (non-record)

*Cut off at end of FY, hold 1 year, then destroy/delete. Authority: GRS 12 item 2d(1)*

0711-03 Records relating to installation change, removal, and servicing of equipment

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually; hold 3 years or 1 year after audit, whichever is earlier; then destroy/delete. Authority: GRS 12 item 2d(2)*

#### 0712 COMMUNICATIONS/MESSAGE CENTER OPERATIONS

0712-01 All electronic messages handled by the JS/combatant command message center

Which are: incoming and outgoing messages maintained at the JS message center for reference purposes only

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-8 item 24*

0712-02 Which are: incoming and outgoing messages maintained at combatant command

*Cut off monthly, hold 6 months, then destroy/delete. Authority: NI-218-00-8 item 25*

0712-03 Message reading files of incoming and/or outgoing message traffic

Which are: chronologically arranged extra copies circulated for information purposes within a JS/combatant command element

*Cut off annually; hold 1 year or until no longer needed, whichever is earlier; then destroy/delete. Authority: NI-218-00-8 item 26*

0712-04 Incoming or outgoing electronic messages in SCI channels for JS/combatant command addressees

Which are: received in the DIA Communications Center and retained in computer storage for approximately 30 days

*Erase. Authority: NI-218-00-8 item 27*

0712-05 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, review and purge extraneous papers; hold 2 years; then destroy/delete. Authority: NI-218-00-8 item 28*

0712-06 Incoming electronic messages, including messages requiring special handling such as Special Category (SPECAT), SIOP-ESI, SPECAT codeword, SPECAT EXCLUSIVE FOR, RESTRICTED DATA or FORMERLY RESTRICTED DATA, and LIMITED DISTRIBUTION. Also included are those having delivery instructions such as FOR or PERSONAL FOR and those held in SSO facilities

Which are: received and maintained by JS/combatant command addressee in mission or subject files

*Disposition is that of the particular mission or subject file. Authority: Instruction*

0712-07 Joint Message Form containing approved text for outgoing messages  
Which are: received in the JS/combatant command message center and filed by date-time group after dispatch  
*Cut off monthly, hold 3 months, then destroy/delete. Authority: NI-218-00-8 item 29*

0712-08 Which are: original Joint Message Form authenticated for release and filed by date-time group in the DIA  
Communications Center  
*Cut off daily, hold 30 days, then destroy/delete. Authority: NC1-218-84-1 item 444*

#### 0713 OTHER MESSAGES

0713-01 All types of incoming messages provided to principals (e.g. Office of the Director, Joint Staff)  
Which are: maintained by any JS/combatant command activity  
*Cut off monthly, hold 3 months, then destroy/delete. Authority: NI-218-00-8 item 30*

0713-02 Special handling messages received by Chairman, Joint Chiefs of Staff  
Which are: maintained by JS activities as the official record copy  
*Permanent. Cut off on expiration of CJCS tour, hold 2 years, then retire entire block through R&A Br to JS RHA.  
Transfer entire block to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-8 item 31*

0713-03 Special handling messages received by commander, combatant command  
Which are: maintained by combatant command activities as the official record copy  
*Permanent. Cut off on expiration of commander's tour, hold 2 years, then retire entire block to ISF. Transfer entire  
block to NARA 25 years after cutoff, after declassification review.  
Authority: NI-218-00-8 item 32*

0713-04 Incoming electronic messages pertaining to NATO  
Which are: COSMIC TOP SECRET and all ATOMAL classifications received in the JS/combatant command  
subregistry, controlled as regular NATO documents  
*Dispose of in accordance with 0811-01. Authority: Instruction*

0713-05 Which are: NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED and NATO Unclassified  
messages received in JS/combatant command control points from the JS/combatant command message center  
*Destroy/delete within 30 days--except that if retention value is determined to be beyond 30 days, deliver to  
JS/combatant command subregistry for introduction into NATO system as a regular NATO document with  
disposition in accordance with 0811-02. Authority: NI-218-00-8 item 33*

0713-06 Which are: NATO Exercise messages regardless of classification, received by exercise participants from the  
JS/combatant command message center  
*Cut off on termination of the exercise, hold 30 days, then destroy/delete--except that if retention value is determined  
to be beyond 30 days, deliver to JS/combatant command subregistry for introduction into NATO system as a regular  
NATO document with disposition in accordance with 0811-02. Authority: NI-218-00-8 item 34*

0713-07 Outgoing electronic messages prepared by JS/combatant command element  
Which are: comeback copies received in the originating office and filed in mission or subject files, including those  
held in SSO facilities  
*Disposition is that of the particular mission or subject file. Authority: Instruction*

0713-08 Which are: currently held in the JS records center  
*Destroy/delete microfilm sets when no longer needed. Authority: NI-218-00-8 item 35*

#### 0714 SATELLITE COMMUNICATIONS (SATCOM) RECORDS

0714-01 Policies, procedures, and guidance relating to SATCOM

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, revised, or canceled; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-8 item 36*

0714-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to SATCOM

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-8 item 37*

0714-03 Routine and administrative activities and events relating to SATCOM

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-8 item 38*

0714-04 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0715 TECHNICAL CONTROL FUNCTIONS/PATCH AND TEST FACILITIES

0715-01 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 (TEP) reports; out-of-service quality control test records including spare channel test results; analysis products; and other related historical material

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off monthly; hold until superseded or for 6 months after deactivation, whichever is later; then destroy/delete. Authority: NI-218-00-8 item 39*

0715-02 History folder (circuit, trunk link, route, or system history) quality control test records

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when replaced with the next like test record. 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. Authority: NI-218-00-8 item 40*

0715-03 Technical control operations, **excluding** DD Form 1441 (Circuit Data)

Consisting of: quality control test schedules, reporting guides, circuit/trunk directories, Defense Communications Agency engineering drawings, systems/circuit layout diagrams/records, fault isolation charts/diagrams, and related products

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when superseded. Authority: NI-218-00-8 item 41*

0715-04 DD Form 1441 (Circuit Data)

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off on circuit deactivation, hold 6 months, then destroy/delete. Authority: NI-218-00-8 item 42*

0715-05 Operational direction/coordination messages, record of frequency use/changes, and related products

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 1 year, then destroy/delete. Authority: NI-218-00-8 item 43*

0715-06 Routine administrative records (master station logs, master clock logs, outage reports, performance reports, worksheets, status reports, and other related records)

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually; hold 1 year or until no longer needed, whichever is earlier; then destroy/delete. Authority: NI-218-00-8 item 44*

0716 CIRCUIT RECORDS

0716-01 Networks and landlines

Consisting of: files relating to planning, operations, and resources for networks and landlines

Which are: maintained by any JS/combatant command activity

*Cut off when superseded or when circuit/landline is terminated, hold 3 months, then destroy/delete. Authority: NI-218-00-8 item 45*

0716-02 Automated Digital Information Network (AUTODIN) switching centers (ASC)

Consisting of: files pertaining to planning for establishing or deactivating ASC

Which are: maintained by any JS/combatant command activity

*Cut off on deactivation of switching center, hold 1 year, then destroy/delete. Authority: NI-218-00-8 item 46*

0716-03 Files relating to operations of the ASC

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-8 item 47*

0717 JOINT INTEROPERABILITY OF TACTICAL COMMAND AND CONTROL SYSTEM (JINTACCS) FILES

0717-01 JINTACCS 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

Which are: at office having responsibility

*Permanent. Cut off on discontinuance of JINTACCS activity, hold 5 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-8 item 48*

0717-02 Which are: at other offices

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-8 item 49*

0717-03 JINTACCS test procedures and plans

Consisting of: information relating 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

Which are: at office having responsibility

*Cut off on discontinuance of activity, hold 5 years, then destroy/delete. Authority: NI-218-00-8 item 50*

0717-04 Which are: at other offices

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-8 item 51*

0717-05 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.

Which are: at office having responsibility

*Permanent. Cut off on discontinuance of activity, hold 5 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-8 item 52*

0717-06 Which are: at other offices

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-8 item 53*

0717-07 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. Included are data dictionaries

Which are: at office having responsibility

*Permanent. Cut off on discontinuance of activity, hold 5 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-8 item 54*

0717-08 Which are: at other offices

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-8 item 55*

0718 GCCS/WWMCCS

See 0525 series

0719 ELECTRONIC WARFARE AND COUNTER-MEASURE

See 0708 series

0720 COMMUNICATIONS AND ELECTRONICS WORD PROCESSING AND ELECTRONIC MAIL SYSTEM COPIES

0720-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy

*Cut off on production of recordkeeping copy; hold 6 months or until no longer needed, whichever is earlier; then destroy/delete. Authority: NI-218-00-8 item 56*

0720-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete on completion of dissemination, revision, or update. Authority: NI-218-00-8 item 57*

0721 COMMUNICATIONS AND ELECTRONICS COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0721-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later. Authority: NI-218-00-8 item 58*

0721-02 Which are: joint system is unscheduled

*For feeder and/or joint systems, submit an SF 115 through the JSRM to NARA for disposition authority*

0800 SERIES--INTERNATIONAL

0801 INTERNATIONAL NEGOTIATIONS

0801-01 Policies, procedures, and guidance relating to international negotiations.

Consisting of: advice formulation and coordination of JS/combatant command positions relating to international negotiations

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off at end of each series of negotiation talks, hold 5 years, then retire to ISF. Transfer entire set to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-9 item 01*

0801-02 Scientific, engineering, and other support documents directed toward current strategic policy issues associated with discussion alternatives in negotiations

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off at end of each series of negotiation talks, hold 5 years, then retire to ISF. Transfer entire set to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-9 item 02*

0801-03 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0802 INTERNATIONAL AGREEMENTS

0802-01 Policies, procedures, and guidance relating to the establishment of international agreements

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, revised, or canceled; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-9 item 03*

0802-02 Agreements in which the Joint Staff provides representation, recommendations, guidance, and the final signed agreements

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, obsolete, or canceled; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-9 item 04*

0802-03 Country Agreements

Consisting of: host-nation agreements between Military Departments, US forces in country, and country on support use of facilities. Forwarded to Joint Staff/combatant command for information purposes only

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: NI-218-00-9 item 05*

0802-04 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when superseded or obsolete*

0803 TREATY OBLIGATIONS

0803-01 Documents containing military commitments and treaty obligations, interpretations, comments, or proposals

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when commitment or treaty is obsolete or canceled; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-9 item 06*

0803-02 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

0804 STRATEGIC PLANNING AND ARMS LIMITATION

0804-01 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off at end of each series of negotiation talks, hold 5 years, then retire to ISF. Transfer entire set to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-9 item 07*

0804-02 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

#### 0805 SPECIAL STUDIES

0805-01 Reviews and analyses of US forces and allied effectiveness relating to general purpose forces in various regions

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 5 years, then retire by CY block to ISF. Transfer to NARA by CY block 25 years after cutoff, after declassification review. Authority: NI-218-00-9 item 08*

0805-02 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

#### 0806 NAVIGATION AND OVERFLIGHT

0806-01 Legal, treaty, and NSC documents and other records (briefings, background papers, studies, etc.) relating to policy issues of the Navigation and Overflight Program

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded or when project or negotiation talks are completed, hold 5 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-9 item 09*

0806-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to freedom of navigation and overflight operations

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-9 item 10*

0806-03 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

#### 0807 INTERNATIONAL LOGISTICS CONFERENCES

0807-01 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off at end of conference, hold 10 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review--except that NATO documents will be disposed of in accordance with the appropriate 0811 category number and USSAN 1-69. Authority: NI-218-00-9 item 11*

0807-02 Documents relating to the formulation and coordination of JS/combatant command positions on specific international logistics issues and programs

Consisting of: sequence for current issues or programs

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when all actions are completed, hold 10 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review--except that NATO documents will be disposed of in accordance with the appropriate 0811 category number and USSAN 1-69. Authority: NI-218-00-9 item 12*

807-03 Information, extra, and reference copies of international logistics documents  
Which are: maintained by any activity for reference (non-record)  
*Destroy/delete when no longer needed*

#### 0808 FOREIGN DISCLOSURE

0808-01 Disclosure of military information to foreign governments and international organizations  
Consisting of: records of NDPC which 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  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 10 years, then destroy/delete. Authority: NI-218-00-9 item 13*

0808-02 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  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 10 years, then destroy/delete. Authority: NI-218-00-9 item 14*

0808-03 Foreign Disclosure and Technology Information System (FORDTIS)  
Consisting of: Foreign Disclosure Information System (FORDIS) provides compilation of NDP. By-country guidance enumerates the technological or scientific equipment, weapons, or information that can be provided to a foreign country. FORDTIS provides intelligence gathering for planning purposes  
Which are: maintained by DISA and managed by JS/J-5  
*Data updated as required. Erase or replace individual records on disk or tape when superseded or obsolete. Authority: NI-218-89-2 item 030*

*Note: See 0813 series for combatant command feeder systems*

#### 0809 SECURITY ASSISTANCE AND FOREIGN MILITARY SALES

0809-01 Policies, procedures, and guidance relating to security assistance and foreign military sales  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off when superseded, revised, or canceled; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-9 item 15*

0809-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to security assistance and foreign military sales  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-9 item 16*

0809-03 Files relating to routine and administrative activities and events relating to security assistance and foreign military sales  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-9 item 17*

0809-04 Which are: maintained by any activity for reference (non-record)  
*Destroy/delete when superseded or obsolete*

0810 FOREIGN TRAINING

0810-01 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when on completion of training, hold 5 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-9 item 18*

0810-02 Files relating to routine and administrative activities and events relating to foreign training

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-9 item 19*

0810-03 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0811 NATO FILES

Reviews and analyses of US 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 Partners for Peace

0811-01 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 3 years, then review for retention value and destroy/delete when no longer needed. Authority: NI-218-00-9 item 20*

*Note: The US Central Registry is the official archive for all US NATO records (USSAN I-69)*

0811-02 COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, NATO SECRET, NATO CONFIDENTIAL ATOMAL, NATO CONFIDENTIAL, NATO RESTRICTED documents

Which are: loaned to JS/combatant command control points within the Joint Staff/combatant command

*Return within no later than 6 months to the appropriate subregistry section. Authority: Instruction*

0811-03 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

Which are: distributed to JS/combatant command control points permanently for action officer and division usage

*Cut off monthly, hold 6 months, then destroy/delete, or destroy/delete when no longer needed, whichever is later. Authority: NI-218-00-9 item 21*

0811-04 NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED documents held by individual NATO committee members and needed for everyday operations

Which are: distributed to JS/combatant command control points permanently for action officer and division usage

*Destroy/delete when no longer needed. Authority: NI-218-00-9 item 22*

0811-05 NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED Agenda and Atlantic Council documents

Which are: distributed to JS/combatant command control points permanently for action officer and division usage

*Cut off daily, hold 30 days, then destroy/delete. Authority: NI-218-00-9 item 23*

0811-06 NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED documents

Which are: loaned to action officer via JS/combatant command control points within the Joint Staff/combatant command

*Return within no later than 6 months to the JS/combatant command control point for appropriate 0811-02 or 0811-03 action. Authority: Instruction*

0812 INTERNATIONAL ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0812-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy

*Cut off on production of recordkeeping copy; hold 6 months or until no longer needed, whichever is earlier; then destroy/delete. Authority: NI-218-00-9 item 24*

0812-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy (non-record)

*Destroy/delete on completion of dissemination, revision, or update. Authority: NI-218-00-9 item 25*

0813 INTERNATIONAL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0813-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.*

*Authority: NI-218-00-9 item 26*

0813-02 Which are: joint system is unscheduled

*For feeder and/or joint systems, submit an SF 115 through the JSRM to NARA for disposition authority*

0900 SERIES--GENERAL ADMINISTRATION AND MANAGEMENT

0901 GENERAL OFFICE ADMINISTRATION

0901-01 Internal administration/housekeeping

Consisting of: 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 23 item 1*

0901-02 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

Which are: maintained by any JS/combatant command activity

*Cut off when superseded, hold 6 months, then destroy/delete. Authority: N1-218-00-10 item 01*

0901-03 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

Which are: maintained by any JS/combatant command activity

*Cut off when superseded, hold 6 months, then destroy/delete. Authority: N1-218-00-10 item 02*

0901-04 Additional duty designations/delegations of authority

Consisting of: documents relating to the assignment of additional duties, delegation of authority, etc.

Which are: maintained by any JS/combatant command activity

*Destroy/delete when rescinded or superseded. Authority: N1-218-00-10 item 03*

0902 INSTRUCTIONS (OPERATING INSTRUCTIONS, SOPs, ETC.)

0902-01 Documents containing instructions covering policies and special procedures of those features of operations that lend themselves to a definite or standardized procedure

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off when superseded or incorporated into a permanent publication, hold 2 years, then retire to ISF.*

*Destroy/delete 10 years after cutoff. Authority: N1-218-00-10 item 04*

0902-02 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0903 REFERENCE PUBLICATIONS AND LIBRARY MATERIAL

0903-01 Copies of miscellaneous documents and reference publications such as regulations, manuals, pamphlets, and supplements, and publications of the Joint Staff/combatant command, DoD, and other government agencies or private organizations

Which are: maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

0904 TERMINOLOGY AND DICTIONARY

0904-01 DoD Dictionary of Military and Associated Terms (Jt Pub 1-02) is published to ensure uniformity in the application and use of terms and definitions throughout DoD  
Which are: maintained by the Joint Staff as the official record copy  
*Dispose of in accordance with 0014-01. Authority: NCI-218-84-1 item 479*

0904-02 Correspondence on standardization of military terminology, coordination, and promulgation by the Joint Military Terminology Group (JMTG) including terminology disapproved by JMTG  
Which are: maintained by the Joint Staff as the official record copy  
*Cut off when approved terminology is incorporated into Jt Pub 1.02, hold 2 years, then destroy/delete. Authority: NCI-218-84-1 item 480*

0904-03 JS Terminology Master Index  
Consisting of: a compilation of the history of military terms  
Which are: maintained by the Joint Staff as the official record copy  
*Permanent. Cut off when no longer needed, then retire to JS RHA. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-10 item 05*

0904-04 Which are: maintained by any activity for reference (non-record)  
*Destroy/delete when no longer needed*

#### 0905 READING AND TRANSITORY FILES

0905-01 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  
Which are: maintained by any JS/combatant command activity  
*Cut off monthly, hold 3 months, then destroy/delete. Authority: GRS 23 item 7*

0905-02 Reading files  
Consisting of: duplicate copies of incoming and outgoing correspondence  
Which are: maintained by any JS/combatant command activity  
*Cut off annually; hold 1 year or until no longer needed, whichever is earlier; then destroy/delete. Authority: NI-218-00-10 item 06*

#### 0906 FINDING AIDS

0906-01 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  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete with the related records. Authority: GRS 23 item 9*

0906-02 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  
Which are: maintained by any JS/combatant command activity  
*Permanent. Transfer to NARA with the related permanent records. Authority: NI-218-00-10 item 07*

#### 0907 SUSPENSE FILES

0907-01 Suspense cards, forms, sheets, etc., maintained to track actions  
Which are: maintained by any JS/combatant command activity

*Cut off when all actions are cleared, destroy/delete reference (non-record) copies immediately, the incorporate file copy into official files. Authority: GRS 23 item 6a*

0908 WORKING PAPERS

0908-01 Project background records such as studies, analyses, notes, drafts, and interim reports

Which are: maintained by any JS/combatant command activity

*Project reports on which final action is taken - Cut off after final action, hold 6 months, then destroy/delete.*

*Project reports on which no final action is taken - Cut off on completion of report, hold 3 years, then destroy/delete.*

*All project reports and working papers of potential long-term historical value - Offer to JS/combatant command historical offices for review prior to destruction/deletion. Authority: NI-218-00-10 item 08*

*Note: These papers are often filed in case files or other functional files as documentation of the action they address*

0909 BACKGROUND PAPERS

0909-01 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

Which are: maintained by any JS/combatant command activity

*If not filed in related subject files, destroy/delete upon termination of event, briefing, or meeting. Authority: NI-218-00-10 item 09*

*Note: These papers are often filed in case files or other functional files as documentation of the action they address*

0910 TALKING PAPERS

0910-01 Documents provided to a principal with good knowledge of a subject, used by the principal as a memory aid in an oral discussion

Which are: maintained by any JS/combatant command activity

*If not filed in related subject files, destroy/delete upon termination of event, briefing, or meeting. Authority: NI-218-00-10 item 10*

*Note: These papers are often filed in case files or other functional files as documentation of the action they address*

0911 POINT, POSITION, AND INFORMATION PAPERS

0911-01 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

Which are: maintained by any JS/combatant command activity

*If not filed in related subject files, destroy/delete upon termination of event, briefing, or meeting. Authority: NI-218-00-10 item 11*

*Note: These papers are often filed in case files or other functional files as documentation of the action they address.*

0911-02 Information papers

Consisting of: documents used to convey information for the reader's use in preparing for a meeting or briefing

Which are: maintained by any activity for reference (non-record)

*If not filed in related subject files, destroy/delete upon termination of event, briefing, or meeting*

*Note: These papers are often filed in case files or other functional files as documentation of the action they address*

0912 JS/COMBATANT COMMAND BULLETINS, CIRCULARS, AND NEWSLETTERS/NEWSPAPERS

0912-01 Publications used to provide unclassified official and unofficial information of an advisory, informative, or directive nature to JS/combatant command activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-10 item 12*

0912-02 Proposed articles for all publications submitted by JS/combatant command activities, working papers, drafts, art work, and related background papers used to publish the bulletin

Which are: maintained by any JS/combatant command activity

*Cut off on publication in bulletin, hold 3 months, then destroy/delete. Authority: NI-218-00-10 item 13*

0912-03 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

#### 0913 JS/COMBATANT COMMAND FORMS MANAGEMENT PROGRAM

0913-01 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

Which are: maintained, controlled, and issued by JS/combatant command forms activity

*Cut off when related form is discontinued, superseded, or canceled; hold 5 years; then destroy/delete. Authority: GRS 16 item 3a*

0913-02 Working papers, background materials, requisitions, specifications, processing data, and control records

Which are: maintained by JS/combatant command forms activity

*Destroy/delete when related form is discontinued, superseded, or canceled. Authority: GRS 16 item 3b*

0913-03 Forms files containing requests for approval of forms and pertinent background material

Which are: maintained by other JS/combatant command activities

*Destroy/delete when related form is discontinued, superseded, or canceled. Authority: GRS 16 item 3b*

0913-04 Miscellaneous correspondence and papers used for the approval, disapproval, and review of JS/combatant command forms

Which are: maintained by any JS/combatant command activity

*Destroy/delete when no longer needed. Authority: NI-218-00-10 item 14*

#### 0914 PERSONAL PAPERS

0914-01 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

Which are: wholly unofficial in nature and filed in clearly designated files separately from the official records of an office

*Individuals may remove their personal papers upon departure from the Joint Staff/combatant command. Authority: Instruction*

*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 Joint Staff/combatant command offices*

0914-02 Chairman's/combatant commanders' personal papers

Consisting of: unclassified CJCS/combatant commanders' personal and private correspondence, including copies of speeches, statements, and testimonies. (Speeches, statements, and testimonies will be filed in both official and personal files.)

Which are: maintained by the Office of the Chairman, Joint Chiefs of Staff/headquarters, combatant command, as part of the CJCS/combatant commander's personal files and considered non-official (non-record)

*Retain in Office of the Chairman, Joint Chiefs of Staff/office of the commander, combatant command, until completion of CJCS/combatant commander tour of duty, then dispose of at the discretion of CJCS/combatant commander. Authority: NCI-218-84-1, item 490*

0915 AUDITS AND AUDIT REPORTS

0915-01 Completed audits or surveys including comments, recommendations, and actions taken in relation thereto  
Which are: maintained by any JS/combatant command activity  
*Cut off on date of final report, hold 2 years, then destroy/delete. Authority: NI-218-00-10 item 15*

0915-02 Terminated audits or surveys  
Which are: maintained by any JS/combatant command activity  
*Cut off on date of termination notice, hold 3 months, then destroy/delete. Authority: NI-218-00-10 item 16*

0915-03 Which are: maintained by other JS/combatant command activities for reference (non-record)  
*Destroy/delete when no longer needed*

0916 ACTION OFFICER CASE FILES

0916-01 Copies of JS/combatant command taskings, documents, decision notices, flimsies, papers, actions, transmittal/coordination sheets, corrigendums, notes to holders, etc., including copies of inputs from contributing agencies or individuals and any other correspondence relating to ongoing and completed actions. Used for periodic review by action officers as cross-reference to the record copy for continuing policy guidance and background information. Files maintained by action officers in action offices may duplicate some records maintained in the official files

Which are: maintained by Joint Staff action officers  
*Review annually, purging extraneous papers and duplicate copies. Incorporate background materials pertaining to official actions into official JS case file. Destroy/delete other materials when no longer needed--except that NATO documents no longer needed will be disposed of in accordance with appropriate 0801 category number and USSAN 1-69. Authority: NI-218-00-10 item 17*

0916-02 Which are: maintained by combatant command action officers  
*Review annually, purging extraneous papers and duplicate copies. Incorporate background materials pertaining to official actions into official combatant command case file. Destroy/delete other materials when no longer needed--except that NATO documents no longer needed will be disposed of in accordance with appropriate 0801 category number and USSAN 1-69. Authority: NI-218-00-10 item 18*

0917 STUDIES

0917-01 Studies, analyses, and summaries  
Consisting of: special detailed analyses, cost studies, and summaries covering all subject areas that serve as an index to the economical use of resources and furnish data in the preparation and support of plans, budgets, and programs  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off on completion of study, hold 5 years, then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-10 item 19*

0917-02 Which are: maintained by any activity for reference (non-record)  
*Destroy/delete when no longer needed*

0917-03 Routine, periodic analyses and studies  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when superseded or obsolete. Authority: NI-218-00-10 item 20*

0918 AGREEMENTS

0918-01 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, interservice support agreements, and interagency support agreements, **excluding** agreements with foreign countries

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off when agreement is superseded, canceled, or terminated; hold 5 years, then destroy/delete. Authority: NI-218-00-10 item 21*

0918-02 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

#### 0919 REPORTS CONTROL

0919-01 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

Which are: maintained by any JS/combatant command activity

*Cut off when report is discontinued, hold 2 years, then destroy/delete. Authority: GRS 16 item 6*

#### 0920 PROJECT CONTROL

0920-01 Memorandums, reports, and other papers documenting assignments, progress, and completion of projects

Which are: maintained by any JS/combatant command activity

*Cut off on completion of project, hold 1 year, then destroy/delete. Authority: GRS 16 item 5*

#### 0921 ORIENTATION AND BRIEFING FILES

0921-01 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

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: NI-218-00-10 item 22*

#### 0922 STAFF VISITS

0922-01 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

Which are: maintained by any JS/combatant command activity

*Cut off on completion of next comparable visit or on completion of related study, hold 3 years, then destroy/delete. Authority: NI-218-00-10 item 23*

*Note: See 0404-05 for distinguished visitor program documentation*

#### 0923 RECORDS MANAGEMENT

0923-01 Correspondence, reports, authorizations, and other records that relate to the management of JS/combatant command 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

Which are: maintained as the official JS/combatant command record copy

*Cut off annually, hold 6 years, then destroy/delete. Authority: GRS 16 item 7*

0923-02 Which are: maintained by any other JS/combatant command activity  
*Cut off annually, hold 2 years, then destroy/delete. Earlier disposal is authorized if records are superseded or obsolete. Authority: NI-218-00-10 item 24*

0924 RECORDS DISPOSITION

Descriptive inventories, disposal authorizations, schedules, and reports

0924-01 Basic documentation of records description and disposition programs  
Consisting of: NARA approved SF 115 (Request for Records Disposition Authority)  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off when superseded, hold 2 years, then destroy/delete. Authority: GRS 16 item 2a(1)*

0924-02 Consisting of: other 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  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off when related records are either destroyed or transferred to NARA, hold 6 years, then destroy/delete. Authority: GRS 16 item 2a(2)*

0924-03 Extra copies and routine correspondence and memorandums  
Which are: maintained by any activity for reference  
*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 16 item 2b*

0925 FREEDOM OF INFORMATION ACT (FOIA) 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

0925-01 Correspondence and supporting documents granting access to all the requested records, **excluding** the official file copy of the records requested if filed therein  
Which are: maintained by any JS/combatant command activity  
*Cut off on date of reply, hold 2 years, then destroy/delete. Authority: GRS 14 item 11a(1)*

0925-02 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  
Which are: maintained by any JS/combatant command activity  
*Cut off on date of reply, hold 2 years, then destroy/delete. Authority: GRS 14 item 11a(2)(a)*

0925-03 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  
Which are: maintained by any JS/combatant command activity  
*Cut off on date of reply, hold 6 years, then destroy/delete. Authority: GRS 14 item 11a(3)(a)*

0925-04 Official file copy of requested records  
Which are: maintained by any JS/combatant command activity  
*Dispose of in accordance with approved disposition instructions for the related records, or with the related FOIA request, whichever is later. Authority: GRS 14 item 11b*

0925-05 Reference or information copies of FOIA requests  
Which are: maintained by other activities for reference (non-record)  
*Destroy/delete when no longer needed*

0926 FOIA APPEALS

Files created in responding to administrative appeals under the FOIA for release of information denied by the Joint Staff/combatant command consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents. May include the official file copy of records under appeal or a copy thereof

0926-01 Correspondence and supporting documents, **excluding** the official file copy of the records under appeal if filed therein

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off on final determination, hold 6 years, then destroy/delete; or cut off on adjudication by courts, hold 3 years, then destroy/delete; whichever is later. Authority: GRS 14 item 12a*

0926-02 Official file copy of records under appeal

Which are: maintained by any JS/combatant command activity as the official record copy  
*Dispose of in accordance with approved disposition instructions for the related records, or with the related FOIA request, whichever is later. Authority: GRS 14 item 12b*

0926-03 Reference or information copies of FOIA appeal request

Which are: maintained by any activity for reference (non-record)  
*Destroy/delete when no longer needed*

0927 FOIA CONTROL

0927-01 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

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off on date of last entry, hold 6 years, then destroy/delete. GRS 14 item 13a*

0927-02 All other files

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off on final action or final adjudication by courts, whichever is later; hold 6 years, then destroy/delete. Authority: GRS 14 item 13b*

0927-03 Freedom of information electronic databases providing a means of retrieving information on requests to DoD submitted under provisions of FOIA EO 12958

Which are: maintained and managed by Joint Staff/combatant command  
*Data updated as required. Destroy/delete when no longer needed. Authority: NI-218-89-2*

0927-04 FOIA reports

Consisting of: reports relating to recurring reports and one-time information requirements on implementation of FOIA, including annual reports to Congress

Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 14 item 14*

0928 PRIVACY ACT MATTERS

0928-01 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

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off after the disclosure for which the accountability is made, hold 5 years, then destroy/delete, or dispose of in accordance with approved disposition instructions for the related subject individual's records, whichever is later. Authority: GRS 14 item 23*

0928-02 Which are: maintained by other JS/combatant command activities for reference (non-record)  
*Destroy/delete when no longer needed*

0929 PRIVACY ACT REPORTS

0929-01 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  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 14 item 25*

0929-02 Which are: maintained by any other activity for reference (non-record)  
*Destroy/delete when no longer needed*

0930 PRIVACY ACT - GENERAL ADMINISTRATIVE

0930-01 Records relating to the general agency implementation of the Privacy Act including notices, memorandums, routine correspondence, and related records  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 14 item 26*

0931 DECLASSIFICATION

0931-01 JS/combatant command supplemental documents, directives, and correspondence relating to declassification actions; internal and external declassification requests; response, appeal, referrals, and general policy files  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off when revised, superseded, or canceled; hold 5 years; then destroy/delete. Authority: NI-218-00-10 item 25*

0931-02 Documents, directives, and correspondence reflecting the formulation and establishment of policy, planning, and procedural developments governing declassification  
Which are: maintained by JS/combatant command activities for reference (non-record)  
*Destroy/delete when no longer needed*

0931-03 JS/combatant command listings of papers that have been reviewed and declassified  
Which are: maintained by the Joint Staff/combatant command as the official record copy  
*Destroy/delete when superseded. Authority: NI-218-00-10 item 26*

0931-04 Which are: maintained by JS/combatant command activities for reference (non-record)  
*Destroy/delete when no longer needed*

0932 SCHEDULES OF DAILY ACTIVITIES

0932-01 Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal (JS/combatant command) 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, Joint Chiefs of Staff/combatant commander only--the substance of which has not been incorporated into memorandums, reports, correspondence, or other records included in the official files  
Which are: maintained by the Office of the Chairman, Joint Chiefs of Staff/headquarters, combatant command  
*Permanent. Cut off at expiration of CJCS/combatant commander tour, hold 2 years, then transfer to NARA after declassification review. Nonpermanent records may be destroyed by NARA during archival processing. Authority: NI-218-00-10 item 27*

*Note: High level officials include the heads of departments and independent agencies and their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and*

*commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants or confidential assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions*

0932-02 Which are: at NARA for archival purposes

*NARA may destroy non-permanent records. Authority: NI-218-00-10 item 27*

0932-03 Consisting of: records containing substantive information relating to official activities, the substance of which has not been incorporated into official files

Which are: maintained by directorate heads and heads of separate offices in the Joint Staff and combatant command  
*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 23 item 5a*

0932-04 Which are: 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

*Destroy/delete when no longer needed. Authority: GRS 23 item 5b*

### 0933 INTERNAL CONTROL PROGRAMS

0933-01 Vulnerability assessments records pertaining to internal control or elimination of waste, fraud, and abuse of resources

Which are: maintained by the Joint Staff/combatant command as the official record copy

*Cut off at end of FY, hold 5 years, then destroy/delete when no longer needed. Authority: NI-218-00-10 item 29*

0933-02 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

Which are: maintained by the Joint Staff/combatant command as the official record copy

*Cut off annually, hold 5 years, then destroy/delete when no longer needed. Authority: NI-218-00-10 item 30*

0933-03 Internal control annual statement of assurance

Consisting of: annual statement of assurance of JS/combatant command compliance to the SecDef, 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

Which are: maintained by the Joint Staff/combatant command as the official record copy

*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-10 item 31*

0933-04 Internal control management documents maintained in reference libraries throughout the Joint Staff/combatant command, including hard copy, microfilm, and documents in electronic form

Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed*

0933-05 Internal control correspondence

Consisting of: general correspondence, regulations, policy, action plans, schedules for required reviews, and other related correspondence

Which are: maintained by any JS/combatant command activity

*Cut off on completion of next comparable plan, hold 3 years, then destroy/delete when no longer needed. Authority: NI-218-00-10 item 32*

### 0934 INSPECTOR GENERAL (IG) INVESTIGATION RECORDS

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

0934-01 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

Which are: maintained by the Joint Staff as the official record copy

*Permanent. Cut off annually, hold 7 years, then retire by CY block to JS RHA. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-10 item 33*

0934-02 Which are: maintained by the combatant command as the official record copy

*Permanent. Cut off annually, hold 7 years, then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-10 item 34*

0934-03 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-10 item 35*

0934-04 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

Which are: maintained by any JS/combatant command activity

*Cut off by FY when case is closed, hold 10 years, then destroy/delete. Authority: NI-218-00-10 item 36*

0934-05 Which are: copies maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed*

#### 0935 INSPECTIONS

0935-01 Documents relating to inspecting and surveying JS/combatant command activities at all levels, including command/IG safety, equipment, and related inspections pertaining to performance of missions and functions, **excluding** security inspections

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete, or destroy/delete after the next comparable survey or inspection, whichever is later. Authority: NI-218-00-10 item 37*

0935-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed*

#### 0936 STILL PHOTOGRAPHY

0936-01 Photographs of routine award ceremonies, social events, and activities not relating to the mission of the Joint Staff/combatant command

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 1 year, then destroy/delete. Authority: GRS 21 item 1*

0936-02 Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the Joint Staff/combatant command

Which are: maintained by any JS/combatant command activity

*Cut off on completion of training program, hold 1 year, then destroy/delete. Authority: GRS 21 item 3*

0936-03 Duplicate items in excess of record elements required for preservation, duplication, and reference service  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when no longer needed. Authority: NI-218-00-10 item 38*

0936-04 Official record photographs  
Consisting of: record photographs with captions, original negatives or transparencies and captions, and related data such as official event- and function-related photographs of principals  
Which are: appropriate to be filed in case file  
*Disposition is that of the appropriate related case file. Authority: Instruction*

*Note: See 0000 series for Chairman/combatant commander official files*

0936-05 Which are: not related to a case file  
*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff of newest record, after declassification review. Authority: NI-218-00-10 item 39*

*Note: Transfer in accordance with NARA requirements in 36 CFR 1228.266 as described in Volume I of this manual*

#### 0937 GRAPHIC ARTS

0937-01 Vu-graphs  
Which are: maintained by any JS/combatant command activity  
*Cut off after use, hold 1 year, then destroy/delete. Authority: GRS 21 item 5*

0937-02 Posters produced by the Joint Staff/combatant command to document program activities, goals, and events  
Which are: maintained by any JS/combatant command activity  
*Permanent. Cut off annually. Transfer 2 copies to NARA on cut off. Authority: NI-218-00-10 item 40*

0937-03 Which are: JS/combatant command official record copies  
*File in related subject file. Disposition is that of subject file. Authority: Instruction*

0937-04 Routine artwork for handbills, flyers, posters, letterhead, and other graphics  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when no longer needed. Authority: GRS 21 item 6*

0937-05 Which are: maintained by any activity for reference (non-record)  
*Destroy/delete when no longer needed*

#### 0938 VIDEO RECORDINGS

0938-01 Video recordings related to JS/combatant command training programs  
Consisting of: internal personnel and administrative training programs that do not reflect the mission of the Joint Staff/combatant command  
Which are: maintained by any JS/combatant command activity  
*Cut off on completion of training program, hold 1 year, then destroy/delete. Authority: GRS 21 item 17*

0938-02 Consisting of: programs acquired from outside sources for personnel and management training  
Which are: maintained by any JS/combatant command activity  
*Cut off on supersession, cancellation, or completion of training program, hold 1 year, then destroy/delete. Authority: GRS 21 item 14*

0938-03 Routine scientific, medical, or engineering footage  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 21 item 19*

0938-04 Recordings that document routine meetings and award presentations  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 21 item 20*

0938-05 Official video recordings  
Consisting of: master and reference copies of video recordings  
Which are: appropriate to be filed in case file  
*Disposition is that of the appropriate related case file. Authority: Instruction*

0938-06 Which are: not related to a case file  
*Permanent. Cut off annually, hold 25 years after cutoff of newest record, then transfer to NARA in 5-year blocks, after declassification review. Authority: NI-218-00-10 item 41*

*Note: Transfer in accordance with NARA requirements in 36 CFR 1228.266 as described in Volume I of this manual*

#### 0939 AUDIO (SOUND) RECORDINGS

0939-01 Recordings of meetings made exclusively for note-taking or transcription  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete immediately after use. Authority: GRS 21 item 22*

0939-02 Dictation belts or tapes  
Which are: maintained by any JS/combatant command activity.  
*Destroy/delete immediately after use. Authority: GRS 21 item 23*

0939-03 Official sound recordings  
Consisting of: master and reference copies  
Which are: appropriate to be filed in case file  
*Disposition is that of the appropriate related case file. Authority: Instruction*

0939-04 Which are: not related to a case file  
*Permanent. Cut off annually, hold 25 years after cutoff of newest record, then transfer to NARA in 5-year blocks, after declassification review. Authority: NI-218-00-10 item 42*

*Note: Transfer in accordance with NARA requirements in 36 CFR 1228.266 as described in Volume I of this manual*

#### 0940 MOTION PICTURES

0940-01 Films acquired from outside sources for personnel and management training  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete 1 year after supersession, cancellation, or completion of training program. Authority: GRS 21 item 9*

0940-02 Routine scientific, medical, or engineering footage  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 21 item 12*

0940-03 Official motion picture film  
Consisting of: master and reference copies of films  
Which are: appropriate to be filed in case file  
*Disposition is that of the appropriate related case file. Authority: Instruction*

0940-04 Which are: not related to a case file

*Permanent. Cut off annually, hold 25 years after cutoff of newest record, then transfer to NARA in 5-year blocks, after declassification review. Authority: NI-218-00-10 item 43*

*Note: Transfer in accordance with NARA requirements in 36 CFR 1228.266 as described in Volume I of this manual*

0941 AUDIOVISUAL RECORDS DOCUMENTATION

0941-01 Finding aids for identification, retrieval, or use of temporary audiovisual records  
Which are: maintained by any JS/combatant command activity  
*Disposition is that of the related audiovisual records. Authority: GRS 21 item 29*

0942 SCIENCE ADVISOR RECORDS/ACTIVITIES

0942-01 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  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off on completion of study, hold 5 years, then transfer by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-10 item 44*

0942-02 Files relating to routine and administrative activities and events within general management sciences activities  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-10 item 45*

0942-03 Which are: copies of all above items maintained by any activity for reference (non-record)  
*Destroy/delete when superseded or obsolete*

0943 ADMINISTRATIVE ORDERS

0943-01 Permanent change of station orders  
Consisting of: duplicate copies of orders  
Which are: maintained by any JS/combatant command activity as the JS/combatant command record copy  
*Cut off on transfer of individual, hold 1 year, then destroy/delete. Authority: NI-218-00-10 item 46*

*Note: Official record copy is maintained in Service files*

0943-02 Temporary duty orders  
Consisting of: originals or record copies of orders  
Which are: maintained by any JS/combatant command activity  
*Cut off at end of FY, hold 6 years, then destroy/delete. Authority: NI-218-00-10 item 47*

0943-03 General administrative orders  
Consisting of: assumptions of command, courts martial authority, etc.  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off annually, hold 2 years, retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-10 item 48*

0943-04 Background material to orders  
Consisting of: letter request for orders, amendments, etc., and justification files on special authorizations when required by orders publishing activity  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 1 year, then destroy/delete. Authority: NI-218-00-10 item 49*

0943-05 Which are: reference copies (non-record)  
*Destroy/delete when no longer needed*

0944 POSTAL ADMINISTRATION RECORDS

0944-01 Records relating to incoming or outgoing registered mail, pouches, registered, certified, insured, overnight express, and special delivery mail including receipts and return receipts  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 1 year, then destroy/delete. Authority: GRS 12 item 5a*

0944-02 Records of and receipts for mail and packages received through the Official Mail and Messenger Service  
Which are: maintained by JS/combatant command activities as the official record copy or for mail control, **excluding** JS Form 47  
*Cut off monthly, hold 6 months, then destroy/delete. Authority: GRS 12 item 6f*

*Note: See 0303-01 or 0306-01 series for JS Form 47*

0944-03 General files including correspondence, memorandums, directives, and guides relating to the administration of mail room operations  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, hold 1 year, then destroy/delete, or destroy/delete when superseded or obsolete, whichever is applicable. Authority: GRS 12 item 6g*

0944-04 Locator cards, directories, indexes, and other records relating to mail delivery to individuals  
Which are: maintained by any JS/combatant command activity  
*Cut off on separation or transfer of individual, or when obsolete, whichever is applicable; hold 5 months, then destroy/delete. Authority: GRS 12 item 6h*

0944-05 Monthly personnel locator listing  
Which are: maintained by any JS/combatant command activity (non-record)  
*Destroy/delete when superseded or obsolete*

0944-06 Distribution authorization sheets for documents used to list addresses and numbers of copies to be delivered by the distribution activity  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Incorporate into official JS/combatant command case file in accordance with 0001.01/0031.01. Authority: Instruction*

0944-07 Which are: maintained by distributing JS/combatant command activities  
*Cut off annually, hold 2 years, then destroy/delete. Authority: NI-218-00-10 item 50*

0944-08 Which are: maintained by any other JS/combatant command activity and used for tracking or suspending, **excluding** use for control and accountability purposes  
*Cut off annually, hold 1 year, then destroy/delete. Authority: NI-218-00-10 item 51*

*Note: See 0303-01 or 0306-01 series for distribution records used for control and accountability purposes*

0944-09 Correspondence, request forms, and other records relating to changes in mailing lists  
Which are: maintained by any JS/combatant command activity  
*Cut off on revision, supersession, or cancellation of mailing list, hold 3 months, then destroy/delete. Authority: GRS 13 item 4a*

0944-10 Card list  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete individual card when canceled or revised. Authority: GRS 13 item 4b*

0944-11 Address plates, stencils, or tapes

Which are: maintained by any JS/combatant command activity

*Correct individual plates, stencils, or tapes as required, destroy/delete when canceled. Authority: NI-218-00-10 item 52*

0944-12 Military postal office files

Consisting of: requests, approvals, studies, reviews, coordination, and evaluation relating to the establishment and/or disestablishment of military postal offices

Which are: maintained by any JS/combatant command activity

*Destroy/delete upon termination of the military postal office. Authority: NI-218-00-10 item 53*

*Note: Official record copy is maintained by Military Postal Service Agency*

#### 0945 GRAPHICS, PRINTING, REPRODUCTION, OFFICE COPIER, AND DISTRIBUTION MANAGEMENT

0945-01 Records relating to internal management, operations, and costs of graphics, printing, reproduction, office copiers, and distribution functions

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 2 years, then destroy/delete. Authority: GRS 13 item 1*

0945-02 Which are: maintained by other JS/combatant command activities

*Cut off annually, hold 1 year, then destroy/delete. Authority: NI-218-00-10 item 54*

0945-03 Control files

Consisting of: control registers pertaining to requisitions and work orders

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off at end of FY in which compiled or after filing of register, whichever is applicable, hold 1 year, then destroy/delete. Authority: GRS 13 item 3*

0945-04 Copies of requests for graphics, printing, and reproduction

Which are: maintained by any JS/combatant command activity

*Destroy/delete on completion of job. Authority: NI-218-00-10 item 55*

0945-05 Files of masters (copy preps) of vu-graphs, book covers, and related papers used in the production of graphics aids

Which are: maintained by any JS/combatant command activity

*Review semi-annually, destroy/delete after 1 year of nonuse. Authority: NI-218-00-10 item 56*

0945-06 Publications/forms requisitions and requirements

Consisting of: forms, other records, and related correspondence used to requisition or establish requirements for publications/forms

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: NI-218-00-10 item 57*

#### 0946 STAFF MEETINGS AND CONFERENCES

0946-01 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

Which are: record copies at combatant command headquarters

*Permanent. Cut off annually, hold 25 years, then transfer to NARA after declassification review. Authority: NI-218-00-10 item 58*

0946-02 Which are: copies maintained by any activity for reference (non-record)

*Cut off annually; hold 1 year or until no longer needed, whichever is earlier; then destroy/delete*

0947 GENERAL ADMINISTRATION AND MANAGEMENT ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0947-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy

*Cut off on production of recordkeeping copy; hold 6 months or until no longer needed, whichever is earlier; then destroy/delete. Authority: NI-218-00-10 item 59*

0947-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete on completion of dissemination, revision, or update. Authority: NI-218-00-10 item 60*

0948 GENERAL ADMINISTRATION AND MANAGEMENT COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0948-01 Electronic systems at combatant command that serve as a feeder system to the Joint Staff

Which are: JS system is disposable

*Destroy/delete when data is transmitted to Joint Staff or when superseded or obsolete, whichever is later. Authority: NI-218-00-10 item 61*

0948-02 Which are: JS system is permanent

*Submit an SF 115 through the JSRM to NARA for disposition authority. Authority: Instruction*

0999-01A UNIDENTIFIED FILES

Consisting of: documents relating to the performance of mission activities not described in this manual

Which are: held by any JS/combatant command activity

*Note: Use of this temporary file number requires prior approval of the JSRM/Headquarters Combatant Command Records Manager.*

*Retain in current files area until file number is added to this manual. Authority: Instruction*

1000 SERIES--INFORMATION TECHNOLOGY (IT) PROCUREMENT,  
PLANNING, OPERATIONS, AND MANAGEMENT RECORDS

1. Records Covered by 1000 Series. This series 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. This includes IT records relating solely to IT as well those that relate to other agency activities.

a. 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.

b. 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:

- (1) IT plans that explicitly address how IT will satisfy program and administrative requirements.
- (2) IT policy records that relate policy development or implementation to program and administrative requirements.
- (3) Records relating to data administration for agency programs or other administrative functions.
- (4) Audits and reviews that address how well IT systems or applications satisfy program or administrative requirements.
- (5) Technical documentation that is needed to access, retrieve, use, or interpret other records of agency programs or administrative activities.

2. 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) Unique files relating to IT operations and management.
- (2) Records that provide essential evidence of agency missions and programs, such as IT strategic plans and Business Information Models.

3. Organization of 1000 Series.

a. 1001-1002 - MANAGEMENT OF IT ORGANIZATIONS AND PROJECTS. Includes IT policy, direction, and planning files and related feasibility studies and requirements documents.

b. 1003-1013 - 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. 1014-1017 - 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. The 1014-1017 series applies only to separate copies of such records in files maintained solely for technical support.

1001-1002 MANAGEMENT OF IT ORGANIZATIONS AND PROJECTS

Includes IT policy, direction, and planning files and related feasibility studies and requirements documents

1001 IT POLICY AND DIRECTION FILES

1001-01 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off when superseded or withdrawn, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 01*

1001-02 Which are maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

1002 MANAGEMENT OF IT ORGANIZATIONS AND PROJECTS: IT PLANNING FILES

**Excluding** IT strategic plans, business information models, and other IT planning files that relate IT explicitly either to agency mission, goals, and objectives, or to specific business activities. Such records should be scheduled by each activity either as distinct series or together with other records relating to the same business activity

1002-01 IT long-term plans, operational plans, technological infrastructure plans, and data processing services plans

Which are: maintained by any JS/combatant command activity

*Cut off when plan is superseded or terminated, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 02*

1002-02 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 03*

*Note: See 0600 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*

1002-03 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  
Which are: maintained by any JS/combatant command activity  
*Cut off on completion of project or on completion of any scheduled review or evaluation of it, whichever is later; hold 3 years; then destroy/delete. Authority: N-1-218-00-11 item 04*

*Note: See 1014 for management files relating to individual IT applications that support specific programs or administrative functions*

1002-04 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  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off on completion or cancellation of the study, hold 5 years, then destroy/delete. Authority: GRS 16 item 9*

#### 1002-05 IT requirements documents

Consisting of: requests for support, equipment, systems, software, etc., such as CSRD or like documents  
Which are: maintained by the Joint Staff/combatant command as the official record copy  
*Destroy/delete when superseded or obsolete. Authority: N-1-218-00-11 item 05*

1002-06 Technical support requirements documents used for planning IT support and programming resources to fulfill legal and policy requirements

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: N-1-218-00-11 item 06*

1002-07 Which are: maintained by any other activity for reference (non-record)  
*Destroy/delete when no longer needed*

#### 1003-1013 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

*Note: See 1014 for management files relating to individual IT applications that support specific programs or administrative functions*

#### 1003 IT RESOURCES REQUIREMENTS RECORDS

1003-01 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  
Which are: maintained by any JS/combatant command activity  
*Cut off when the requirement no longer exists or when a new requirements analysis is undertaken, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 07*

1003-02 Cases where the final decision is not to implement recommendations

Which are: maintained by any JS/combatant command activity  
*Cut off when final decision on recommendations is made, hold 1 year, then destroy/delete. Authority: N-1-218-00-11 item 08*

#### 1004 IT PROCUREMENT FILES

1004-01 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 July 3, 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

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off on final payment, hold 6 years 3 months, then destroy/delete. GRS 3 item 3a(1)(a)*

1004-02 Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off on final payment, hold 3 years, then destroy/delete. GRS 3 item 3a(1)(b)*

1004-03 Which are maintained by other activities for reference (non-record)

*Destroy/delete when no longer needed*

#### 1005 IMPLEMENTATION FILES

1005-01 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

Which are: maintained by any JS/combatant command activity

*Cut off on completion of project, hold for 1 year after expiration of all warranties, then destroy/delete. Authority: N-1-218-00-11 item 09*

1005-02 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

Which are: maintained by any JS/combatant command activity

*Cut off on final decision to reject the subject system or component, hold 1 year, then destroy/delete. Authority: N-1-218-00-11 item 10*

1005-03 Files for systems or components that are accepted or accredited

Which are: maintained by any JS/combatant command activity

*Cut off on termination or replacement of the system, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 11*

#### 1006 COMPLIANCE/MEASUREMENT RECORDS

1006-01 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 5 years, then destroy/delete. Authority: N-1-218-00-11 item 12*

#### 1007 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

*Note: See GRS 8 for records of stores or plant accounting and GRS 4 for records of property disposal*

1007-01 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 13*

1008 IT ASSET AND CONFIGURATION MANAGEMENT FILES

1008-01 Records identifying or inventorying IT assets, equipment control systems, inventories of network circuits, and building or circuitry diagrams

Which are: maintained by any JS/combatant command activity

*Cut off when subject assets are terminated, removed, or destroyed; hold 1 year, then destroy/delete. Authority: N-1-218-00-11 item 14*

1008-02 IT hardware maintenance records used to track specific equipment items (by serial number) for maintenance as required by applicable policy

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 2 years, then destroy/delete. Authority: N-1-218-00-11 item 15*

1008-03 IT software maintenance records used to track software packages maintenance as required by applicable policy

Which are: maintained by any JS/combatant command activity

*Retain for life of software. Authority: N-1-218-00-11 item 16*

1008-04 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 17*

1008-05 IT maintenance procedures

Consisting of: library systems and back-up maintenance documents including disaster recovery

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: N-1-218-00-11 item 18*

1009 SYSTEMS AND DATA SECURITY

1009-01 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 19*

1009-02 User identification, profiles, authorizations, and password files

Which are: maintained by any JS/combatant command activity

*Cut off when user account is terminated or when profile or password is altered, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 20*

1009-03 Reserved for cryptographic key management files

1009-04 Security incident handling, reporting, and follow-up

Which are: maintained by any JS/combatant command activity

*Cut off on completion of all necessary follow-up to a security incident, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 21*

1009-05 Security backup records, e.g. magnetic tapes, CD-ROMs, diskettes

Consisting of: files identical to records scheduled for transfer to NARA

Which are: maintained by any JS/combatant command activity

*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. Authority: N-1-218-00-11 item 22*

1009-06 Files identical to records authorized for disposal in a NARA-approved records schedule

Which are: maintained by any JS/combatant command activity

*Destroy/delete or reuse when the identical records have been deleted, or when replaced by a subsequent security backup file. Authority: N-1-218-00-11 item 23*

#### 1010 IT OPERATIONS RECORDS

1010-01 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 1 year, then destroy/delete. Authority: N-1-218-00-11 item 24*

1010-02 Problem reports, user complaints and questions, proposals for changes, and related decision documents

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 25*

#### 1011 IT SYSTEMS, SERVICES, AND RESOURCES USAGE AND MONITORING

1011-01 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 26*

*Note: See GRS 16 item 14 for records created under OMB Circular A-123 and PL 97-255*

#### 1012 IT RESOURCES AND SERVICES FINANCIAL RECORDS

Including records outside the agency's accounting system, **excluding** records within the agency's accounting system and records necessary to support contracts

*Note: See 0600 and GRS 8 items 6-7 for records inside the agency's accounting system. Records necessary to support contracts are filed in procurement files and disposed of in accordance with 0600 and GRS 3*

1012-01 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

Which are: maintained by any JS/combatant command activity

*Cut off on supersession or termination of agreement, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 27*

1012-02 Files relating to managing third-party services including control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance

Which are: maintained by any JS/combatant command activity

*Cut off on supersession or termination of subject control measures or procedures, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 28*

1012-03 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, or, if there are outstanding issues concerning charges or payments, upon their resolution; hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 29*

### 1013 CUSTOMER SERVICE FILES

1013-01 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

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 1 year, then destroy/delete. Authority: N-1-218-00-11 item 30*

### 1014-1017 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. The 1014-1017 series applies only to separate copies of such records in files maintained solely for technical support

### 1014 APPLICATION DEVELOPMENT AND IMPLEMENTATION

1014-01 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

Which are: maintained by any JS/combatant command activity

*Cut off on termination of application or when all records supported by the application are destroyed, whichever is later, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 31*

1014-02 Installation and testing records for applications

Which are: maintained by any JS/combatant command activity

*Cut off when final decision on acceptance is made, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 32*

### 1015 TECHNICAL DOCUMENTATION, METADATA, AND SOFTWARE NECESSARY TO RETAIN, ACCESS, RETRIEVE, AND USE ELECTRONIC RECORDS

1015-01 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

Which are: maintained by any JS/combatant command activity

*Permanent. Cut off annually, hold 5 years, then retire to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: N-1-218-00-11 item 33*

1015-02 Technical documentation of data or related output records or records of action where the data or records are temporary

Which are: maintained by any JS/combatant command activity

*Cut off when all data or records in a form or format specified in the documentation are destroyed/deleted, hold 1 year, then destroy/delete. Authority: N-1-218-00-11 item 34*

1015-03 Documents defining data quality controls including source document, input, processing, and output controls

Which are: maintained by any JS/combatant command activity

*Cut off on supersession or termination of subject controls, hold 3 years, then destroy/delete. Authority: N-1-218-00-11 item 35*

1015-04 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

Which are: maintained by any JS/combatant command activity

*Cut off when no longer needed to retrieve, use, or interpret any records created by or stored in the application, hold 1 year, then destroy/delete. Authority: N-1-218-00-11 item 36*

#### 1016 TEMPORARY INPUT/OUTPUT FILES

1016-01 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

Which are: maintained by any JS/combatant command activity

*Cut off on completion and verification of the creation, update, or modification of subject records, hold 1 year, then destroy/delete. Authority: N-1-218-00-11 item 37*

1016-02 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

Which are: maintained by any JS/combatant command activity

*Cut off on delivery; hold 3 months or until verification of successful delivery and acceptance of outputs by client, whichever is earlier; then destroy/delete. Authority: N-1-218-00-11 item 38*

#### 1017 WORK FILES AND INTERMEDIATE FILES

1017-01 Work files and intermediate files created in the production or use of other electronic records for the sole purpose of enabling, supporting, or facilitating the use of the other records; for example, work files, valid transaction files, and print files

Which are: maintained by any JS/combatant command activity

*Destroy/delete on termination of the process in which the intermediate file is created or used. Authority: N-1-218-00-11 item 39*

1018 IT REPORTS

1018-01 ITMRA annual report

Consisting of: reports relating to responding to ITMRA requirements

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 7 years, then destroy/delete. Authority: GRS 16 item 11*

1018-02 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 7 years, then destroy/delete. Authority: GRS 16 item 11*

1018-03 IT correspondence file

Consisting of: correspondence, reports, and other records that relate to JS/combatant command IT activities

Which are: maintained by any JS/combatant command activity

*Cut off at end of FY, hold 7 years, then destroy/delete. Authority: GRS 16 item 11*

1019 YEAR 2000 (Y2K) PROGRAM

1019-01 Policies, procedures, and guidance relating to the establishment and operation of Y2K programs

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off on completion of program, hold 5 years, then destroy/delete. Authority: N-1-218-00-11 item 40*

1019-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to Y2K programs

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off on completion of program, hold 5 years, then destroy/delete. Authority: N-1-218-00-11 item 41*

1019-03 Files relating to operational activities and events within Y2K programs

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: N-1-218-00-11 item 42*

1019-04 Files relating to routine and administrative activities and events within Y2K programs

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: N-1-218-00-11 item 43*

1019-05 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

1020 IT OPERATIONS AND MANAGEMENT ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

1020-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule including electronic copies of such records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: copies that have no further administrative value after the recordkeeping copy is made, including copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy

*Cut off on production of recordkeeping copy; hold 6 months or until no longer needed, whichever is earlier; then destroy/delete. Authority: N-1-218-00-11 item 44*

1020-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy  
*Destroy/delete on completion of dissemination, revision, or update. Authority: N-1-218-00-11 item 45*

1100 SERIES--MEDICAL

1101 GENERAL MEDICAL ADMINISTRATION

1101-01 Directives and guides relating to the administration of medical activities

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: NI-218-00-12 item 01*

1101-02 Correspondence and memorandums relating to the administration of medical activities

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 3 years, then destroy/delete. Authority: NI-218-00-12 item 02*

1101-03 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed*

1102 PREVENTIVE MEDICINE MATTERS

1102-01 Policies, procedures, and guidance relating to preventive medicine matters

Consisting of: documents governing general health, immunization policy, anthrax tracking programs, biological and chemical defense

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-12 item 03*

1102-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to preventive medicine matters

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-12 item 04*

1102-03 Files relating to routine and administrative activities and events within preventive medicine matters

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-12 item 05*

1102-04 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

1103 MEDICAL LOGISTICS SUPPORT

1103-01 Policies, procedures, and guidance relating to medical logistics support including publications, directives, instructions, and similar documents governing medical logistics support

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-12 item 06*

1103-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to medical logistics support

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-12 item 07*

1103-03 Files relating to routine and administrative activities and events regarding medical logistics support

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-12 item 08*

1103-04 Which are: copies of all above items maintained by any activity for reference (non-record)  
*Destroy/delete when superseded or obsolete*

1104 MEDICAL DOCTRINE

1104-01 Policies, procedures, and guidance relating to medical doctrine  
Consisting of: publications, directives, instructions, and similar documents governing the formulation of medical doctrine

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-12 item 09*

1104-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to medical doctrine

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-12 item 10*

1104-03 Files relating to routine and administrative matters regarding medical doctrine

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-12 item 11*

1104-04 Which are: copies of all above items maintained by any activity for reference (non-record)  
*Destroy/delete when superseded or obsolete*

1105 MEDICAL STRATEGIC PLANS

1105-01 Records relating to the formulation of medical strategic plans  
Consisting of: correspondence, reports, directives, briefings, studies, and other related documents relating to readiness, training, and wartime requirements

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-12 item 12*

1105-02 Files relating to routine and administrative matters regarding medical strategic plans

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-12 item 13*

1105-03 Which are: copies of all above items maintained by any activity for reference (non-record)  
*Destroy/delete when superseded or obsolete*

1106 MEDICAL OPERATIONAL SUPPORT PLANNING

1106-01 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

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-12 item 14*

1106-02 Files relating to routine and administrative matters regarding medical operational support planning

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-12 item 15*

1106-03 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

1107 FORCE HEALTH PROTECTION (FHP)

1107-01 Records relating to the development of the FHP Communication Plan including correspondence, reports, directives, briefings, studies, and other documents

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off on revision, supersession, or cancellation; hold 5 years; then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-12 item 16*

1107-02 Files relating to routine and administrative matters regarding the FHP Communication Plan

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-12 item 17*

1107-03 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

1108 AEROMEDICAL EVACUATION RECORDS

1108-01 Files relating to oversight of aeromedical evacuation including correspondence, staff papers, reports, and similar documents

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 5 years, then retire by CY block to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-12 item 18*

1108-02 Files relating to operational activities and events involving aeromedical evacuation

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-12 item 19*

1108-03 Files relating to routine and administrative activities and events within aeromedical evacuation

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-12 item 20*

1108-04 Which are: copies of all above items maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete*

1109 MEDICAL EXERCISES/OPERATIONS

1109-01 Policies, procedures, and guidance relating to medical exercises and operations, e.g. MEDFLAG, JTF NOBLE ANVIL

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually on revision, hold 5 years, then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-12 item 21*

1109-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to medical exercises and operations

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 4 years, then retire to ISF. Transfer to NARA 25 years after cutoff, after declassification review. Authority: NI-218-00-12 item 22*

1109-03 Files relating to operational activities and events relating to medical exercises and operations

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off on completion of final report, hold 5 years, then destroy/delete. Authority: NI-218-00-12 item 23*

1109-04 Files relating to routine and administrative activities and events relating to medical exercises and operations

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-12 item 24*

1109-05 Which are: copies of all above items maintained by any activity for reference (non-record)  
*Destroy/delete when superseded or obsolete*

#### 1110 MEDICAL, STATISTICAL, AND RELATED REPORTS

1110-01 Medical, statistical, and related reports

Consisting of: special studies and reports that have substantive value

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 5 years, then retire by CY block to ISF. Transfer to NARA in 5-year blocks 25 years after cutoff, after declassification review. Authority: NI-218-00-12 item 25*

1110-02 Special studies and reports that have no substantive value

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, hold 5 years, then destroy/delete. Authority: NI-218-00-12 item 26*

1110-03 Which are maintained by other activities for reference (non-record)

*Destroy/delete when no longer needed*

#### 1111 MILITARY PERSONNEL HEALTH RECORDS

1111-01 Active duty/reserve military personnel health records

Which are: held by JS/combatant command activities

*Return to individual/Service and apply appropriate Service disposition schedule*

#### 1112 CIVILIAN EMPLOYEE MEDICAL RECORDS

1112-01 Civilian Employee Medical Records/Employee Medical Folder (EMF)

Consisting of: information reflecting outpatient medical care and treatment furnished to individual civilian employees

Which are: maintained by any JS/combatant command activity as the official record copy

*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*

#### 1113 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

1113-01 Family advocacy case records

Consisting of: substantiated cases and unsubstantiated-unresolved cases

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off when case review committee determination is made or when treatment ends, 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.*

*Authority: NI-218-00-12 item 27*

*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*

1113-02 Consisting of unsubstantiated cases/did not occur

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off when case review committee determination is made, hold 2 years, then destroy/delete. Authority: NI-218-00-12 item 28*

*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*

#### 1114 SUBSTANCE ABUSE RECORDS

1114-01 Substance abuse records

Consisting of: 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

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off when case is closed or when a minor child reaches 23 years of age, hold 5 years, then destroy/delete.*

*Authority: NI-218-00-12 item 29*

#### 1115 MENTAL HEALTH RECORDS

1115-01 Mental health records

Consisting of: 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)

Which are: maintained by any JS/combatant command activity as the official record copy

*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. Authority: NI-218-00-12 item 30*

#### 1116 MEDICAL ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

1116-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule, including electronic copies of such records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Which are: copies that have no further administrative value after the recordkeeping copy is made, including copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy

*Cut off on production of recordkeeping copy; hold 6 months or until no longer needed, whichever is earlier; then destroy/delete. Authority: NI-218-00-12 item 31*

1116-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete on completion of dissemination, revision, or update. Authority: NI-218-00-12 item 32*

#### 1117 MEDICAL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

1117-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.*

*Authority: NI-218-00-12 item 33*

1117-02 Which are: joint system is unscheduled

For feeder and/or joint systems, submit an SF 115 through the JSRM to NARA for disposition authority

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ENCLOSURE C

CHANGES TO DRAFT CJCSM 5760.01, VOLUME II, 1 OCTOBER 2000

This enclosure provides a detailed record of changes made to draft CJCSM 5760.01, Volume II, during the records disposition scheduling process.

a. New Disposition Authorities. All previously unscheduled items in all series were scheduled and the NARA-approved disposition authority cited at Enclosure B to this manual. Exceptions: Items 0001-09, 0034-01, and 0034-02 are still pending disposition authority; disposal of records in these categories is **not authorized**.

b. Item Number Corrections, Revisions, Deletions, and Additions. See Appendix A to this enclosure.

c. Changed Disposition Authorities.

(1) All nonrecord items were annotated as such at the end of the item description and any reference to disposition authority was removed.

(2) All records the disposition of which is governed by the authority in another item were annotated as such at the end of the disposition instruction and the disposition authority cited as "Instruction."

(3) See Appendix B for substantive changes.

d. Changed Disposition Instructions.

(1) All permanent records were annotated as such at the beginning of the disposition instruction.

(2) See Appendix C for substantive changes.

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APPENDIX A TO ENCLOSURE C

JOINT STAFF/COMBATANT COMMAND RECORDS DISPOSITION SCHEDULE:  
ITEM NUMBER CHANGES TO OCTOBER 2000 DRAFT

DRAFT #	FINAL #	SUBJECT MATTER	HOW CHANGED
<b>0000: CORPORATE JOINT STAFF AND HEADQUARTERS COMBATANT COMMAND</b>			
N/A	0022-04 thru -05	J-Directorate implementing memos	Items and item numbers added
0025-10 thru -12	0021-10 thru -12	Historical records (draft page B-11)	Corrected typographical error
0029-08		JWCA and RGS process records	Item and item number added
<b>0100: ORGANIZATION AND MANPOWER</b>			
No change			
<b>0200: PERSONNEL AND PAYROLL</b>			
0221	0221	Retirement assistance files	Item number placed in reserve; see item 0211-04 for retirement assistance files
<b>0300: INTELLIGENCE AND SECURITY</b>			
N/A	0306-03	Forms accompanying TOP SECRET documents	Item and item number added
0319-09 thru -14	0319-09 thru -15	International security	Item 0319-09 divided into two items; subsequent items renumbered
0331-01	0331-01 and -02	Intelligence/counterintelligence reports	Item 0331-01 divided into two items
<b>0400: INFORMATION AND LEGAL</b>			
0402-05 thru -06	0402-05 thru -09	Congressional correspondence	Items 0402-05 and -06 each divided into two items; subsequent items renumbered
<b>0500: OPERATIONS, PLANNING, COMMAND AND CONTROL</b>			
0505-06	0505-07	Psychological operations information	Corrected typographical error
0508-12 thru -14	0508-12 thru -15	Exercises	Item 0508-12 divided into two items; subsequent items renumbered
0509-02	0509-03	Lessons learned	Corrected typographical error
0515-13	N/A	Status of Resources and Training System (SORTS)	Item and number withdrawn from disposition schedule
0522-14	0522-12	Plant inventory file	Corrected typographical error
N/A	0527-06	US Message Text Formatting (USMTF)	Item and item number added

<b>DRAFT #</b>	<b>FINAL #</b>	<b>SUBJECT MATTER</b>	<b>HOW CHANGED</b>
<b>0600: LOGISTICS, SUPPLY, SERVICES, AND BUDGET</b>			
0613-10	0611-10	IMPAC administration	Corrected typographical error
0611-06 and -07	0611-06 and -07	Procurement files dated earlier than 3 July 1995	Items withdrawn from disposition schedule; item numbers placed in reserve
0612-01 and -02	0612-01	Contract appeals case files	Items merged; item number 0612-02 withdrawn from disposition schedule
0613-10	0611-10	International Merchants Purchase Authorization Card	Corrected typographical error
<b>0700: COMMUNICATIONS AND ELECTRONICS</b>			
0715-01 thru -02	0715-01 thru -06	Technical control functions/patch and test facilities history folder	Items 0715-01 and -02 each divided into two items; subsequent items renumbered
<b>0800: INTERNATIONAL</b>			
0811-03 and -04	0811-03 thru -06	NATO SECRET/CONFIDENTIAL/RESTRICTED documents	Item 0811-03 separated into three items; subsequent item renumbered
<b>0900: GENERAL ADMINISTRATION AND MANAGEMENT</b>			
0924-01 and -02	0924-01 thru -03	Records disposition	Item 0924-01 divided into two items; subsequent item renumbered
0927-01 thru -03	0927-01 thru -04	FOIA control	Item 0927-01 divided into two items; subsequent items renumbered
0932-01 thru -03	0932-01 thru -04	Schedules of daily activities	Item 0932-01 divided into two items; subsequent items renumbered
<b>1000: INFORMATION TECHNOLOGY PROCUREMENT, PLANNING, OPERATIONS, AND MANAGEMENT</b>			
1002-05 thru -06	1002-06 thru -07	IT planning files	Corrected typographical error
1009-04 thru -05	1002-05 thru -06	Systems and data security	Corrected typographical error
1015-01 thru -03	1015-01 thru -04	Technical documentation, metadata, and software	Item 1015-01 divided into two items; subsequent items renumbered
<b>1100: MEDICAL</b>			
No change			

APPENDIX B TO ENCLOSURE C

JOINT STAFF/COMBATANT COMMAND RECORDS DISPOSITION SCHEDULE:  
DISPOSITION AUTHORITY CHANGES FROM OCTOBER 2000 DRAFT

<b>0000: CORPORATE JOINT STAFF AND HEADQUARTERS COMBATANT COMMAND</b>									
0001-01	0005-02	0005-04	0010-01	0012-02	0017-01	0019-01	0021-08	0026-01	
0001-02	0005-03	0007-01	0012-01	0015-01	0018-01	0020-01	0024-02	thru -06	
0005-01								0031-03	
<b>0100: ORGANIZATION AND MANPOWER</b>									
0101-01	0102-01	0104-01	0104-03	0104-02	0105-04	0106-01	0109-01	0109-02	
0101-02	0103-01								
<b>0200: PERSONNEL AND PAYROLL</b>									
0207-11	0207-12	0212-02	0214-08	0223-01	0226-04	0226-10			
<b>0300: INTELLIGENCE AND SECURITY</b>									
0305-02	0305-04	0306-03	0309-02	0310-01	0311-01	0318-03	0319-01	0320-01	
0305-03	0305-08	0309-01	0309-03	0310-02	0318-02		thru -15	0321-01	
<b>0400: INFORMATION AND LEGAL</b>									
0401-01	0402-01	0402-03	0403-01	0404-01	0406-01	0406-03	0406-05	0407-01	
0401-02	0402-02	0402-04	0403-02	0404-04					
<b>0500: OPERATIONS, PLANNING, COMMAND AND CONTROL</b>									
0501-01	0503-05	0507-02	0508-03	0511-05	0513-09	0517-07	0525-01	0529-01	
0502-01	0504-01	0507-03	0508-05	0512-01	0516-01	thru -09	0527-01	0539-01	
0502-04	0505-01	0507-05	thru -12	0513-01	0516-03	0522-04	0527-03		
0503-04	0507-01	0508-01		0513-04					
<b>0600: LOGISTICS, SUPPLY, SERVICES, AND BUDGET</b>									
0606-01	0606-02	0610-01	0610-02	0610-03	0611-10				
<b>0700: COMMUNICATIONS AND ELECTRONICS</b>									
0703-02	0704-02	0705-01	0712-03	0712-05	0713-01	0713-05	0713-08		
0704-01	0704-03	0712-01	0712-04	0712-07	0713-02	0713-06			
<b>0800: INTERNATIONAL</b>									
0801-01	0802-02	0803-01	0805-01	0806-01	0807-01	0807-02	0811-01	0811-03	
0801-02	0802-03	0804-01							
<b>0900: GENERAL ADMINISTRATION AND MANAGEMENT</b>									
0901-04	0909-01	0912-02	0916-01	0921-01	0932-01	0933-03	0944-07	0945-02	
0904-03	0910-01	0913-04	0917-01	0922-01	0933-01	0934-01	0944-08	0945-04	
0905-02	0911-01	0915-01	0917-03	0923-02	0933-02	0936-03	0944-11	0945-05	
0908-01	0912-01	0915-02	0918-01						
<b>1000: INFORMATION TECHNOLOGY PROCUREMENT, PLANNING, OPERATIONS, AND MANAGEMENT</b>									
1002-06									
<b>1100: MEDICAL</b>									
None									

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APPENDIX C TO ENCLOSURE C

JOINT STAFF/COMBATANT COMMAND RECORDS DISPOSITION SCHEDULE:  
DISPOSITION INSTRUCTION CHANGES FROM OCTOBER 2000 DRAFT

<b>0000: CORPORATE JOINT STAFF AND HEADQUARTERS COMBATANT COMMAND</b>								
0001-09	0018-04	0021-10	0021-11	0027-03	0034-01	0034-02	0035-10	0035-11
0011-02	0019-01							
<b>0100: ORGANIZATION AND MANPOWER</b>								
No change								
<b>0200: PERSONNEL AND PAYROLL</b>								
0214-02	0224-01	0231-01	0231-02	231-05	231-06	0237-01		
<b>0300: INTELLIGENCE AND SECURITY</b>								
0305-05	0305-03	0314-04	0315-01	0317-02	0319-09	0319-10	0331-02	0333-01
0305-07	06-0209		0317-01					
<b>0400: INFORMATION AND LEGAL</b>								
0406-02	0409-06	0414-01						
<b>0500: OPERATIONS, PLANNING, COMMAND AND CONTROL</b>								
0505-03	0505-06	0507-07	0509-02	0513-01	0534-06			
<b>0600: LOGISTICS, SUPPLY, SERVICES, AND BUDGET</b>								
0601-02	0602-02	0603-02	0605-02	0610-01	0611-02	0612-01	0614-02	0617-02
<b>0700: COMMUNICATIONS AND ELECTRONICS</b>								
0711-01	0713-03							
<b>0800: INTERNATIONAL</b>								
0801-01	0802-02	0803-01	0805-01	0806-01	0807-01	0807-02	0811-01	0811-03
0801-02	0802-03	0804-01						
<b>0900: GENERAL ADMINISTRATION AND MANAGEMENT</b>								
0901-04	0909-01	0912-02	0916-01	0921-01	0932-01	0933-03	0944-07	0945-02
0904-03	0910-01	0913-04	0917-01	0922-01	0933-01	0934-01	0944-08	0945-04
0905-02	0911-01	0915-01	0917-03	0923-02	0933-02	0936-03	0944-11	0945-05
0908-01	0912-01	0915-02	0918-01	0930-01				
<b>1000: INFORMATION TECHNOLOGY PROCUREMENT, PLANNING, OPERATIONS, AND MANAGEMENT</b>								
1015-01								
<b>1100: MEDICAL</b>								
1108-01								

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## GLOSSARY

### A

AAP	Affirmative Action Plan
AC	Atlantic Council
ACP	Allied Communications Publication
AD	Actions Division (SJS)
AIS	Automated Information System
APORTS	Aerial Ports and Air Operating Bases File
ASC	Automated Digital Information Network (AUTODIN) Switching Center
ASD	Assistant Secretary of Defense
AUTODIN	Automated Digital Information Network

### C

C3S	Command, Control, Communications System
C3SPED	C3S Performance Evaluation Database
C3SPPDB	C3S Planning and Programming Database
CABS	Comptroller's Automated Budget System
CAWSS	Crisis Action Weather Support System
CFR	Code of Federal Regulations
CJCS	Chairman, Joint Chiefs of Staff
CJCSI	CJCS Instruction
CJCSM	CJCS Manual
CJCSN	CJCS Notice
CM	CJCS Memorandum
CNVFL	Service Facility-JS Facility Category Code Conversion
COM	Computer Output Microform
COMSEC	Communications Security
CONPLAN	Contingency Plan
CRD	Capstone Requirements Document
CSOD	Command Systems Operations Division (JS J-3)
CSRD	Communications System Requirements Document
CSRS	Civil Service Retirement System
CY	Calendar Year

**D**

DD Form	Department of Defense Form
DEFCON	Defense Readiness Condition
DEP	Displaced Employee Program
DIA	Defense Intelligence Agency
DISA	Defense Information Systems Agency
DJRP	Decision Joint Requirements Package
DJS	Director, Joint Staff (adjective only)
DJSM	DJS Memorandum
DoD	Department of Defense
DOS	Department of State

**E**

e.g.	for example
EEO	Equal Employment Opportunity
EFS	Electronic Filing System
ELSET	Element Set
EMAS	Exercise Message Analysis System
ESI	Extremely Sensitive Information
ESS	Environment Support System
EVAC	Evacuation File

**F**

FAR	Federal Acquisition Regulation
FERS	Federal Employee Retirement System
FFW	Foreign Free World File
FHP	Force Health Protection
FOIA	Freedom of Information Act
FORDIS	Foreign Disclosure Information System
FORDTIS	Foreign Disclosure and Technology Information File
FPCS	Focal Point Communications System
FY	Fiscal Year

**G**

G/FO	General/Flag Officer
GAO	General Accounting Office
GCCS	Global Command and Control System
GCCS/ WWMCCS	Global Command and Control System/World-Wide Military Command and Control System
GRS	General Records Schedule

GWC Global Weather Center (Air Force)  
GWESS GCCS/WWMCCS Environment Support System Database

**H**

HRCONA Historical Reconnaissance Information System Mission File

**I**

i.e. that is  
ICAO International Civil Aviation Organization  
IDA Institute for Defense Analysis  
IG Inspector General  
IGIW Indices General Industrial Worth  
IMD Information Management Division (SJS)  
IMPAC International Merchants Purchase Authorization Card  
INFOCON Information Condition  
IRM Information Resource Management  
ISF Inactive Storage Facility  
IT Information Technology  
ITMRA Information Technology Management Reform Act  
IC Intelligence Community

**J**

J-#A Joint Staff Directorate Administrative Memorandum  
J-#DM Joint Staff Directorate Director's Memorandum  
J-#I Joint Staff Directorate Instruction  
J-#M Joint Staff Directorate Manual  
J-#N Joint Staff Directorate Notice  
J-#SM Joint Staff Directorate Secretary's Memorandum  
JAI Joint Administrative Instruction  
JANAP Joint Army-Navy-Air Force Publication  
JCS Joint Chiefs of Staff (adjective only)  
JCSM JCS Memorandum  
JDA Joint Deployment Agency  
JDC Joint Deployment Community  
JDS Joint Deployment System  
JINTACCS Joint Interoperability of Tactical Command and Control System  
JISR Joint Information Search and Retrieval Database  
JMP Joint Manpower Program  
JMTG Joint Military Terminology Group  
JOD Joint Operations Division (Joint Staff J-3)  
JOPES Joint Operations Planning and Execution System

JOPS	Joint Operations Planning System
JRC	Joint Reconnaissance Center
JRIS	Joint Reconnaissance Information System
JROC	Joint Requirements Oversight Council
JS	Joint Staff (adjective only)
JSI	JS Instruction
JSM	JS Manual
JSN	JS Notice
JSOA	Joint Special Operations Agency
JSPS	Joint Strategic Planning System
JSSSO	JS Support Services Office
JSTPS	Joint Strategic Target Planning Staff
JT ADMIN PUB	Joint Administrative Publication
JT PUB	Joint Publication (also JP)
JWCA	Joint Warfighting Capabilities Assessment

**L**

LOCAL	Local Air Weather Routine
LOD	Line of Duty

**M**

MAPIS	Manpower Personnel Information
MCEB	Military Communications Electronics Board
MCJCS	Memorandum Issued in the Name of the Chairman, Joint Chiefs of Staff (Pre-1989)
MCM	Memorandum Issued in the Name of the Chairman, Joint Chiefs of Staff (Post-1989)
Milsec	Military Secretariat
MJCS	Memorandum Issued in the Name of the Joint Chiefs of Staff (Pre-1989)
MIS1-MIS-2	Miscellaneous Bulletin File
MNS	Mission Need Statement
MOP	Memorandum of Policy (Discontinued)
MSGIN	Message In File
MSGOUT	Message Out File

**N**

NARA	National Archives and Records Administration
NATO	North Atlantic Treaty Organization
NDA	Nondisclosure Agreement
NDPC	National Military Information Disclosure Policy Committee
NIAM	National Intelligence Analytical Memorandum

NIDS	National Military Command System Information and Display System
NIE	National Intelligence Estimate
NMCC	National Military Command Center
NMCS	National Military Command System
NOTE	Notice Bulletin File
NPDS	NMCS Processing and Display System
NPRC	National Personnel Records Center
NSC	National Security Council
NTB	National Target Base

**O**

OB	Order of Battle
OBS	Observation File
OPF	Official Personnel Folder
OPLAN	Operations Plan
OPM	Office of Personnel Management
OPR	Office of Primary Responsibility
ORD	Operational Requirements Document
OSD	Office of the Secretary of Defense
OSHA	Occupational Safety and Health Administration

**P**

PAIS	Physical Access Information System File
PIF	Plant Inventory File
PBS	Programming and Budget System
PIPS	Plans Integration Partitioning System
PL	Public Law
POM	Program Objective Memorandum
PORTS	Ports Characteristics Files
PPBS	Planning, Programming, and Budgeting System
PRP	Personnel Reliability Program

**R**

R&A	Research and Archiving Branch (IMD, SJS)
RCONA	Reconnaissance Information System Mission File
RGS	Requirements Generation System
RHA	Records Holding Area
RISOP	Red Integrated Strategic Offensive Plan
ROD	Reconnaissance Operations Division (JS J-3)
ROE	Rules of Engagement
RTRKA	Reconnaissance Information System Track File

**S**

SAP	Special Access Program
SATCOM	Satellite Communications
SCHEDOUT	GCCS/WWMCCS Site Scheduled Outage Database
SCI	Secret Compartmentalized Information
SDTA	Strategic Defense and Threat Assessment Database
SEA	Sea-State Bulletin File
SECDEF	Secretary of Defense
SES	Senior Executive Service
SIDAC	Single Integrated Damage Analysis Capability Model
SIOP	Single Integrated Operational Plan
SRUF	Surf Bulletin File
SURF	Station List File
SJS	Secretary to the Joint Staff
SM	SJS Memorandum
SMIS	Supply Management Information System
SNIE	Special National Intelligence Estimate
SOD	Special Operations Division (JS J-3)
SOP	Standing (or Standard) Operating Procedure
SPECAT	Special Category
SRF	Summary Reference File
SSO	Special Security Office(r)
ST	Scientific and Technical
SW01-SW08	Staff Weather Officer Bulletin File
SWS	Strategic Weapons System

**T**

TEP	Technical Evaluation Program
TER1-TER2	Time-Enroute Bulletin File
THREATCON	Threat Conditions
TIP	Tracking and Impact Prediction
TUCHA	Type Unit Characteristics File
TUDET	Type Unit Equipment Detail File

**U**

UCMJ	Uniform Code of Military Justice
UMD	Unit Manning Document
USC	United States Code
USMTF	United States Message Text Formatting
USNORTHCOM	United States Northern Command
USSAN	United States Security Authority for NATO Affairs
USSTRATCOM	United States Strategic Command
UTM-GEO	Universal Transverse Mercator-Geo Conversion (UTM-GEO)
UW	Unconventional Warfare

**V**

VCJCS Vice Chairman, Joint Chiefs of Staff (adjective only)  
VDJS Vice Director, Joint Staff (adjective only)  
VIMS Visitor Information Subsystem

**W**

W/WPOP World-Wide Population Projection Files  
WGI Within Grade Increase  
WHS Washington Headquarters Service  
WND1-WND3 Wind Bulletin File  
WSEG Weapons Systems Evaluation Group  
WTRK Proposed Reconnaissance Information System Track File  
WWMCCS World-Wide Military Command and Control System

**Y**

Y2K Year 2000

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