INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-218-00-011

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

N1-218-10-005 supersedes items 1-43
DAA-GRS-2016-0016-0002 item 44.
DAA-GRS 2017-0003- 0001 supersedes item 45.

Date Reported: 03/05/20213/5/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NUMBER
N1. 218.00.11

DATE RECEIVED
11-29-99

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment) Department of Defense	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
2. MAJOR SUBDIVISION Joint Staff, Joint Secretariat	
3. MINOR SUBDIVISION Information Management Division, Rec Mgmt & Auto Spt Br.	

4. NAME OF PERSON WITH WHOM TO CONFER Sterling S. Smith, Jr. Joint Staff Records Manager	5. TELEPHONE (703) 697-6906	DATE 8-20-02	ARCHIVIST OF THE UNITED STATES

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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE 22 Nov 1999	SIGNATURE OF AGENCY REPRESENTATIVE Sterling S. Smith, Jr.	TITLE Chief, Records Mgmt & Automation Spt Br Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	RECORDS OF THE JOINT STAFF AND CINC HEADQUARTERS This records disposition authority request covers the records of the Joint Staff and the combatant commanders - 1000 series, Information Technology (IT) Procurement, Operations, 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. SERIES TITLE 1000 Information Technology (IT), Procurement, Operations, and Management Records.		

cc Agency, NR, NWMW

1000 SERIES--INFORMATION TECHNOLOGY (IT) PROCUREMENT, PLANNING, OPERATIONS, AND MANAGEMENT RECORDS

This annex provides disposal authorization for files that are created and maintained for the procurement, planning, operations, and management of IT and related services. 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 applies at the file level and only to files which are maintained SOLELY for the procurement, planning, operation, and management of IT and related services.

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

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

This annex does not cover all records which are used in IT operations and management. In particular,

- IT offices maintain many common administrative files covered by other disposition categories. The other disposition categories apply in IT offices as well as elsewhere.
- IT offices may maintain 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.
- IT offices may maintain unique files related to IT operations and management. Such files must be scheduled and the schedule approved by the JS and NARA.
- IT offices may maintain some records that provide essential evidence of agency mission and programs, such as IT strategic plans and Business Information Models. Such files must be scheduled and the schedule approved by the JS and NARA.

This annex applies to the records described regardless of their physical form or characteristics. They may be retained on paper, in microform, or in electronic form

MANAGEMENT OF IT ORGANIZATIONS AND PROJECTS

1001 IT POLICY AND DIRECTION FILES

1001-01 Files related to the development and issuance of policies and directives for all aspects of the management of IT and related assets and services. This item does not cover IT policies and directives maintained in other files, such as a general directives system
Which are: maintained by any JS/combatant command activity as official record copy
Cut off when superseded or withdrawn. Destroy/delete 3 years after cutoff.

1001-02 Which are maintained by any JS/combatant command activity as reference copy (nonrecord)
Destroy/delete when no longer needed for reference

132

1002 IT PLANNING FILES
This item does not cover IT strategic plans, business information models, or other IT planning files which 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 related 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 file when plan is superseded or terminated. Destroy/delete 3 years after cutoff.

(2)

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
Which are: maintained by any JS/combatant command activity
Cut off file annually. Destroy/delete 3 years after cutoff.

(3)

Note: This item applies to IT investment management records in the offices of the Chief Information Officer or other official or body charged with reviewing and approving IT investments. It does not apply to IT investment management records in program offices which propose IT investments. The records in those offices must be scheduled as program records. It does not apply to records maintained for budget, property, expenditure, or cost accounting covered in GRS 3 through 8 (See 0600 Series)

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, that are not limited to an individual IT application which supports a specific program or administrative function
Which are: maintained by any JS/combatant command activity
Cut off when project is completed. Destroy/delete 3 years after cutoff or completion of any scheduled review or evaluation of it, whichever is later.

(4)

Note: Management files related to individual IT applications which support specific program or administrative functions are covered in item 1014

~~1002-04~~ Feasibility studies conducted before the installation of any technology or equipment associated with IT systems, including word processing, copiers, micrographics, and communications . 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
Destroy/delete when the completed study is 5 years old. Authority: GRS 16 item 9

1002-05 IT requirements documents consisting of requests for support, equipment, systems, software, etc., for example CSRD or like documents
Which are: maintained by JS and combatant command as the official record copy
Destroy/delete when superceded, obsolete, or no longer needed for reference whichever is later Authority:
06

(5)

1002-~~05~~ Technical support requirement
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. Destroy/delete 5 years after cutoff. Authority: ~~NC1-218-84-1, item 531~~   per S. Smith
07   email 3-6-02

(6)

1002-~~06~~ Which are: ~~maintained by any other JS/combatant~~ command activity (nonrecord)
Destroy/delete when no longer needed for reference. Authority:

MANAGEMENT OF IT INFRASTRUCTURE AND SERVICES

Items 1003 through 1013 concern the management of IT infrastructure, such as host computers, servers, intranets, and extranets, and IT services that support a variety of applications and users. These items do not cover records related to individual applications that support specific program or administrative functions. Records related to individual applications that support specific program or administrative functions are covered in items 1014 through 1017

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. Cases where one or more recommendations for satisfying IT requirements are implemented
Which are: maintained by any JS/combatant command activity
Cut off when it is determined that the requirement no longer exists or that a new requirements analysis should be undertaken. Destroy/delete 3 years after cut off.

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. Destroy/delete 1 year after cutoff.

1004 IT PROCUREMENT FILES

1004-01 Including 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)
Which are: transactions that exceed the simplified acquisition threshold and all construction contracts exceeding $2,000 and are maintained by any JS/combatant command as official record copy
Destroy/delete 6 years and 3 months after final payment. GRS 3 item 3a(1)(a).

1004-02 Which are: transactions at or below the simplified acquisition threshold and all construction contracts at or below $2,000 and are maintained by any JS/combatant command as official record copy
Destroy/delete 3 years after final payment. GRS 3 item 3a(1)(b).

1004-03 Which are maintained by other activities for reference (nonrecord)
Destroy/delete when no longer needed.

1005 IMPLEMENTATION FILES

1005-01 Records on implementation with 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 upon completion of project, retain until all warranties expire, destroy/delete 1 year after expiration of all warranties.

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; and data and other files created to test performance; and related technical documentation
For systems or components that are not accepted or accredited
Which are: maintained by any JS/combatant command activity
Destroy/delete 1 year after final decision to reject the subject system or component.

1005-03 For systems or components that are accepted or accredited
Which are: maintained by any JS/combatant command activity

(11) *Destroy/delete 3 years after system or component is terminated or replaced.*

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. Types of files include: performance measurements and benchmarks; audits and management reviews; certifications and accreditations; quality assurance reviews and reports; reports on implementation of plans; effectiveness evaluations, and compliance reviews; data measuring or estimating impact and compliance.
Which are: maintained by any JS/combatant command activity

(12) *Destroy/delete when 5 years old unless needed longer for reference.*

Note: This item does not apply to audit files of the agency's IG

1007 IT FACILITY AND SITE MANAGEMENT FILES

This item applies only to 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. This item does not apply to records of stores or plant accounting, which are covered in GRS 8, or for records of property disposal, which are covered in GRS 4

1007-01 Files identifying IT facilities and sites; 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

(13) *Destroy/delete when 3 years old.*

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

(14) *Cut off file when the subject assets are terminated, removed, or destroyed. Destroy/delete 1 year after cutoff.*

1008-02 IT Hardware maintenance records used to track specific equipment items (by serial number) for maintenance, as required by appropriate policy
Which are: maintained by any JS/combatant command activity

(15) *Cut off annually, hold 2 years, then destroy/delete. Authority:*

1008-03 IT Software maintenance records used to track software packages maintenance as required by appropriate policy
Which are: maintained by any JS/combatant command activity

(16) *Retain for the life of the software. Authority:*

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. Including, but not limited to: data and detailed reports on implementation of systems, applications and modifications; assessments of effectiveness, application sizing, 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. 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

(17) *Cut off annually, destroy/delete 3 years after cutoff.*

1008-05 IT maintenance procedures consisting of library systems and back-up maintenance documents (to include disaster recovery)

Which are: maintained by any JS/combatant command (nonrecord) *per S.Smith 3-6-02 e-mail*

(18) *Destroy/delete when revised, superceded, obsolete, or no longer needed for reference.*

1009 SYSTEMS AND DATA SECURITY

1009-01 Documents identifying IT risks and analyzing their impact, risk measurements, and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files, and data

Which are: maintained by any JS/combatant command activity

(19) *Cut off annually, destroy/delete 3 years after cutoff.*

1009-02 User identification, profiles, authorizations, and password files

Which are: maintained by any JS/combatant command activity

(20) *Place in file when user account is terminated or when profile or password is altered. Destroy/delete inactive files when 3 years old.*

1009-03 Cryptographic key management files *(reserved)*

1009-04 Security incident handling, reporting and follow-up

Which are: maintained by any JS/combatant command activity

(21) *Cut off when all necessary follow-up to a security incident has been completed. Destroy/delete 3 years after cutoff.*

1009-05 per S.Smith e-mail 5-9-02

~~1007-04~~ Security backup records e.g. magnetic tapes, CD-ROM, diskettes

File identical to records scheduled for transfer to NARA

Which are: maintained by any JS/combatant command activity

(22) *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:*

1009-06 per S.Smith e-mail 5-9-02

~~1009-05~~ File identical to records authorized for disposal in a NARA-approved records schedule

Which are: maintained by any JS/combatant command activity

(23) *Destroy/delete or reuse when the identical records have been deleted, or when replaced by a subsequent security backup file. Authority:*

1010 IT OPERATIONS RECORDS

1010-01 Schedules: workload schedules; run reports, run requests, and other records documenting the successful completion of a run; schedules of maintenance and support activities

Which are: maintained by any JS/combatant command activity

(24) *Cut off annually, destroy/delete 1 year after cutoff.*

1010-02 Problem reports, user complaints and questions, proposals for changes, and related decision documents

Which are: maintained by any JS/combatant command activity

(25) *Destroy/delete when 3 years old.*

1011 IT SYSTEMS, SERVICES, AND RESOURCES USAGE AND MONITORING

This item does not apply to records created under procedures mandated by Office of Management and Budget (OMB) Circular A-123, Management Accountability and Control Systems, and P.L. 97-255, the Federal Manager's Financial Integrity Act. Those records are scheduled under GRS 16, item 14

1011-01 Usage and monitoring data and reports, including but not limited to: 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

Reports on operations, including summary computer usage reports, measures of benchmarks, performance indicators, and critical success factors; error and exception reporting, self-assessments, service delivery monitoring, and management reports

Which are: maintained by any JS/combatant command activity

(26) *Cut off annually, destroy/delete 3 years after cut off.*

1012 IT RESOURCES AND SERVICES FINANCIAL RECORDS

If any of these records are necessary to support contracts, copies should be filed in procurement files and disposed of in accordance with GRS 3 and/or 0600 series.

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, non-disclosure agreements

Which are: maintained by any JS/combatant command activity

(27) *Cut off when the agreement is superseded or terminated. Destroy/delete 3 years after cutoff.*

1012-02 Files related to managing third-party services: control measures for review and monitoring of contracts, procedures for determining their effectiveness and compliance

Which are: maintained by any JS/combatant command activity

(28) *Cut off when subject control measures or procedures are superseded or terminated. Destroy/delete 3 years after cutoff.*

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

(29) *Cut off annually unless there are outstanding issues concerning charges or payments. If there are outstanding issues, close file when they are resolved. Destroy/delete 3 years after cutoff.*

Note: This item only covers records that are outside of the agency's cost accounting system, which is covered in GRS 8 items 6 and 7

1013 CUSTOMER SERVICE FILES

1013-01 Records related 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 related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend analysis and reporting.

Which are: maintained by any JS/combatant command activity

(30) *Cut off annually, destroy/delete 1 year after cutoff.*

IT APPLICATIONS
This section covers records maintained only for technical support of applications which serve program or administrative functions of the agency. The agency will need to maintain many of these records – including but not limited to user requirements, system specifications, data and process models, and user guides – in order to document the programs or administrative functions which the applications serve. Such records are necessary for adequate and proper documentation of agency programs or administration, other than IT operations and management, and should be retained under schedules authorized for records of those programs or administrative activities. This GRS 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
Records created and used in determining customer needs for applications, 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 JS/combatant command

(31) *Cut off when application is terminated or when all records supported by the application are destroyed, whichever is later. Destroy/delete 3 years after cutoff.*

1014-02 Installation and testing records for applications
Which are: maintained by any JS/combatant command activity

(32) *Cut off when final decision on acceptance is made. Destroy/delete 3 years after cutoff.*

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, processing specifications for input, updating, retrieval, output, interpretation, and data conversion

(33)
PERMANENT. If data or related output records or records of action are scheduled for permanent retention, one copy of the technical documentation must be maintained as part of the permanent records
Which are: maintained by any JS/combatant command activity

(34) *Cut off when all data or records in a form or format specified in the documentation are destroyed or deleted. Destroy/delete 1 year after cutoff.*

1015-02 Documents defining data quality controls, including source document, input, processing, and output controls
Which are: maintained by any JS/combatant command activity

(35) *Cut off when subject controls are superseded or terminated. Destroy/delete 3 years after cutoff.*

1015-03 Application software: automated program listing/source code necessary to access, retrieve, use or maintain electronic records; program flowcharts, program maintenance log, change notices, and other records that document modifications to computer programs that support applications
Which are: maintained by any JS/combatant command activity

(36) *Cut off when no longer needed to retrieve, use or interpret any records created by, or stored in the application. Destroy/delete 1 year after cutoff.*

1016 TEMPORARY INPUT/OUTPUT FILES

1016-01 Input records: documents and files designed and used solely to create, update, or modify electronic records; including non-electronic documents or forms, 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; metadata or reference data, such as format, range, or domain specifications, which 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

(37) *Cut off when the creation, updating or modification of subject records is completed and verified. Destroy/delete 1 year after cutoff.*

1016-02 Output records retained by IT service and support units; including extract, summary, and aggregate data files derived from a data base in cases where it is possible to regenerate the extract, summary, or aggregate from the data base, and copies of output reports produced for clients
Which are: maintained by any JS/combatant command activity
Destroy/delete upon verification of successful delivery and acceptance of outputs by client, or 3 months after delivery, whichever is sooner.

(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 when the process in which the intermediate file is created or used is terminated.

(39)

1018 IT REPORTS

1018-01 ITMRA annual report
Reports relating to responding to ITMRA requirements
Which are: maintained by any JS/combatant command activity as the official record copy
Destroy/delete when 7 years old. Authority: GRS 16 item 11

1018-02 Information resource management (IRM) Triennial Review File
Reports required by the General Services Administration concerning reviews of IRM practices. Includes 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
Destroy/delete when 7 years old. Authority: GRS 16 item 11

1018-03 IT correspondence file
Correspondence, reports, and other records that relate to the JS/combatant command IT activities
Which are: maintained by any JS/combatant command activity
Cut off annually 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 program
Which are: maintained by any JS/combatant command activity as the official record copy
Cut off after completion of program, destroy/delete 5 years after cutoff unless needed longer for reference. Authority:

(40)

1019-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to Y2K program
Which are: maintained by any JS/combatant command activity as the official record copy
Cut off after completion of program, destroy/delete 5 years after cutoff unless needed longer for reference. Authority:

(41)

1019-03 Files relating to operational activities and events within Y2K program
Which are: maintained by any JS/combatant command activity as the official record copy
Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

(42)

1019-04 Files relating to routine and administrative activities and events within Y2K program
Which are: maintained by any JS/combatant command activity as the official record copy
Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

(43)

1019-05 Which are: reference copies of all above items held by any activity   NoN RECORD per S.Smith
Delete/delete when superseded, obsolete, or no longer needed for reference   telecon 10-1-01

1020 IT OPERATIONS AND MANAGEMENT ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

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 such records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1020-01 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

(44) *Destroy/delete within 180 days after the recordkeeping copy has been produced.*

1020-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

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