

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-218-00-010

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/5/2021.

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

item 61, Electronic systems at combatant command that serve as a feeder system to the joint systems where feeder system data is transferred to the joint system.

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-218-10-005 supersedes items 1- 58. Note there is no item 28.

DAA-GRS-2016-0016-0002 supersedes item 59.

DAA-GRS 2017-0003- 0001 supersedes item 60.

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-218.00.10
1. FROM (Agency or establishment) Department of Defense		DATE RECEIVED	11-29-99
2. MAJOR SUBDIVISION Joint Staff, Joint Secretariat		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Information Management Division, Rec Mgmt & Auto Spt Br.		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Sterling S. Smith, Jr. Joint Staff Records Manager	5. TELEPHONE (703) 697-6906	DATE	ARCHIVIST OF THE UNITED STATES
		1-1-02	<i>John W. Carl</i>

**6. AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 22 Nov 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sterling S. Smith, Jr.</i>	TITLE Chief, Records Mgmt & Automation Spt Br Records Administrator
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>RECORDS OF THE JOINT STAFF AND CINC HEADQUARTERS</u> This records disposition authority request covers the records of the Joint Staff and the combatant commanders - 0900 series, General Administration and Management Records. The attached will be incorporated into the comprehensive disposition schedule in the new Joint Staff and CINC Records Management Manual- Volume II- Disposition Schedule, CJCSM 5760.02. These disposition authorities will not be implemented until 1 January 2001.</p> <p><u>SERIES</u>    <u>TITLE</u> 0900        General Administration and Management Records.</p> <p><i>cc Agency, NR, NWCS, NWMWA</i> RMAS/900/930/CINC/MASTER2/115-0000.FIL</p>		

1 October 2000

## 0900 SERIES--GENERAL ADMINISTRATION AND MANAGEMENT

0901 GENERAL OFFICE ADMINISTRATION~~0901-01 Internal administration/housekeeping~~~~Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists~~~~In general, these records relate 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. Documentation relating to assigned functional or program responsibilities are covered in the disposition instructions pertaining to that function or program~~~~Which are: maintained by any JS/combatant command activity~~~~Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: GRS 23 item001~~

GRS

## 0901-02 Duty reports/duty rosters

Information prepared by duty officer of the day or by personnel on charge of quarters duty. Documents used to record routine duties performed by employees, plus special duties performed on a rotating basis. Included are daily activity reports and related information

Which are: maintained by any JS/combatant command activity.

(1) *Cut off when superseded, hold 6 months, then destroy/delete when no longer needed for reference.*

## 0901-03 Office personnel registers

Information used to account for office personnel and to control office visitors. Included are registers showing personnel arrival, departure, leave, and temporary duty travel. Does not include official personnel registers used to prepare input to automated personnel system

Which are: maintained by any JS/combatant command activity.

(2) *Cut off when superseded, hold 6 months, then destroy/delete when no longer needed for reference.*

## 0901-04 Additional duty designations/delegations of authority

Documents relating to the assignment of additional duties, delegation of authority, etc.

Which are: maintained by any JS/combatant command activity.

(3) *Destroy/delete when rescinded or superseded. Authority: NI-218-86-1, item 146*0902 INSTRUCTIONS (OPERATING INSTRUCTIONS (OIs) - STANDING OPERATING PROCEDURES (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

(4) *Cut off when superseded or incorporated into a permanent publication, hold 2 years, then retire to inactive storage facility. Destroy/delete when 10 years old. Authority: NC1-218-84-1 item 470*~~0902-02 Which are: maintained by any JS/combatant command activity for reference (nonrecord)  
Destroy/delete when superseded or no longer needed for reference.~~

NON RECORD

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 JS/combatant command, DoD, and other Government agencies or private organizations

Which are: not record copies and maintained by any activity for general reference.

*Destroy/delete when superseded, obsolete, or no longer needed for reference.*

NON RECORD

0904 TERMINOLOGY AND DICTIONARY

1 October 2000

0904-01 DoD Dictionary of Military and Associated Terms (Joint Pub 1-02) is published to ensure uniformity in the application and use of terms and definitions throughout DoD  
Which are: maintained by JS as the official record copy  
Disposition in accordance with Joint Pubs 0014-01. Authority: NCI-218-84-1 item 479

Previously approved

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 JS as the official record copy  
Destroy/delete 2 years after approved terminology incorporated into Joint Pub 1.02. Authority: NCI-218-84-1 item 480

Previously approved

0904-03 JS Terminology Master Index consisting of a compilation of the history of military terms  
Which are: maintained by JS as the official record copy  
Permanent. Retain until no longer needed then transfer to RHA. Hold for 25 years, then transfer to NARA after declassification review. Authority: NI-218-86-1 item 127

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0904-04 Which are: maintained by any JS/combatant command activity for reference (nonrecord)  
Destroy/delete when no longer needed for reference.

0905 READING AND TRANSITORY FILES

0905-01 Transitory Files. 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  
Destroy/delete 3 months after monthly cutoff, or when purpose has been served, whichever is ~~sooner~~. Authority: GRS 23 item 7

GRS

later  
Ok. per S. Smith e-mail  
3-8-02

0905-02 Reading files. Consisting of: duplicate copies of incoming and outgoing correspondence  
Which are: maintained by any JS/combatant command activity  
Destroy/delete when 1 year old unless needed longer for reference, earlier destruction is authorized. Authority: NCI-218-84-1, item 484.

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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 or sooner if no longer needed. Authority: GRS 23, item 009

GRS

ok per S. Smith e-mail 3-8-02

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

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PERMANENT Transfer to NARA with the related permanent records. Authority: per S. Smith e-mail 3-8-02

0907 SUSPENSE FILES

0907-01 Suspense cards, forms, sheets, etc., maintained to track actions  
Which are: maintained by any JS/combatant command activity  
Destroy/delete on the date under which suspended if all actions have been cleared and reference is no longer required. Authority: GRS 23 item 006.

GRS

1 October 2000

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

*Destroy/delete 6 months after final action on project report or 3 years after completion of report if no final action is taken. Working papers of potential long-term historical value should be offered to JS/combatant command historical offices for review. Authority: NC1-218-84-1 item 485*

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 that are used to inform principals on the substantive aspect of a subject

These documents provide concise but thorough information on a subject. Background papers are more in the nature of a study and used for a variety of purposes and occasions

Which are: maintained by any JS/combatant command activity

*Destroy/delete upon termination of event, briefing, or meeting if not filed in related subject files. Authority: NC1-218-84-1 item 486*

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 that are provided to a principal with good knowledge of a subject and are used by the principal as a memory aid in an oral discussion

Which are: maintained by any JS/combatant command activity

*Destroy/delete upon termination of event, briefing, or meeting if not filed in related subject files. Authority: NC1-218-84-1 item 487*

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

Documents that are 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

*Destroy/delete upon termination of event, briefing, or meeting if not filed in related subject files. Authority: NC1-218-84-1 item 488*

Note: These papers are often filed in case files or other functional files as documentation of the action they address.

0911-02 Information papers

Documents that are used to convey information for the reader's use in preparing for a meeting or briefing

Note: These papers are often filed in case files or other functional files as documentation of the action they address

Which are: maintained by any JS/combatant command activity (*non record*)

*Destroy/delete upon termination of event, briefing, or meeting if not filed in related subject files. Authority: NONRECORD*

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/PAPERS

0912-01 Publications used to provide unclassified official and unofficial information of an advisory, informative, or directive nature to the Directorates of the JS/combatant command

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

*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: NC1-218-84-1 item 493*

1 October 2000

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

(13) *Destroy/delete 3 months after publication in the bulletin. Authority: NCI-218-84-1 item 494*

~~0912-03 Which are: maintained by any JS/combatant command activity (nonrecord)~~

*nonrecord*

~~*Destroy/delete when no longer needed for reference. Authority: NCI-218-84-1 item 495*~~

#### 0913 JS/COMBATANT COMMAND FORMS MANAGEMENT PROGRAM

0913-01 One record copy of each form created by JS/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

*Destroy/delete 5 years after related form is discontinued, superseded, or cancelled. Authority: GRS 16 item 3a,*

*GRS*

0913-02 Working papers, background materials, requisitions, specifications, processing data, and control records

Which are: maintained by JS/combatant command activity

*Destroy/delete when related form is discontinued, superseded, or discontinued, superseded, or cancelled. Authority: GRS 16 item 3b*

*GRS*

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 cancelled. Authority: GRS 16 item 3b*

*GRS*

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

(14) *Destroy/delete when no longer needed for reference. Authority: NI-218-86-1 item 129*

#### 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 separately from the official records of an office in clearly designated files

*May be removed by an individual upon departure from the JS/combatant command. Authority: NCI-218-84-1 item 489*

*Instruction*

Note: Any material, regardless of how categorized by the users, that addresses the conduct of official business is an official record of the JS/combatant command and is subject to disposition under Federal law and the provisions of this schedule. See paragraph 12 of this CJSCM 5760.01 for examples of material that are prohibited from removal from the JS/combatant command

0914-02 Chairman's/CINC's personal papers

*NONRECORD*

Unclassified CJCS/CINC's personal and private correspondence, to include copies of speeches, statements, and testimonies. (Speeches, statements, and testimonies will be filed in both the official files and personal files)

Which are: maintained by the OCJCS/combatant command as part of the Chairman's/CINC's personal files and considered non-official

*Retain in OCJCS/combatant command until completion of CJCS/CINC tour of duty, then dispose of at the discretion of CJCS/CINC. 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

1 October 2000

Which are: maintained by any JS/combatant command activity

(15) Destroy/delete 2 years after date of final report. Authority: ERD 225, NI-218-86-1 item 130

0915-02 Terminated audits or surveys

Which are: maintained by any JS/combatant command activity

(16) Destroy/delete 3 months after date of termination notice. Authority: ERD 226, NI-218-86-1 item 131

~~0915-03 Which are: maintained by other JS/combatant command activities for reference (nonrecord) NONRECORD~~  
Destroy/delete when no longer needed for reference.

#### 0916 ACTION OFFICER CASE FILES

0916-01 Copies of JS/combatant command taskings, documents, decision notices, flimsies, JS/combatant command papers/actions, transmittal/coordination sheet, corrigendums, notes to holders, etc.

Also includes copies of inputs from contributing agencies or individuals and any other correspondence related to ongoing and completed actions

Which are: used for periodic review by action officers as cross-reference to the record copy for continuing policy guidance and background information. May duplicate some records maintained in the official files, is filed in the action division, and maintained by the action officer

(17) Review annually, purging extraneous papers and duplicate copies. Those background materials pertaining to official actions will be incorporated into the official JS/combatant command case file. Other materials may be destroyed/deleted when no longer needed for continuing guidance or reference. Exception: NATO documents no longer needed for reference will be disposed of in accordance with appropriate 0801 category number and USSAN 1-69. Authority: NI-218-86-1 item 128

0916-02 Which are maintained by Action Officers at combatant commands.

(18) Review annually, purging extraneous papers and duplicate copies. Those background materials pertaining to official actions will be incorporated into the combatant command official case file. Other materials may be destroyed/deleted when no longer needed for continuing guidance or reference.

#### 0917 STUDIES

0917-01 Studies, analyses, and summaries

Special detailed analyses, cost studies, and summaries covering all subject areas that serve as an index to the economical use of resources and which 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

(19) Permanent. Cut off at completion of study, hold 5 years, then transfer by CY block to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1 item 504

~~0917-02 Which are: maintained by any JS/combatant command activity for reference (nonrecord) NONRECORD~~  
Destroy/delete when no longer needed for reference.

0917-03 Routine, periodic analyses and studies

Which are: maintained by any JS/combatant command activity

(20) Destroy/delete when obsolete or no longer needed. Authority: NCI-218-84-1 item 506

#### 0918 AGREEMENTS

0918-01 Documents relating to agreements between elements of the JS/combatant command, between the JS/combatant command and Military Services or Federal agencies or between JS/combatant command and other non-Federal organizations or agencies, but not with foreign countries e.g. base host tenant agreement, interservice support agreements, inter agency support agreements, Memorandum's of Agreement (MOAs)

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

(21) Destroy/delete 5 years after agreement is superseded, cancelled, or terminated. Authority: NCI-218-84-1 item 507

1 October 2000

0918-02 Which are: maintained by any JS/combatant command activity for reference purposes (nonrecord)  
~~Destroy/delete when superseded, obsolete, or no longer needed for reference.~~

NONRECORD

0919 REPORTS CONTROL

0919-01 Case files on reports created, cancelled or superseded, and containing evidence of their existence and/or discontinuance

These files relate to reports for which there are formal requirements; they apply to files accumulated in the course of administrative control of the reports and NOT to the reports themselves

Which are: maintained by any JS/combatant command activity

~~Destroy/delete 2 years after the report is discontinued. Authority: GRS 16-item 6~~

GRS

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 when project is completed, hold 1 year, then destroy/delete. Authority: GRS 16 item 5~~

GRS

0921 ORIENTATION AND BRIEFING FILES

0921-01 Documents used: (1) In orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. (2) 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-218-86-1 item 133~~

0922 STAFF VISITS

0922-01 Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies

This description is not applicable to visits made in connection with a specific process or case that should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visit, trip reports, recommendations, and other directly related documents

Which are: maintained by any JS/combatant command activity

~~Destroy/delete 3 years after completion of next comparable visit or on completion of related study. Authority: NC1-218-84-1 item 520~~

See 0404-05 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 at end of CY, hold 6 years, then destroy/delete. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference. Authority: GRS 16 item 7~~

GRS

ok per S. Smith e-mail  
3-5-02

0923-02 Which are: maintained by any other JS/combatant command activities

~~Cut off annually at end of CY, hold 2 years, then destroy/delete. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference. Authority: NI-218-86-1 item 135~~

0924 RECORDS DISPOSITION

Descriptive inventories, disposal authorizations, schedules, and reports

1 October 2000

0924-01 Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt, and related documentation  
Which are: maintained by any JS/combatant command activity as the official record copy  
Destroy/delete when related records are destroyed, or when no longer needed for administrative or reference purposes. Authority: GRS 16 item 2a

0924-02 Extra copies and routine correspondence and memorandums  
Which are: maintained by any JS/combatant command activity  
Destroy/delete when no longer needed for reference. Authority: GRS 16 item 2b

S. Smith e-mail  
3-8-02. Items to be  
revised to reflect  
current GRS

0925 FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Files created in response to requests for information under the FOIA consisting of the original request, a copy of the reply thereto, and all related supporting files that may include official file copy of requested record or copy thereof  
Which are: maintained by any JS/combatant command activity consisting of: correspondence and supporting documents excluding the official file copy of the records requested if filed herein

GRS

0925-01 Granting access to all the requested records  
Which are: maintained by any JS/combatant command activity  
Destroy/delete 2 years after date of reply. Authority: GRS 14 item ~~16a(1)~~ 11a(1)

0925-02 Responding to requesters who provide inadequate description; and to those who fail to pay agency reproduction fees, which are not appealed  
Which are: maintained by any JS/combatant command activity  
Destroy/delete 2 years after date of reply. Authority: GRS 14 item ~~16a(2)~~ 11a(2)(a)

0925-03 Denying access to all or part of the records requested and request not appealed  
Which are: maintained by any JS/combatant command activity  
Destroy/delete 6 years after date of reply. Authority: GRS 14 item ~~16a(3)~~ 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 ~~16b~~ 11b

0925-05 Reference or information copies of FOIA requests  
Which are: maintained by other activities (nonrecord)  
Destroy/delete when no longer needed for reference. NON RECORDED

0926 FOIA APPEAL

Files created in responding to administrative appeals under the FOIA for release of information denied by the JS/combatant command, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof

GRS

0926-01 Correspondence and supporting documents (excluding the official file copy of the records under appeal if filed herein)  
Which are: maintained by any JS/combatant command activity as the official record copy  
Destroy/delete 6 years after final determination or 3 years after final adjudication by courts, whichever is later.  
Authority: GRS 14 item ~~17a~~ 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 JS/combatant command disposition instructions for the related records, or with the related FOIA requests, whichever is later. Authority: GRS 14 item ~~17b~~ 12b

0926-03 Reference or information copies of FOIA appeal request

1 October 2000

Which are: maintained by any JS/combatant command activity (nonrecord)  
Destroy/delete when no longer needed for reference.

NONRECORD

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

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

Destroy/delete 6 years after final action or after final adjudication by courts, whichever is later. Register or Listing—destroy/delete 6 years after date of last entry. Authority: GRS 14 item 18a, b 13a, b

0927-02 Freedom of information electronic data bases providing a means of retrieving information on requests to DoD submitted under provisions of the Freedom of Information Act Executive Order 12958  
Which are: maintained and managed by JS/combatant command

Data updated as required. Destroy/delete when no longer needed for current operation. Authority: ~~NI 218-89 1 item 29~~ <sup>previously approved</sup>

NI-218-89-2  
per S. Smith e-mail  
3-8-02

0927-03 FOIA reports

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

Destroy/delete after 2 years. Authority: GRS 14 item 14

GRS

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)

Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof

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

Dispose of in accordance with the approved JS/combatant command disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later.

Authority: GRS 14 item 27

GRS

0928-02 Which are: maintained by other JS/combatant command activities for reference (nonrecord)

Destroy/delete when no longer needed for reference.

NONRECORD

0929 PRIVACY ACT REPORT

0929-01 Recurring reports and one-time information requirements relating to agency implementation, including reports to OSD and the Privacy Act Board

Also includes reports at agency level

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

Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: GRS 14 item 29b

GRS

0929-02 Which are: maintained by other JS/combatant command activities for reference (nonrecord)

Destroy/delete when no longer needed for action or reference.

NONRECORD

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

Destroy/delete when 2 years old, or sooner if no longer needed for administrative use. Authority: GRS 14 item 30

GRS

0931 DECLASSIFICATION

1 October 2000

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

(25) Which are: maintained by JS/combatant command as the official record copy  
 Cut off when revised, superceded, or cancelled, hold 5 years, then destroy/delete. Authority:

~~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 purposes only (nonrecord)  
 Destroy/delete when no longer needed for reference.~~

NO RECORD

0931-03 JS/combatant command listings of papers that have been reviewed and declassified

(26) Which are: maintained by JS/combatant command as the official record copy  
 Destroy/delete when superseded. Authority: NI-218-86-1 item 068

~~0931-04 Which are: maintained by JS/combatant command activities for reference (nonrecord)~~

~~Destroy/delete when no longer needed for reference.~~

NO RECORD

### 0932 SCHEDULES OF DAILY ACTIVITIES

0932-01 Calendars, appointment books, schedules, log, 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

Note: Material determined to be "personal records" are not covered by this item

Which are: records containing substantive information relating to the official activities of a high-level official—CJCS/CINC only—and the substance of which has not been incorporated into memorandums, reports, correspondence, or other records included in the official files

(27) Permanent. Cut off at expiration of CJCS/CINC tour, hold 2 years, then transfer to NARA after declassification review. Nonpermanent records may be destroyed by NARA during archival processing. Authority: NI-218-86-1, ITEM 140.

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: records containing substantive information relating to official activities, the substance of which has not been incorporated into official files and are maintained by directorate heads and heads of separate offices in the JS and combatant command~~

~~Destroy/delete when 2 years old. Authority: GRS-23 item 5a~~

GRS

~~0932-03 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~~

GRS

### 0933 INTERNAL CONTROL PROGRAM

0933-01 Vulnerability assessments record pertaining to internal control or elimination of waste, fraud, and abuse of resources

(29) Which are: maintained by the JS/combatant command as the official record copy  
 Cut off annually at end of FY, hold 5 years then destroy/delete when no longer needed for reference. Authority: NI-218-89-1 item 018

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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 assessment and reviews

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

(30) *Cut off annually, hold 5 years, then destroy/delete when no longer needed for reference. Authority: NI-218-89-1 item 019*

0933-03 Internal control annual statement of assurance consisting of the annual statement of assurance of the JS/combatant command compliance to the SecDef, the semiannual statistical summary of the JS IMC program, summary of internal control taskings, 5-year management control plan, and miscellaneous correspondence within the JS/combatant command concerning implementation and monitoring of internal control programs

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

(31) *Permanent. Cut off annually, hold 5 years, then retire to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority: NI-218-89-1 item 020*

0933-04 Internal control management documents maintained in reference libraries throughout the JS/combatant command, to include hard copy, microfilm, and documents in electronic form

Which are: maintained by other JS/combatant command activities for reference (nonrecord)

NONRECORD

*Destroy/delete when no longer needed for reference.*

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

(32) *Destroy/delete 3 years after completion of next comparable plan or when no longer needed, whichever is later. Authority:*

#### 0934 INSPECTOR GENERAL 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 combatant command and other joint activities by the Inspector General (IG) and special inspection teams as directed by OSD and JS/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 JS as the official record copy

(33) *Permanent. JS - Cut off annually at end of CY; after 7 years transfer by CY block to the JS RHA. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1 item 500*

0934-02 Which are: maintained by combatant command as the official record copy

Combatant command - Cut off annually at end of CY; after 7 years transfer by CY block to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority:

*per S Smith e-mail 3-8-02*

0934-03 Files containing information or allegations that are of an investigative nature but do not relate to a specific investigation

They include 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 Inspector General investigations

Which are: maintained by any JS/combatant command activity

(35) *Destroy/delete when 5 years old. Authority:*

0934-04 All other investigative case files except 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

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- (36) Place in inactive files when case is closed. Cut off inactive file at end of FY. Destroy/delete 10 years after cutoff.  
Authority:

~~0934-05 Which are: information copies maintained by other JS/combatant command activities (nonrecord)  
Destroy/delete when no longer needed for reference. Authority:~~

NONRECORDED

0935 INSPECTIONS

0935-01 Documents relating to inspecting and surveying JS/combatant command activities at all levels  
Included are command/IG, safety, equipment, and related inspections that pertain to performance of missions and functions. Excluded are security inspections

Which are: maintained by any JS/combatant command activity

- (37) Destroy/delete after three years or after the next comparable survey or inspection whichever is later. Authority:

~~0935-02 Which are: information copies maintained by other JS/combatant command activities  
Destroy/delete when no longer needed for reference. Authority: NCI-218-84-1 item 501~~

NONRECORDED

0936 STILL PHOTOGRAPHY

0936-01 Photographs of routine award ceremonies, social events, and activities not related to the mission of the JS/combatant command

Which are: maintained by any JS/combatant command activity

Destroy/delete when 1 year old or when no longer needed. Authority: GRS 21, item 1

GRS

↳ whichever is later. per S. Smith e-mail 3-8-02

0936-02 Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the JS/combatant command

Which are: maintained by any JS/combatant command activity

Destroy/delete 1 year after completion of training program. Authority: GRS 21 item 3

GRS

0936-03 Duplicate items in excess of record elements required for preservation, duplication, and reference service

- (38) Which are: maintained by any JS/combatant command activity

Destroy/delete when no longer needed. Authority: ~~GRS 21 item 4~~

0936-04 Official record photographs

Consisting of: record photographs with captions, original negatives or transparencies and captions, and related data for example official event and function-related photographs of principals

Which are: appropriate to be filed in case file

Apply disposition of appropriate related case file. (e.g. Chairman/CINC official files are maintained under 0000 series)

Instruction

- (39) 0936-05 Which are: not related to a case file  
Permanent. Cutoff annually, hold 5 years, then retire to inactive storage facility, transfer to NARA in 5-year blocks when newest record is 25 years old, after declassification review.

Note: Transfer will be in accordance with NARA requirements 36 CFR 1228.104 as described in volume 1 of CJCS manual 5760.02

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0937 GRAPHIC ARTS

0937-01 Vu-graphs

Which are: maintained by any JS/combatant command activity.

Destroy/delete 1 year after use or when no longer needed. Authority: GRS 21 item 5

GRS

0937-02 Posters

Produced by JS/combatant command documenting program activities, goals, events

Which are: produced by any JS/combatant command activity

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Permanent. Transfer 2 copies to NARA annually. Authority:

0937-03 Which are: JS/combatant command official record copies  
File in related subject file. Dispose of in accordance with subject file.

Instruction

0937-04 Routine artwork for handbills, flyers, posters, letterhead, and other graphics  
Which are: maintained by any JS/combatant command activity.  
Destroy/delete 1 year after publication or when no longer needed. Authority: GRS 21 item 6

GRS

0937-05 Which are: maintained by any JS/combatant command activity as reference copies (nonrecord)  
Destroy/delete when obsolete or no longer needed for reference, whichever is later

NONRECORD

0938 VIDEO RECORDINGS

0938-01 (945-01) Internal personnel and administrative programs that do not reflect the mission of the JS/combatant command

Which are: maintained by any JS/combatant command activity  
Destroy/delete 1 year after completion of training program. Authority: GRS 21 item 17

GRS

0938-02 (945-02) Programs acquired from outside sources for personnel and management training  
Which are: maintained by any JS/combatant command activity  
Destroy/delete 1 year after supercession, cancellation, or completion of training program. Authority: GRS 21 item 14

GRS

0938-03 (945-03) Routine scientific, medical, or engineering footage  
Which are: maintained by any JS/combatant command activity  
Destroy/delete when 2 years old or when no longer needed. Authority: GRS 21 item 19

GRS

0938-04 (945-04) Recordings that document routine meetings and award presentations  
Which are: maintained by any JS/combatant command activity  
Destroy/delete when no longer needed. Authority: GRS 21 item 20

GRS

2 yrs. old per S. Smith e-mail 3-8-02

0938-05 Official video recordings  
Consisting of: master and reference copies of video recordings  
Which are: appropriate to be filed in case file  
Apply disposition of appropriate related case file.

Instruction

0938-06 Which are: not related to a case file  
Permanent. Transfer to NARA in 5-year blocks when newest record is 25 years old, after declassification review.

Note: Transfer will be in accordance with NARA requirements 36 CFR 1228.184 as described in volume 1 of CJCS manual 5760.02

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0939 AUDIO (SOUND) RECORDING

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

GRS

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

GRS

0939-03 Official sound recordings  
Consisting of: master and reference copies  
Which are: appropriate to be filed in case file

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*Apply disposition of appropriate related case file. Instruction*

0939-04 Which are: not related to a case file

(42) *Permanent. Transfer to NARA in 5-year blocks when newest record is 25 years old, after declassification review.*

Note: Transfer will be in accordance with NARA requirements 36 CFR 1228.184 as described in volume 1 of CJCS manual 5760.02 266

#### 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. GRS*

0940-02 Routine scientific, medical, or engineering footage

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 2 years old or when no longer needed. Authority: GRS 21 item 12 GRS*

0940-03 Official motion picture film

Consisting of: master and reference copies of films

Which are: appropriate to be filed in case file

*Apply disposition of appropriate related case file. Instruction*

0940-04 Which are: not related to a case file

(43) *Permanent. Transfer to NARA in 5-year blocks when newest record is 25 years old, after declassification review.*

Note: Transfer will be in accordance with NARA requirements 36 CFR 1228.184 as described in volume 1 of CJCS manual 5760.02

#### 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

*Dispose of according to the instructions covering the related audiovisual records. Authority: GRS 21 item 29 GRS*

#### 0942 SCIENCE ADVISOR RECORDS/ACTIVITIES

0942-01 Records consisting of reports, studies, tasking orders, and similar records generated by the science advisor.

Reports are usually informal and unpublished. Records may be generated at all activities

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

(44) *Permanent. Cut off at completion of study, hold 5 years, then transfer by CY block to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority*

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

(45) *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0942-03 Which are: reference copies of all above items held by any activity (nonrecord)

*Delete/delete when superseded, obsolete, or no longer needed for reference*

NON RECORD

#### 0943 ADMINISTRATIVE ORDERS

0943-01 Permanent change of station (PCS) orders

Consisting of: duplicate copies of PCS orders

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

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(46) Destroy/delete one year after transfer of personnel.

Note: The official record copy is maintained in service files

0943-02 Temporary duty (TDY) orders

Consisting of: originals or record copies of TDY orders

Which are: maintained by any JS/combatant command activity

(47) Cut off at end of FY, destroy/delete 6 years after cutoff. Authority:

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

(48) Permanent. Cut off annually, hold 2 years, retire to inactive storage facility. Transfer to NARA when 25 years old after declassification review. Authority:

0943-04 Background material to orders

Consisting of: letter request for orders, amendments, etc., justification files on special authorizations when required by orders publishing activity

Which are: maintained by any JS/combatant command activity

(49) Destroy/delete after 1 year. Authority:

0943-05 Which are: reference copies (nonrecord)

Destroy/delete when no longer needed for reference

NON RECORDED

#### 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 at end of CY, hold 1 year, then destroy/delete. Authority: GRS 12 item 5a

GRS

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, as the official record copy or maintained by other JS/combatant command activities for mail control

Note: 303-1 or 306-1 will be used for JS Form 47

Destroy/delete when 6 months old. Authority: GRS 12 item 6f

GRS

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

Destroy/delete when 1-year old or when superseded or obsolete, whichever is applicable. Authority: GRS 12 item 6g

GRS

0944-04 Locator cards, directories, indexes, and other records relating to mail delivery to individuals/offices

Which are: maintained by any JS/combatant command activity

Destroy/delete 5 months after separation or transfer of individual, or when obsolete, whichever is applicable.

Authority: GRS 12 item 6h

GRS

0944-05 Monthly personnel locator listing

Which are: maintained by any JS/combatant command activity. (non-record)

Destroy/delete when superseded, obsolete, or no longer needed for reference.

NON RECORDED

0944-06 Distribution authorization sheet

Distribution authorization sheets for documents used to list addresses and numbers of copies to be delivered by the distribution activity

Which are: maintained by JS as the official record copy

Incorporate into official JS case files under 0001.01.

Instruction

1 October 2000

0944-07 Which are: maintained by distributing JS/combatant command activities

(50) *Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: NC1-218-84-1 item 391*

0944-08 Which are: maintained by any other JS/combatant command activity and used for tracking or suspending  
*Cut off annually at end of CY, hold 1 year, then destroy/delete, EXCEPT when used for control and accountability,*

(51) *then 303-1 or 306-1 will be used. Authority: NC1-218-86-1 item 102*

~~0944-09 Correspondence, request forms, and other records relating to changes in mailing lists~~

~~GRS Which are: maintained by any JS/combatant command activity~~

~~Destroy/delete 3 months after revision, supersession, or cancellation of mailing list. Authority: GRS 13 item 4a.~~

0944-10 Card list

~~GRS Which are: maintained by any JS/combatant command activity~~

~~Destroy/delete individual card when cancelled or revised. Authority: GRS 13 item 4b~~

0944-11 Address plates, stencils, or tapes

Which are: maintained by any JS/combatant command activity

(52) *Destroy/delete or correct individual plates, stencils, or tapes when cancelled or revised. Authority: NC1-218-84-1 item 383*

0944-12 Military postal office files consisting of requests, approvals, studies, reviews, coordination, and evaluation related to the establishment and/or dis-establishment of military postal offices

Which are: maintained by any JS/combatant command activity

(53) *Destroy/delete upon termination of the military postal office*

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 at end of CY, hold 2 years, then destroy/delete. Authority: GRS 13 item 1*~~

GRS

0945-02 Which are: maintained by other JS/combatant command activities

(54) *Cut off annually at end of CY, hold 1 year, then destroy/delete. Authority: NC1-218-84-1 item 385*

~~0945-03 Control files~~

~~Control registers pertaining to requisitions and work orders~~

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

~~*Destroy/delete 1 year after close of FY in which compiled, or 1 year after filing of register, whichever is applicable. Authority: GRS 13, item 3.*~~

GRS

0945-04 Copies of request for graphics, printing and reproduction

Which are: maintained by any JS/combatant command activity

(55) *Destroy/delete when job is completed or when purpose has been served. Authority: NC1-218-84-1 item 387*

0945-05 Files of masters (copy preps) of vugraphs, book covers, and related papers used in the production of graphics aids

Which are: maintained by any JS/combatant command activity

(56) *Review semi-annually, destroy/delete after 1 year of nonuse. Authority: NI-218-86-1 item 101*

0945-06 Publications/forms requisitions and requirements

Consisting of: forms, other records, and related correspondence used to requisition or establish requirements for publications/forms

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(57) Which are: maintained by any JS/combatant command activity  
Destroy/delete when superseded, obsolete or no longer needed. Authority:

0946 Staff Meetings and Conferences.

0946-01 Staff Meetings and Conferences (not covered else where) consisting of record copies of agenda, minutes and related correspondence of committee and boards established by higher headquarters directives and not filed with another series of records.

Which are: record copies at combatant commands headquarters.

(58) Permanent. Cut off and transfer to NARA when 25 years old, after declassification review. Authority

0946-02 Which are: ~~reference and information~~ copies held by any activity. ~~Destroy after 1 year or when no longer needed, which is sooner.~~ NONRECORD

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 that are used only to produce the recordkeeping copy

(59) Destroy/delete within 180 days after the recordkeeping copy has been produced. Authority:

0947-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

(60) Destroy/delete when dissemination, revision, or updating is completed.

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 JS

Which are: JS system is disposable

(61) Destroy/delete when data is transmitted to JS or when superseded or obsolete, whichever is later. Authority:

0948-02 Which are: JS system is permanent  
Submit SF 115 through combatant command records manger to JS for processing

Instruction

0999-01A UNIDENTIFIED FILES

Documents relating to the performance of mission activities not described in this CJCSM

Note: Use of this temporary file number requires prior approval of the JS/combatant command Records Manager  
Retain in current file area until file number is added to this CJCSM. Authority: NI-218-86-1 item 147

Instruction