

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK																									
		JOB NO	N1-218-86-1																								
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	6-02-86																								
1 FROM (Agency or establishment)		NOTIFICATION TO AGENCY																									
Organization of the Joint Chief of Staff		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required																									
2 MAJOR SUBDIVISION																											
3 MINOR SUBDIVISION																											
4 NAME OF PERSON WITH WHOM TO CONFER		5 TELEPHONE EXT	DATE																								
Mr Sterling S. Smith, Jr.		697-6906	11/28/86																								
6 CERTIFICATE OF AGENCY REPRESENTATIVE		ARCHIVIST OF THE UNITED STATES <i>James S. Banks</i>																									
<p>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 39 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.</p> <p>A GAO concurrence <input type="checkbox"/> is attached, or <input checked="" type="checkbox"/> is unnecessary</p>																											
B DATE		C. SIGNATURE OF AGENCY REPRESENTATIVE																									
2 Jun 1986		<i>Mr. Sterling S. Smith, Jr.</i>																									
D TITLE		Chief, Records Management Section																									
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)																										
	9 GRS OR SUPERSEDED JOB CITATION																										
	10 ACTION TAKEN (NARS USE ONLY)																										
<p>RECORDS OF THE JOINT CHIEFS OF STAFF</p> <p>This request for records disposition authority covers the records of the Joint Chiefs of Staff. Records in this request accessioned by the National Archives and Records Administration are subject to the provisions of the MEMORANDUM OF UNDERSTANDING between the Organization of the Joint Chiefs of Staff and the National Archives signed by the Secretary, Joint Chiefs of Staff and the Archivist of the United States on 7 and 30 June 1978, respectively, as revised in MOU signed 31 August and 27 September 1982, by the Secretary JCS and the Archivist of the United States. The attached disposition schedule, undated, change 1 to JAI 5760.2E, contains the following series:</p> <table border="1"> <thead> <tr> <th>SERIES</th> <th>TITLE</th> </tr> </thead> <tbody> <tr> <td>001-022 000</td> <td>JCS AND OJCS RECORDS</td> </tr> <tr> <td>023-025 100</td> <td>ORGANIZATION AND MANPOWER</td> </tr> <tr> <td>026-046 200</td> <td>PERSONNEL</td> </tr> <tr> <td>047-062 300</td> <td>INTELLIGENCE AND SECURITY</td> </tr> <tr> <td>063-068 400</td> <td>INFORMATION AND LEGAL</td> </tr> <tr> <td>069-093 500</td> <td>OPERATIONS, PLANNING, COMMAND AND CONTROL</td> </tr> <tr> <td>094-108 600</td> <td>LOGISTICS, SUPPLY, SERVICES, AND BUDGET</td> </tr> <tr> <td>109-118 700</td> <td>COMMUNICATIONS AND ELECTRONICS</td> </tr> <tr> <td>119-125 800</td> <td>INTERNATIONAL</td> </tr> <tr> <td>126-147 900</td> <td>GENERAL ADMINISTRATION AND MANAGEMENT</td> </tr> <tr> <td>148-184 1000</td> <td>MACHINE-READABLE RECORDS</td> </tr> </tbody> </table>				SERIES	TITLE	001-022 000	JCS AND OJCS RECORDS	023-025 100	ORGANIZATION AND MANPOWER	026-046 200	PERSONNEL	047-062 300	INTELLIGENCE AND SECURITY	063-068 400	INFORMATION AND LEGAL	069-093 500	OPERATIONS, PLANNING, COMMAND AND CONTROL	094-108 600	LOGISTICS, SUPPLY, SERVICES, AND BUDGET	109-118 700	COMMUNICATIONS AND ELECTRONICS	119-125 800	INTERNATIONAL	126-147 900	GENERAL ADMINISTRATION AND MANAGEMENT	148-184 1000	MACHINE-READABLE RECORDS
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<p>NOTE: Unchanged disposition authorities listed in N1-218-84-1 are still current and remain in effect as written.</p> <p><i>86 items</i></p>																											

000 SERIES - JCS AND OJCS RECORDS

<u>CATEGORY</u>	<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	*001	<u>Official JCS Case Files and JCS Reports</u>	
	*001-1	Official JCS Case File. JCS serially numbered case files consisting of the permanent record copy of: 1) all JCS serially numbered JCS Reports published by the Secretary, JCS which bear a JCS Serial Number (JCS 1234/567) and are printed on green paper, with all related background papers; 2) CMs, JCSMs, MJCSSs, DJSMS, SMs, JCS MOPs, JCS Pubs, JCS SEND msgs, with related background papers, - directorate memos, cover page of JCS Draft Report, etc; 3) various supporting/independent documents from OJCS directorates/agencies, DOD and other government agencies, CINC, subordinate commanders, etc; i.e., war plans manpower documents. NOTE: Because there may be an official case file which is not covered by a JCS Report, some official case files will not contain a JCS report.	Cut off (COFF) annually at end of calendar year (CY), after 7 years transfer by CY block to the OJCS Records Holding Area (RHA) located at Fort Ritchie, MD. When 20 years old transfer entire CY block to NARA as permanent records after declassification review.** (NCL-218-84-1, items 1)
	* (001A)	<u>JCS REPORTS ONLY:</u>	<u>(CHANGE)</u>
	001-2	WHICH ARE: the duplicate set of records retained for re-location and reconstitution purposes at R&R Section, OJCS, Fort Ritchie, MD.	COFF annually at end of CY, after 5 years destroy by CY block, retaining microfilmed copies for R&R purposes. (NCL-218-84-1, item 2)
	*001-4 (002)	WHICH ARE: held at all other activities within the OJCS and retained as extra or reference copies. (These documents are considered duplicate, extra copies, therefore, non-record copies.)	COFF annually at end of cy, hold 2 years then destroy unless needed for reference then destroy when no longer needed. (NCL-218-84-1, item 4)
	*001-8 (003)	WHICH ARE: held in SJCS in suspense file until action is completed.	<u>(CHANGE)</u> Return to Subregistry for file. <u>(NEW ITEM)</u>

**Declassification Branch, Doc Div, JSEC, will review all documents prior to transfer to NARA for formal accessioning.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*002	<u>JCS DRAFT REPORT</u>	<u>(CHANGE)</u>
*002-1 (004)	A working paper drafted in the JCS Report format at the Planner level, of a joint action prepared by an OJCS Directorate/Agency and circulated to other directorates or agencies and the Services for the formal coordination. WHICH ARE: maintained by Rec Br, Doc Div, JSEC.	Cover page will be retained and filed with the Rec Br copy of the JCS report for disposition in accordance with 001-1. All other pages of the draft report will be destroyed upon publication and receipt of the JCS report. (NCl-218-84-1, item 8)
*002-4 * *(005) * * * * * *	Weekly Summary of Draft Reports. Summary of JCS draft reports submitted to Joint Staff and Services for comments and/or concurrence. WHICH ARE: maintained by any OJCS activity as the official OJCS record copy or reference copy.	Destroy when no longer needed for reference.
*003	<u>CHAIRMAN'S/DIRECTOR'S FLIMSYIES</u>	<u>(NEW ITEM)</u>
*003-1 *(006) * * * *	Chairman's (CJCS) Flimsy (CF) or Director's Flimsy (DF) recommending a change to a JCS Report. WHICH ARE: incorporated into the JCS report, agenda pack or declined by the JCS.	Record copy to Rec Br for incorporation into official JCS case file for disposition in accordance with 001-1. Destroy all other copies after action is taken. (NCl-218-84-1, items 11, 12, & 13)
009-2 (007) * * * * * *	WHICH ARE: held at all other activities within the OJCS and retained as extra or reference copies.	After 2 years destroy unless needed for continuing guidance or reference, then destroy when no longer needed. NOTE: Background materials maintained by directorates will be provided to Rec Br for incorporation into the official case file for disposition in accordance with 001-1. (NCl-218-84-1, item 34)
		<u>(CHANGE)</u>

<u>CATEGORY</u>	<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	*010-7	WHICH ARE: maintained for relocation and reconstitution purposes at R&R Section, OJCS, Fort Ritchie, MD.	COFF annually at end of CY after 5 years destroy by CY block. <u>(NEW ITEM)</u>
011		<u>DIRECTOR, JOINT STAFF RECORDS</u>	
011-1	(008)	Miscellaneous correspondence, messages, and other records received by the Director, Joint Staff. WHICH ARE: maintained by ODJS in files grouped by originator.	COFF monthly, hold for 6 months, then transfer in monthly blocks to Rec Br. Papers relating to official JCS case files and DJSM master files will be incorporated therein for disposition in accordance with 001-1/010-1. All other documents will remain in the monthly files by originator and will be destroyed when 1 year old. (NCl-218-84-1, item 44) <u>(CHANGE)</u>
012		<u>SECRETARY, JOINT CHIEFS OF STAFF MEMORANDUMS (SMs)</u>	
*012-8	(010)	WHICH ARE: the duplicate set of records retained for relocation and reconstitution purposes at R&R Section, OJCS, Fort Ritchie, MD.	COFF annually at end of CY, after 5 years destroy by CY block. <u>(NEW ITEM)</u>
013		<u>JCS MEMORANDUMS OF POLICY (JCS MOPs)</u>	
013-2	(011)	WHICH ARE: the duplicate set of records retained for relocation and reconstitution purposes at the R&R Section, Ft Ritchie, MD.	Retain until superseded or cancelled, hold for 5 years then destroy. (NCl-218-84-1, item 54) <u>(CHANGE)</u>
*014-5	(012)	Not used - Deleted	(NCl-218-84-1, item 62) <u>(DELETION)</u>

<u>CATEGORY</u>	<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	021	<u>JCS HISTORIES</u>	
*021-1		Calendar year histories prepared by the CINCs and Joint Activities on the missions, functions, operations, and activities of the command or agency. Forwarded to JCS in compliance with JCS directives. WHICH ARE: maintained by Rec Br as the official JCS record copy.	After incorporation into the official JCS case files, disposition is in accordance with 001-1. (NCl-218-84-1, item 85) <u>(CHANGE)</u>
*021-3		Histories prepared by the Historical Division, JSEC, on the history of the Joint Chiefs of Staff, the OJCS, and other special activities. WHICH ARE: maintained by Rec Br as the official JCS record copy.	After incorporation into the official JCS case files, disposition is in accordance with 001-1. (NCl-218-84-1, item 87) <u>(CHANGE)</u>
*022	022	<u>DIRECTORATES NUMBERED MEMORANDUMS (J-#Ms/J-#DMs)</u>	<u>(CHANGE)</u>
(022)	022-1	Memorandums of the Directorates issued by the Director or authorized representative in discharging chartered responsibilities. They may be on letter-head stationery or OJCS summary sheet (JCS Form 9 - within OJCS only) and may range in subject matter from that of highly sensitive to routine administrative. They are serially numbered, beginning with number one during each CY. Example: J-3M 1-80. WHICH ARE: maintained by the Military Secretary as the official OJCS record copy.	COFF annually at end of CY, after 2 years transfer by CY block to the WNRC. When 10 years old, destroy by CY block. <u>NOTE:</u> Background materials directly related to a JCS paper will be provided to Rec Br for incorporation into the official case file for disposition in accordance with 001-1. (NCl-218-84-1, item 94)

<u>CATEGORY</u>	<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*023 (016)		<u>DIRECTORATE SECRETARY MEMORANDUM (J-#SMs)</u>	<u>(CHANGE)</u>
023-1		Memorandums issued by directorates and signed by the Military Secretaries. They are used to coordinate and process actions under MOPs 132, 133, and 158. They are serially numbered beginning with number one during each CY. Example: J-#SM-1-80. WHICH ARE: maintained by the Military Secretary as the official OJCS record copy.	COFF annually at end of CY, after 2 years transfer by CY block to the WNRC. When 10 years old destroy by CY block. <u>NOTE:</u> Background materials directly related to a JCS paper will be provided to Rec Br for incorporation into the official case file for disposition in accordance with 001-1. (NCL-218-84-1, item 99)
*024 (017)		<u>DIRECTORATE INSTRUCTIONS/NOTICES (J-#Is)</u>	<u>(CHANGE)</u>
024-1		Publications for use solely within a directorate, consisting of: edited manuscript, 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,	Destroy 2 years after superseded or rescinded. (GRS 16, item 2a) (NCL-218-84-1, item 101)

<u>CATEGORY</u>	<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*025		<u>JCS NUMBERED JOINT ACTION DIRECTIVES</u>	
*025-1		Action/Standing Directives - consisting of serially numbered documents published in accordance with JAI 5711.6 and are used for assigning action within agencies and requesting coordination/collaboration externally. Directives are printed on blue paper (blue bullet) - Service coordination - and yellow paper (yellow bullet) - OJCS agency coordination/collaboration only. The serial numbers are determined by the method which the action was initiated - By JCS Report - J-5 2054/100/D; by other than JCS Report - J-1 MP 1-83/D. WHICH ARE: maintained by any OJCS activity.	COFF when action is completed superseded, obsolete, cancelled or when purpose has been served. Hold 1 year, then destroy. Earlier destruction is authorized
			<u>(NEW ITEM)</u>
*026		<u>DIVISION AND BELOW NUMBERED MEMORANDUMS (DIV-#M/DMS)</u>	
*026-1		Memorandums issued by divisions to coordinate and process actions in response to internal taskings. They are serially numbered beginning with one during each CY. Example: LRDM-1-84. WHICH ARE: maintained in the master record file as the official records copy (MILSEC or DIV).	COFF annually at end of CY, hold 2 years then destroy. NOTE: Background materials directly related to a JCS paper will be provided to Rec Br for incorporation into the official case file for disposition in accordance with 001-1.
			<u>(NEW ITEM)</u>
*026-2		WHICH ARE: maintained by any OJCS activity as reference.	Destroy when no longer needed for reference.
			<u>(NEW ITEM)</u>
*027		<u>JCS REGRADING MEMO</u>	
*027-1		Regrading memorandums issued by OJCS to authorize the downgrading of classified JCS Report to UNCLASSIFIED. WHICH ARE: maintained by Declassification branch as the official records JCS records copy.	COFF annually at end of cy, hold 5 years, then destroy.
			<u>(NEW ITEM)</u>
*027-2		WHICH ARE: maintained by any OJCS activity as reference.	Destroy after regrading action has been completed.
			<u>(NEW ITEM)</u>

100 SERIES - ORGANIZATION AND MANPOWER

<u>CATEGORY</u>	<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	*107	<u>JOINT MANPOWER PROGRAM (JMP)</u>	
	*107-1	Documentation reflecting an activity's mission, function, organization, current and projected manpower needs, and when applicable, its required mobilization augmentation. A recommended joint manpower program also identifies and justifies any changes proposed by the commander/director of a joint activity for the next five fiscal years.	Incorporate into the official JCS case file for disposition in accordance with 001-1.
		* WHICH ARE: maintained by Rec Br as the official JCS record copy.	<u>(NEW ITEM)</u>
	*107-2	WHICH ARE: maintained by the Manpower Management Br, J-1 for staffing and approval.	COFF annually at the end of FY or CY, hold 5 years, then destroy if no longer needed for reference.
		* (024)	<u>(NEW ITEM)</u>
	*107-3	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when superseded or no longer needed for reference.
		(025)	<u>(NEW ITEM)</u>

200 SERIES - PERSONNEL

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
201	<u>PERSONNEL CORRESPONDENCE/SUBJECT</u>	
*201-3 * *(026) *	Personnel policy and precedent case files. WHICH ARE: maintained by any OJCS activity.	Review annually at the end of CY, destroy when obsolete for use as policy guidance or precedent reference. <u>(NEW ITEM)</u>
*206 (027)	Not used - Deleted	(NCL-218-84-1, item 130) <u>(DELETION)</u>
207	<u>APPEALS</u>	
*207-1 * *(028)	Case files relating to classification appeals. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy.	Destroy when obsolete for use as policy guidance or precedent reference. (GRS 1, item 7d) (NCL-218-84-1, item 131)
	NOTE: JCS information copy only - Personnel record copies maintained by OSD/Personnel.	<u>(CHANGE/DEVIATION FROM GRS)</u>
210	<u>EMPLOYMENT APPLICATIONS</u>	
210-1 * * *(029) *	Continuously open announcements employment applications. WHICH ARE: maintained by Civ Per Br, J-1 as the official OJCS records copy.	Destroy after 60 days of receipt if no selection is made. (NCL-218-84-1, item 136) <u>(CHANGE)</u>
214	<u>EQUAL EMPLOYMENT OPPORTUNITY RECORDS</u>	
*214-1 * * *(030)	Complaint Case. Duplicate case files or documents pertaining to complaints. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy.	Destroy 2 years after resolution of case. (GRS 1, item 26b) (NCL-218-84-1, item 145) <u>(CHANGE/DEVIATION FROM GRS)</u>
*214-2 (031)	Not used - Deleted	(NCL-218-84-1, item 146) <u>(DELETION)</u>

CATEGORY NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
217	<u>GRIEVANCE, APPEALS (5CFR771)</u>	
*217-1 (032)	Records originating in the review of grievance and appeals raised by OJCS employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearing, examiner's findings and recommendation, copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy.	Destroy 2 years after resolution of case. (GRS 1, item 31a) (NC1-218-84-1, item 152) NOTE: WHS retains the official record case file. <u>(CHANGE/DEVIATION FROM GRS)</u>
218	<u>ADVERSE ACTION</u>	
*218-1 (033)	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, report and decisions; reversal of action and appeal records, EXCLUDING letters of reprimand. WHICH ARE: maintained by Civ Per Br, J-1 as the official OJCS records copy.	Destroy 2 years after resolution of case. (GRS 1, item 31b) (NC1-218-84-1, item 154) NOTE: WHS retains the official record case file. <u>(CHANGE/DEVIATION FROM GRS)</u>
219	<u>LEAVE APPLICATION</u>	
219-1 *(034)	Application for leave, SF 71 or equivalent, and supporting papers relating to requests for and approval of taking leave. WHICH ARE: maintained by any OJCS activity as the official OJCS record	Destroy at the end of the applicable pay period. (GRS 2, item 8a) <u>(CHANGE)</u>

~~219-1~~
cont'd

copy and the time card has been initialed by the employee.

~~*219-2~~

WHICH ARE: maintained by any activity as the official OJCS record copy and the time card has not been initialed by the employee.

~~*219-3
(036)~~

Not used - Deleted

Destroy after GAO audit or when 3 years old, whichever is sooner.

(GRS 2, item 8b)
(CHANGE)

(NC1-218-84-1, item 158)
(DELETION)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*220	<u>PAYROLL</u> - Changed to 635	<u>(CHANGE)</u>
*220-1 (037)	Changed to 635-1	(GRS 2, item 17b) (NCL-218-84-1, item 159) <u>(CHANGE)</u>
*220-2 (038)	Changed to 635-2	(GRS 2, item 17b) (NCL-218-84-1, item 160) <u>(CHANGE)</u>
*220-3 (039)	Changed to 635-3	(NCL-218-84-1, item 161) <u>(CHANGE)</u>
223	<u>SUPERVISOR'S EMPLOYEE RECORDS</u>	
*223-1 *(040) * * *	Records of civilian employee's job history, training, personnel actions, etc that are not appropriate for the official personnel folder or are duplicates of same. WHICH ARE: maintained by supervisors.	Review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee 1 year after separation or transfer. (GRS 1, item 18a) (NCL-218-84-1, item 164 & 165) <u>(CHANGE)</u>
*223-2 * *(041)	Duplicate and non-record materials. WHICH ARE: maintained by any activity for reference.	Destroy upon transfer of the personnel, or when no longer needed for reference. <u>(NEW ITEM)</u>
*224 (042) 228	Not used - Deleted	(NCL-218-84-1, item 166) <u>(DELETION)</u>
<u>MILITARY LEAVE</u>		
*228-2 * *(043)	WHICH ARE: maintained by any OJCSS activity for reference.	Destroy upon transfer of personnel or when no longer needed for reference. <u>(NEW ITEM)</u>
229	<u>JCS IDENTIFICATION BADGE</u>	
*229-2 * (044)	WHICH ARE: maintained by any OJCS activity for reference.	Destroy when no longer needed for reference. <u>(NEW ITEM)</u>
230	<u>MILITARY AWARDS</u>	
*230-2 (045)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference. (NCL-218-84-1, item 176) <u>(CHANGE)</u>

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
232	<u>MILITARY ASSIGNMENT DOCUMENTS</u>	
*232-4		Destroy when purpose has been served or when no longer needed for reference.
* (046)		(NCL-218-84-1, item 181)
*	Miscellaneous military assignment documents, to include incoming personnel nomination packages/files. WHICH ARE: maintained by any OJCS activity.	<u>(CHANGE)</u>

300 SERIES - INTELLIGENCE AND SECURITY

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
301 301-1 (047) * * * *	<u>SECURITY POLICY</u> Records reflecting the formulation and establishment of policy, planning, and procedural developments governing security matters. WHICH ARE: maintained by Security Division, DIRM, as the official OJCS record copy or maintained by any other OJCS activity for reference.	Destroy when superseded, obsolete, or no longer needed for reference. (NCL-218-84-1, item 185) <u>(CHANGE)</u>
303 303-1 *(048)	<u>DOCUMENT RECEIPT</u> Forms reflecting the issue and receipt for classified documents. <u>SECRET AND BELOW ONLY.</u> JCS Forms 14, 26, 47, 49, 74 or any other substitute records used for this purpose. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of CY, hold 2 years, then destroy. EXCEPT when used for control and accountability. Then, (a) For Secret documents place receipt in inactive file when related document is destroyed, downgraded, declassified, or transferred from custody. COFF inactive file annually, hold 2 years, then destroy. (b) For Top Secret documents see 306-1. (GRS 18, item 3) (NCL-218-84-1, item 187) <u>(CHANGE)</u>
305 *305-6 * *(049) * *	<u>ACCESS RECORDS</u> General Access Listings WHICH ARE: maintained by the various Control Points which reflect individuals authorized to receipt for TOP SECRET documents and below.	Destroy when revised. <u>(NEW ITEM)</u>

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
309 309-3 * (050)	<u>INVENTORY REPORTS</u> Top Secret inventory and Sight- ing Reports. WHICH ARE: main- tained by document custodian.	COFF annually at end of CY, hold 5 years, then destroy. (NCl-218-84-1, item 200) <u>(CHANGE)</u>
* 309-4 * (051)	WHICH ARE: maintained by control points.	Destroy 2 years after next comparable inventory. <u>(NEW ITEM)</u>
314 314-1 * (052)	<u>SECURITY ORIENTATION AND TRAINING</u> Documentation reflecting train- ing, security orientation brief- ing/debriefing, and relevant data, to include annual security required training/reading materials. WHICH ARE: maintained by any OJCS activity.	Destroy when no longer needed for current operations. (NCl-218-84-1, item 207) <u>(CHANGE)</u>
315 * 315-2 * (053)	<u>PERSONNEL SECURITY CLEARANCE</u> WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference. <u>(NEW ITEM)</u>
316 * 316-2 * (054)	<u>PERSONNEL SECURITY ROSTERS AND JCS FORMS 8 FOR NON-OJCS PERSONNEL</u> WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference. <u>(NEW ITEM)</u>
318 * 318-3 (055)	<u>SECURITY VIOLATIONS</u> WHICH ARE: maintained by other activities for reference.	Destroy when no longer needed for reference. <u>(NEW ITEM)</u>

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
319	<u>SECURITY INSPECTIONS</u>	
319-1	Documents relating to the internal inspection of physical security, documents control and security, and other routine security type inspections, surveys and visits. WHICH ARE: maintained by Security Div, DIRM, or Documents Division, SJCS, as the official OJCS record copy.	COFF annually at end of CY, hold 4 years, then destroy. (NCl-218-84-1, item 213)) <u>(CHANGE)</u>
(056)		
*		
*		
*		
*319-2	WHICH ARE: maintainde by other OJCS activitieS.	Destroy after the next comparable survey or inspection. (NCl-218-84-1, item 214) <u>(CHANGE)</u>
(057)		
*319-3	Inspections conducted by the Directorate/Office TSCO of Top Secret accountability within divisions/offices. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of CY hold 1 year, then destroy.
*(058)		
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320	<u>INTERNATIONAL SECURITY</u>	
320-5		
(059)	Destruction certificates, receipts, registers, and disclosure records for NATO SECRET, NATO Confidential, NATO RESTRICTED and NATO UNCLASSIFIED. WHICH ARE: maintained at the Documents-Subregistry Section, Doc Div, JSEC.	Destroy 2 years after the material has been destroyed or transferred to another registry or subregistry. (NCl-218-84-1, item 219) <u>(CHANGE)</u>
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*320-7	Destruction certificates, receipts, registers, and disclosure records for: NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED and NATO UNCLASSIFIED. WHICH ARE: maintained at the division level and below.	Place in inactive file after the material has been returned to directorate control point. COFF inactive file annually at end of CY, hold 2 years, then destroy. (NCl-218-84-1, item 221) <u>(CHANGE)</u>
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<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
324	<u>SCI DOCUMENTS</u>	
*324-1 (061)	Copies of documents in SCI control channels which are not covered elsewhere in the OJCS disposition schedule. WHICH ARE: maintained by any OJCS activity.	Disposition in accordance with Intelligence Community directives for SCI documents. Ultimate disposition is that of the particular subject/case file. (NCL-218-84-1, item 234) <u>(CHANGE)</u>
*326	<u>CONTROLLED MATERIAL (SPECIAL SCI/SAR)</u>	
*326-1 *(062)	Documents in special control channels, i.e., limited distribution papers concerning special technical operations, which are not covered elsewhere in the OJCS disposition schedule. WHICH ARE: maintained by the Special Technical Operations Branch (STOB) as the official OJCS records copy.	Review annually for removal from control channels. Disposition in accordance with Intelligence Community directives for these documents. Ultimate disposition is that of the particular subject/case file. <u>(NEW ITEM)</u>

400 SERIES - INFORMATION AND LEGAL

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
402	<u>CONGRESSIONAL CORRESPONDENCE</u>	
*402-4	Congressional correspondence received or created by directorate/agency heads, including Congressional Inserts (DD Form 2136). WHICH ARE: maintained by any OJCS activity as the official OJCS records copy.	COFF when case is closed out, hold until the end of the current directorate/agency heads' tour of duty, hold 1 additional year, then destroy. <u>(NEW ITEM)</u>
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*(063)		
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*402-5	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference. <u>(NEW ITEM)</u>
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(064)		
406	<u>SPEECH AND PUBLIC RELATIONS</u>	
*406-3	WHICH ARE: maintained by directorate/agency heads.	COFF at end of the current directorate/agency heads' tour of duty, hold 1 year, then destroy. <u>(NEW ITEM)</u>
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*(065)		
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*406-4	Correspondence on acceptance or declination of speaking engagement, attendance at public affairs, seminars, conferences, etc. WHICH ARE: maintained by any OJCS activity as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy. (NCl-218-84-1, item 247) <u>(CHANGE)</u>
(066)		
*406-5	Any speeches, talks, interviews, written articles, etc. WHICH ARE: maintained by any OJCS activity for reference.	Destroy when no longer needed for reference. <u>(NEW ITEM)</u>
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*(067)		
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422	<u>DECLASSIFICATION LISTING</u>	
422-1	A numerical listing of JCS green papers which have been reviewed and declassified (computer printout). WHICH ARE: maintained by Declassification and Archival Br, Doc Div, JSEC, as the official JCS record copy.	Destroy when superseded. (NCl-218-84-1, item 274) <u>(CHANGE)</u>
(068)		
*	NOTE: Regrade Memo see 027-1 & 2.	

500 SERIES - OPERATIONS, PLANNING, COMMAND AND CONTROL

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORITY</u>	<u>ED DISPOSITION</u>
506	<u>CRISIS/INCIDENT ACTION BOOKS</u>		
*506-2 * * * (073) * * * * * *	WHICH ARE: held by J-3 or any other OJCS activity in SCI channels.		Retain JCS record copy for 30 years in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA as permanent records after declassification review. <u>(NEW ITEM)</u>
*506-3 * (074)	WHICH ARE: maintained by other OJCS activities for reference.		Destroy when superseded, obsolete, or no longer needed <u>(NEW ITEM)</u>
<u>508</u>	<u>EXERCISES</u>		
*508-1 * * (075) * * * *	JCS policies and directives related to exercises. WHICH ARE: maintained by J-3 as the official OJCS record copy.		COFF when superseded or cancelled, hold 5 years, then transfer by CY block to WNRC. When 20 years old transfer to NARA as permanent records after declassification review. (NCl-218-84-1, item 293) <u>(CHANGE)</u>
*508-2 * * (076) *	Other headquarters policies and directives related to exercise WHICH ARE: maintained by any OJCS activity.		Destroy when superseded, obsolete, or no longer needed for reference. <u>(NEW ITEM)</u>
*508-3 * * (077) * * * * *	Instruction, procedures, messages, reports, briefs, etc, pertaining to specific exercises, including NATO exercise documents. WHICH ARE: maintained by J-3 as the official OJCS record copy.		COFF annually at end of FY, destroy after 2 years or when no longer needed for reference whichever is later. EXCEPTION: Extra copies of NATO COSMIC Top Secret ATOMAL, NATO Secret ATOMAL, and NATO Confidential ATOMAL documents must be returned to Documents-Subregistry section immediately upon publication of final exercise report. (NCl-218-84-1, item 295) <u>(CHANGE)</u>
*508-4 * * (078) * * *	Recurring exercise reports including AFPC inputs, significant monthly reports, current situation book inputs, CJCS briefer inputs, etc. WHICH ARE: maintained by any OJCS activity.		Destroy when no longer needed for reference. <u>(NEW ITEM)</u>

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*508-5 * *(079) *	Exercise message traffic during the actual JCS-sponsored exercise (NICKNAME). WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF at conclusion of exercise, then destroy when no longer needed for reference after publication of final exercise report. (NCL-218-84-1, item 298) <u>(CHANGE)</u>
*508-6 * *(080) *	Schedules and developmental records of significant exercises. WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF annually at end of FY, destroy after 2 years or when no longer needed for reference, whichever is later. <u>(NEW ITEM)</u>
*508-7 * *(081) *	Schedules and developmental records of JCS directed and JCS coordinated exercises. WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF annually at end of FY, destroy after 2 years or when no longer needed for reference, whichever is later. <u>(NEW ITEM)</u>
*508-8 * *(082) *	Significant Military Exercise Briefs (SMEBs). WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF annually at end of FY, hold 2 years, then destroy. <u>(NEW ITEM)</u>
*508-9 * *(083) *	Annual Joint Exercise Scheduling Conference records. WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF annually at end of FY, hold 3 years, then destroy. <u>(NEW ITEM)</u>
*508-10 * *(084) *	General exercise message traffic and miscellaneous exercise correspondence. WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF annually at end of FY, hold 4 years, then destroy. <u>(NEW ITEM)</u>
*508-11 * *(085) *	Documents pertaining to Test and Evaluation, Gaming and Simulation, and special analyses. WHICH ARE: maintained by J-3 as the official OJCS record copy.	Destroy when superseded, obsolete, or no longer needed for reference. <u>(NEW ITEM)</u>
*508-12 * *(086) *	Exercise evaluation reports, including NATO exercise reports WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF annually at end of FY during which exercise reports were published, hold for 5 years, then transfer by FY block to WNRC. When 20 years old transfer to NARA as permanent records after declassification review. EXCEPTION: Extra copies of NATO COSMIC Top Secret ATOMAL, NATO Secret ATOMAL, and NATO Confidential ATOMAL documents must be returned to Documents-subregistry immediately after

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*508-12 *cont'd * * *		publication of final exercise reports. For other NATO documents COFF at end of FY during which exercise reports were published, hold 5 years then destroy. (NCL-218-84-1, item 299) <u>(CHANGE)</u>
*508-13 *(087) * * * * * * *	Exercise correspondence, messages, schedules, reports, briefings, instructions, etc, that are retained as extra or reference copies. WHICH ARE: maintained by any OJCS activity.	Destroy when no longer needed for reference. EXCEPTION: Extra copies of NATO COSMIC Top Secret ATOMAL, NATO Secret ATOMAL, and NATO Confidential ATOMAL documents must be returned to Documents-Subregistry section per 800 series. (NCL-218-84-1, item 294, 296, 297, and 300) <u>(CHANGE)</u>
511	<u>OPERATIONS PLANS (OPLAN/CONPLAN)</u>	
*511-3 *(088) * *	CONCPLANS/OPLANS, JCS/CINC and. subordinate CONPLANS/OPLANS forwarded to OJCS for information only. WHICH ARE: maintained by any OJCS activity.	COFF when superseded or cancelled, hold 2 years, then destroy. (NCL-218-84-1, items 307 and 309) <u>(CHANGE)</u>
*511-5 (089)	Not used - Deleted	(NCL-218-84-1, item 309) <u>(DELETION)</u>
517	<u>WAR GAMES</u>	
517-3 *(090)	Other RISOP and SIOP/RISOP related material. WHICH ARE: maintained by any OJCS activity	Destroy when no longer needed for reference. (NCL-218-84-1, item 320) <u>(CHANGE)</u>
*517-4 * *(091) * * *	Catalog of War Gaming and Military Simulation Models and bi-annual evaluation reports. WHICH ARE: maintained by JAD/TSD as the official OJCS record copy.	COFF when superseded, hold 2 years, then transfer to RM&R Br with related background material for incorporation into the official case file for disposition IAW 001-1. <u>(NEW ITEM)</u>
*517-5 * *(092) *	War gaming catalog revision and war gaming quarterly report, WHICH ARE: maintained by JAD/TSD as the OJCS official records copy.	COFF annually at end of CY, hold 1 year, then transfer to RM&R Br for incorporation into the official case file for disposition IAW 001-1. <u>(NEW ITEM)</u>
*517-6 * *(093)	Miscellaneous wargaming files and related materials. WHICH ARE: maintained by any OJCS activity for general reference.	Destroy when no longer needed for reference. <u>(NEW ITEM)</u>

600 SERIES - LOGISTICS, SUPPLY, SERVICES, AND BUDGET

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
609	<u>SPACE MANAGEMENT</u>	
*609-2 (094)	Records supporting and copies of reports submitted to GSA regarding space occupied, both inside and outside the National Capitol Region.	COFF annually at end of FY, hold 2 years, then destroy. (GRS 11, item 2b(1)) <u>(CHANGE)</u>
*609-3 (095)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of FY, hold 1 year, then destroy. (GRS 11, item 2b(2)) <u>(CHANGE)</u>
610	<u>DIRECTORY SERVICE</u>	
610-1 (096)	Correspondence, forms and other records relating to the compilation of directory service listings. WHICH ARE: maintained by SMB, J-1, as the official OJCS record copy.	Destroy 2 months after issuance of listing. (GRS 11, item 3) <u>(CHANGE)</u>
*610-3 * *(097) * *	Home/Office locator master file. WHICH ARE: maintained by SMB, J-1, as the official OJCS record copy or any other activity for reference purpose..	Destroy when superseded, or no longer needed for reference. <u>(NEW ITEM)</u>
611	<u>CREDENTIALS</u>	
611-1 *(098)	Parking permits. WHICH ARE: issued by Services Div, DIRM, and maintained by any OJCS activity.	Destroy credentials 3 months after return to issuing office. (GRS 11, item 4a) <u>(CHANGE)</u>
615	<u>COURIER RECEIPT</u>	
*615-2 * (099)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference. <u>(NEW ITEM)</u>

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
616	<u>MAIL AND DELIVERY SERVICE CONTROL</u>	
616-2 (100)	Records of and receipts for mail and packages received through the Official Mail and Messenger Service. WHICH ARE: maintained by Services Div, DIRM, as the official OJCS record copy or maintained by other OJCS activities for mail control. NOTE: 303-1 or 306-1 will be used for JCS Forms 47.	Destroy when 6 months old. (GRS 12, item 6f) <u>(CHANGE)</u>
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618	<u>GRAPHICS, PRINTING, REPRODUCTION, OFFICE COPIER, AND DISTRIBUTION MANAGEMENT</u>	
618-5 (101)	Files of masters (copy preps) of vugraphs, book covers and allied papers used in the production of graphics aids. WHICH ARE: maintained by any OJCS activity.	Review semi-annually, destroy after 1 year of non-use. (NCL-218-84-1, item 388) <u>(CHANGE)</u>
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620	<u>DISTRIBUTION AUTHORIZATION SHEET</u>	
*620-3 * *(102)	WHICH ARE: maintained by any other OJCS activity and used for tracking/suspending.	COFF annually at end of CY, hold 1 year, then destroy. EXCEPT when used for control and accountability, then 303-1 or 306-1 will be used. <u>(NEW ITEM)</u>
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624	<u>BUDGET REPORTS</u>	
*624-5 * *(103)	Budget reports on the status of exercise appropriation accounts and appropriation. WHICH ARE: prepared and maintained by J-3 as the official OJCS records copy.	COFF annually at end of FY, hold 5 years, then destroy. <u>(NEW ITEM)</u>
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*634	<u>PROGRAM OBJECTIVE MEMORANDUM</u>	
*634-1 * *(104)	Justification documentation and submission documents for the Program Objective Memorandum (POM) WHICH ARE: maintained by J-3 as the J-3 record copy.	COFF on submission of budget, hold 2 years, then destroy. NOTE: The permanent record of the official OJCS POM is published as a DJSM with disposition IAW 010-1. <u>(NEW ITEM)</u>
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<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*634-2 *(105)	WHICH ARE: Maintained by other OJCS activities for reference.	Destroy when no longer needed for reference. (NEW ITEM)
*635	<u>PAYROLL</u>	
*635-1 *(106)	Bi-weekly cost reports. WHICH ARE: maintained by OJCS Comptroller, DIRM, as the official OJCS record copy.	COFF annually at end of CY, hold 3 years, then destroy. (GRS 2, item 17b) (NCL-218-84-1, item 159) (CHANGE)
*635-2 *(107)	Overtime reports and related documents. WHICH ARE: maintained by OJCS Comptroller, DIRM, as the official OJCS record copy.	COFF annually at end of FY, hold 3 years, then destroy. (GRS 2, item 17b) (NCL-218-84-1, item 160) (CHANGE)
*635-3 *(108)	Overtime reports and related documents. WHICH ARE: maintained by other OJCS activities	COFF annually at end of FY, hold 3 years, then destroy. (NCL-218-84-1, item 161) (CHANGE)

700 SERIES - COMMUNICATIONS AND ELECTRONICS

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
707	<u>MESSAGES (OUTGOING)</u>	
707-2 (116)	Outgoing electrical messages prepared by the OJCS element. WHICH ARE: comeback copies received in the originating office and filed in mission/subject files, includidng those held in SSO facilities.	Disposition is that of the particular mission/subject file. (NC1-218-84-1, items 441 and 445) <u>(CHANGE)</u>
*707-4 (117)	Not used - Deleted	(NC1-218-84-1, item 443) <u>(DELETION)</u>
*707-6 (118)	Not used - Deleted	(NC1-218-84-1, item 445) <u>(DELETION)</u>

800 SERIES - INTERNATIONAL

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
801-2 *(119) *	COSMIC Top Secret, COSMIC Top Secret ATOMAL, NATO Secret ATOMAL, NATO Secret, NATO Confidential ATOMAL, NATO Confidential, NATO Restricted documents. WHICH ARE: loaned to JCS Control Points within the OJCS.	Return NLT 6 months to the Documents-Subregistry Section. (NCL-218-84-1, item 455) <u>(CHANGE)</u>
*801-4 * *(120)	WHICH ARE: loaned to AO via JCS Control Points within the OJCS.	Return NLT 6 months to the JCS Control Point for appropriate 801-2 or 801-3 action. <u>(NEW ITEM)</u>
*808	<u>NAVIGATION AND OVERFLIGHT</u>	
*808-1 * *(121) * * * * * *	Legal, treaty, NSC documents and other records (briefing, background papers, studies, etc) relating to policy issues of the Navigation and Overflight program. WHICH ARE: maintained by J-5 as the official JCS records copy.	COFF when superseded, or at the completion of project or talks, hold 5 years, then transfer to WNRC. When 20 years old transfer in 5 years blocks, to NARA as permanent records after declassification review. <u>(NEW ITEM)</u>
*808-2 * (122)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference. <u>(NEW ITEM)</u>
*809	<u>INTERNATIONAL LOGISTIC CONFERENCE</u>	
*809-1 * *(123) * * * * * *	Documents related to general conduct of International Logistic conferences. (Example - SNLCs - Senior NATO Logistic Conference) consisting of background materials, minutes of meetings, studies, reports, agreements, and final decisions. WHICH ARE: maintained by J-4 as the OJCS official record copy.	COFF at end of conference, hold 10 years then transfer WNRC. When 20 years old transfer in 5 year blocks, to NARA as permanent records after declassification review. EXCEPTION: Extra copies of NATO documents will be disposed of in accordance with the appropriate 801 category number and USSAN 1-69. <u>(NEW ITEM)</u>

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*809-2 * *(124) * * * * * * * * * * * *	Documents related to the formulation and coordination of JCS positions on specific International Logistic issues and programs, consisting of sequence for current issues/programs. WHICH ARE: maintained by J-4 as the OJCS official records copy.	COFF when all actions are completed, hold 10 years then transfer WNRC. When 20 years old transfer in 5 year blocks, to NARA as permanent records after declassification review. EXCEPTION: Extra copies of NATO documents will be disposed of in accordance with the appropriate 801 category number and USSAN 1-69. <u>(NEW ITEM)</u>
*809-3 * *(125) *	Information/extrra/reference copies of International Logistic documents. WHICH ARE: maintained by any OJCS activity.	Destroy when no longer needed for reference. <u>(NEW ITEM)</u>

900 SERIES - GENERAL ADMINISTRATION AND MANAGEMENT

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
903	<u>REFERENCE PUBLICATIONS AND LIBRARY MATERIAL</u>	
*903-1	Copies of miscellaneous documents and reference publications such as regulations, manuals, pamphlets, and supplements, and publications of JCS, DOD, and other government agencies or privated organizations. Working copy of word processing disk and diskette. WHICH ARE: not record copies and maintained by any OJCS activity for general reference.	Destroy when superseded, obsolete, or no longer needed for reference. (NC1-218-84-1, item 472) <u>(CHANGE)</u>
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905	<u>TERMINOLOGY AND DICTIONARY</u>	
*905-3	JCS Terminology Master Index consisting of a compilation of the history of military terms. WHICH ARE: maintained by J-1 as the official OJCS records copy.	Retain until no longer needed then transfer to RHA. Hold for 20 years then transfer to NARA as permanent records after declassification review. <u>(NEW ITEM)</u>
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* (127)		
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916	<u>ACTION OFFICER CASE FILES</u>	
916-1	Copies of tasking documents, JCS Draft Reports, JCS Reports, corrigendums, note to holders, etc. Also includes copies of inputs from contributing agencies or individuals and any other correspondence related to the project. 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 Rec Br, is filed in the action division and maintained by the action officer.	Review annually, purging extraneous papers and duplicate copies. Those background materials pertaining to joint actions, that have not been previously provided to Rec Br for inclusion in the official JCS case file, will be transferred to Rec Br for that purpose. (Disposition of those transferred then becomes 001-1). Other materials may be destroyed when no longer needed for continuing guidance or reference. EXCEPTION: Extra copies of NATO documents no longer needed for reference will be disposed of in accordance with appropriate 801 category number and USSAN 1-69. (NC1-218-84-1, item 492) <u>(CHANGE)</u>
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<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
918	<u>JCS FORMS</u>	
918-4 * *(129) * *	Miscellaneous correspondence and papers used for the approval disapproval and review of JCS Forms. WHICH ARE: maintained by any OJCS activity.	Destroy when no longer needed for reference. <u>(NEW ITEM)</u>
920	<u>AUDITS AND AUDIT REPORTS</u>	
*920-1 * *(130) * * * * * *	Completed audits or surveys including comments, recommendations, and actions taken in relation thereto. WHICH ARE: maintained by IRAS Br, Doc Div, Jt Sec, in its capacity as OJCS liaison office for DOD/IG, who is manager of DOD audit program.	Destroy 2 years after date of final report. (NCl-218-84-1, item 502) <u>(CHANGE)</u>
*920-2 * *(131) * * *	Terminated audits or surveys. WHICH ARE: maintained by IRAS Br Doc, Jt Sec, in its capacity as OJCS liaison office for DOD/IG, who is manager of DOD audit program.	Destroy 3 months after date of termination notice. <u>(NEW ITEM)</u>
*920-3 (132)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference. (NCl-218-84-1, item 503) <u>(CHANGE)</u>
925	<u>ORIENTATION AND BRIEFING FILES</u>	
925-1 (133) * * *	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, and related or similar documents. WHICH ARE: maintained by any OJCS activity.	Destroy when superseded or obsolete. (NCl-218-84-1, item 510) <u>(CHANGE)</u>

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
926	<u>ACTION OFFICER ORIENTATION PROGRAM (AOOP)</u>	
*926-1 * (134)	Records pertaining to AOOP and related documents. AOOP schedules, attendees and critique sheets, surveys, etc. Correspondence and policy on changes to the program. WHICH ARE: maintained by Mil Per Br, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 1 year, then destroy. (NCl-218-84-1, item 511) <u>(CHANGE)</u>
930	<u>RECORDS MANAGEMENT</u>	
930-2 * (135)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of CY, hold 2 years, then destroy. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference. (NCl-218-84-1, item 522) <u>(CHANGE)</u>
*930-3 (136)	Deleted	(NCl-218-84-1, item 523) <u>(DELETION)</u>
931-1 (137)	<u>RECORDS DISPOSITION</u> Descriptive inventories, disposal authorizations, schedules, and reports.	Destroy when related records are destroyed, or when no longer needed for administrative or reference purposes. (GRS 16, item 3a) <u>(CHANGE)</u>
* *932 (138)	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 OJCS activity as the official record copy. Deleted	(NCl-218-84-1, items 526/527) <u>(CHANGE)</u>

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*934 (139)	Not used - changed to 1000 category (NC1-218-84-1, item 533 thru 569)	<u>(CHANGE)</u>
935	<u>SCHEDULES OF DAILY ACTIVITIES</u>	
*935-1 *(140)	Calendars, appointment books, schedules, log, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal (JCS) employees while serving in an official capacity. Material determined to be "personal records" are not covered by this item. WHICH ARE: records containing substantive information relating to the official activities of high level official - CJCS only - and the substance of which has not been incorporated into memoranda, reports, correspondence, or other records included in the official files.	COFF at expiration of CJCS's tour, hold 2 years, then offer to NARA. If the offer is not accepted, destroy the records when 6 years old. (GRS 23, item 2a)
*935-2 *(141)	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 the Director, Joint Staff; directorate/agency heads (J-1, J-3, C3S, etc) and heads of separate offices.	NOTE: HIGH LEVEL OFFICIALS - include the heads of departments and independent agencies, 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, confidential assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions. <u>(NEW ITEM)</u>
*935-3 *(142)	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 when 2 years old. (GRS 23, item 2b) <u>(NEW ITEM)</u>
		Destroy when no longer needed. (GRS 23, item 2c) <u>(NEW ITEM)</u>

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*936	<u>BRIEFING SHEETS</u>	
*936-1 * *(143) * *	Briefing sheets consisting of synopsis of action submitted for consideration in the TANK. WHICH ARE: maintained by Rec Br as the official OJCS records copy.	After incorporation into the official JCS case files, disposition is in accordance with 001-1. <u>(NEW ITEM)</u>
*936-2 * *(144) * * *	WHICH ARE: maintained by other OJCS activities/action officers. .	COFF annually at end of CY, hold 1 year, then determine if the official record copy is held by Rec Br. If so - destroy; if not transfer to Rec Br for disposition in accordance with 001-1. <u>(NEW ITEM)</u>
*937-	<u>FACT SHEETS</u>	
*937-1 * *(145) * * * *	Documents consist of actual facts pertaining to a specific subject. These documents are used for special studies, briefing, research projects, etc. WHICH ARE: maintained by any OJCS activity.	Destroy when no longer needed for reference. (See note 1) <u>(NEW ITEM)</u>
*NOTE 1:	These documents are often filed in case or other functional files as supporting documentation to the action they address.	
*938	<u>ADDITIONAL DUTY DESIGNATIONS/DELEGATION OF AUTHORITY</u>	
*938-1 * *(146) * *	Documents relating to the assignment of additional duties, delegation of authority, etc. WHICH ARE: maintained by any OJCS activity.	Destroy when rescinded or superseded. <u>(NEW ITEM)</u>
*999-1A	<u>UNIDENTIFIED FILES</u>	
* *(147) * * * *	Documents relating to the performance of mission activities not described in this JAI. NOTE: Use of this temporary file number requires prior approval of the OJCS Records Manager.	Retain in current file area (CFA) until file number is added to this JAI. <u>(NEW ITEM)</u>

1000 SERIES - MACHINE-READABLE RECORDS

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*1001	<u>DOCUMENTATION</u>	
*1001-1 (148)	Data systems specifications containing definitions of the system including functional requirements, data requirements, system/subsystem specifications, requests for the system, and authorizing directives. WHICH ARE: for a disapproved proposed system.	Dispose of 1 year after dis- approved. (GRS 20, Part III, item 1) <u>(CHANGE)</u>
*1001-2 (149)	WHICH ARE: for an approved system for which all related magnetic data files are authorized for disposal.	Dispose of 1 year after dis- continuance of the system. (GRS 20, Part III, item 2) <u>(CHANGE)</u>
*1001-3 (150)	WHICH ARE: for an approved system for which any related magnetic data file is not authorized for disposal.	Retain with related date file. (GRS 20, Part III, item 3) <u>(CHANGE)</u>
*1001-4 (151)	System test documentation consisting of descriptive material including test plans and test analysis reports for an approved system.	Dispose of 1 year after completion of testing. (GRS 20, Part III, item 4) <u>(CHANGE)</u>
*1001-5 (152)	WHICH ARE: for a disapproved proposed system.	Dispose of when no longer need- ed. (GRS 20, Part III, item 5) <u>(CHANGE)</u>
*1001-6 (153)	File specifications consisting of definitions of the logical and physical characteristics of each record, element or item of data in the file, including names and tags or labels; relative position, form, format and size of data elements (record layout); specifications of	Dispose of with related data file. (GRS 20, Part III, item 6) <u>(CHANGE)</u>

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*1001-6 cont'd	all codes used; cross-reference code manual; security and privacy restrictions; validity characteristics; update and access conditions; recording medium and volume; sample copy of each input/source document. WHICH ARE: for a system for which all related magnetic data files are authorized for disposal.	
*1001-7 (154)	User guides consisting of information which sufficiently describes the functions of the system in non-ADP terminology so that users can determine its applicability and when and how to use it; serves for the preparation of input data and the interpretation of results. WHICH ARE: handbooks, guides to data availability, and procedures for querying files.	Retain with data systems specifications (1000A-1). (GRS 20, Part III, item 8) (CHANGE)
*1001-8 (155)	Output specifications consisting of detailed descriptions of products of the system that are to be used outside the computer center. WHICH ARE: listings of each type of output by title and tag, format specifications, selection criteria, volume and frequency, media, graphic displays and symbols, security and privacy conditions and disposition of output.	Retain with related data file. (GRS 20, Part III, item 9) (CHANGE)
*1001-9 (156)	Reports that are printed final reports containing the statistical tabulation and an analysis of the findings of a study or survey including a narrative description of methodology employed. WHICH ARE: for systems which require retention of related data.	Retain 1 copy with related file specifications (1000A-6) (GRS 20, Part III, item 10) (CHANGE)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*1001-10 (157)	Information retrieval routine consisting of series of machine instructions designed to retrieve information from specific data systems. WHICH ARE: general purpose programs.	Dispose of when no longer needed. (GRS 20, Part III, item 11) (CHANGE)
*1001-11 (158)	WHICH ARE: special purpose programs for data files for which disposal is authorized.	Dispose of with related file. (GRS 20, Part III, item 12) (CHANGE)
*1001-12 (159)	WHICH ARE: special-purpose programs for data file for which disposal is not authorized.	Retain with related data file. (GRS 20, Part III, item 13) (CHANGE)
*1002	<u>PROCESSING</u>	
*1002-1 (160)	Work file consisting of new or media not included in a library control system, or files whose retention dates have expired. WHICH ARE: used by computed operators to facilitate the processing of a specific job and/or system run.	Available for immediate use or reuse. (GRS 20, Part II, item 1) (CHANGE)
*1002-2 (161)	Test data file consisting of data used in testing a system. WHICH ARE: routine or benchmark data sets constructed or used for the purpose of testing.	Dispose of when no longer needed. (GRS 20, Part II, item 2) (CHANGE)
*1002-3 (162)	Input/source file consisting of data abstracted from input source documents or other media and entered into the system for each update cycle. WHICH ARE: converted to magnetic media.	Dispose of after verification of data on related magnetic media. (GRS 20, Part II, item 3) (CHANGE)
*1002-4 (163)	WHICH ARE: used for updating and required to support reconstruction of a master file.	Dispose of after three or more updates cycles. (GRS 20, Part II, item 4) (CHANGE)
*1002-5 (164)	WHICH ARE: not used as input and not required to reconstruct a master file.	When active use ceases offer to NARA; if not accepted, destroy. (GRS 20, Part II, item 5) (CHANGE)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*1002-6 (165)	WHICH ARE: retained by ADP operational elements as back-up to magnetic media.	Dispose of when no longer needed. (GRS 20, Part II, item 6) (CHANGE)
*1002-7 (166)	WHICH ARE: officially designed to replace or serve as the record copy in lieu of the hard copy or other input/source document.	Dispose of in accordance with instructions applicable to the hard copy. (GRS 20, Part II, item 7) (CHANGE)
*1002-8 (167)	Input/source file consisting data created by another agency. WHICH ARE: files that the routinely made available to other agencies or to the public.	Dispose of as reference material. (GRS 20, Part II, item 8) (CHANGE)
*1002-9 *1002-10 (168)	WHICH ARE: the result of a request of the receiving agency for a special tabulation, extract or master files designed to meet the needs of the receiving agency.	When active use ceases offer to NARA; if not accepted, destroy. (GRS 20, Part II, item 9) (CHANGE)
*1002-11 (170)	Input/source file consisting of punched cards that contain original entry with film or written inserts (such as aperture cards).	Dispose of in accordance with instructions applicable to the hard copy. (GRS 20, Part II, item 10) (CHANGE)
*1002-12 (171)	Intermediate input/output file consisting of data that is manipulated, sorted, and/or moved from one run to a subsequent run. WHICH ARE: used in the process of creating or updating a master file.	Dispose of after master file has been proven satisfactory. (GRS 20, Part II, item 11) (CHANGE)
	Valid transaction file consisting of data used with a master file for creation of an updated master file WHICH ARE: used for independent analysis.	When active use ceases offer to NARA; if not accepted, destroy. (GRS 20, Part II, item 12) (CHANGE)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*1002-13 (172)	WHICH ARE: not used for independent analysis.	Dispose of after third cycle. (GRS 20, Part II, item 13) (CHANGE)
*1002-14 (173)	Audit trail file consisting of "statistical" data generated during the creation of a master file. WHICH ARE: used to validate a master file during a processing cycle.	Dispose of in accordance with instructions for each appropriate cycle of the master file. (GRS 20, Part II, item 14) (CHANGE)
*1003	<u>MASTER FILES</u>	
*1003-1 (174)	Housekeeping system master file consisting of data for routine administrative "housekeeping" as fiscal accountability, supply management, and payroll administration.	Disposition is that of the hard copy documenting the same process, transaction, or case. (GRS 20, Part I, item 27) (CHANGE)
*1003-2 (175)	Statistical file consisting economic data on such topics Federal expenditures, intra-national or international trade, business conditions, etc; social data on topics such as family structure, education, housing, etc; natural resources data related to the use, condition, management, and/or of land, water, and/or wildlife; emergency operations data that document military or civil operations during war, national emergencies, natural disaster, and/or civil strife; political or judicial data that document such activities as special investigations, and/or court proceedings; national security and international relations data that document such activities as strategic and foreign policy assessment, intelligence collection, and international negotiations including military assistance and arms limitation.	When active use ceases offer to NARA, if not accepted, destroy. (GRS 20, Part I, item 1-12) (CHANGE)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*1003-2 cont'd	WHICH ARE: created or received by the agency in pursuance of Federal law or in connection with the transaction of public business or created under contract and are in the possession of the contractor.	
*1003-3 (176)	Summary file consisting of aggregates of individual observations. WHICH ARE: created from files authorized for disposal under this disposition schedule	Retained until no longer needed for reference. (GRS 20, Part I, item 24) (CHANGE)
*1003-4 (177)	WHICH ARE: created from files not authorized for disposal under this disposition schedule.	When active use ceases offer to NARA, if not accepted, destroy. (GRS 20, Part I, item 23) (CHANGE)
*1003-5 (178)	Technical reformat file consisting of data essentially duplicated in another master file but which is written with varying technical specifications such as density, character code, blocking and labeling. WHICH ARE: created for the specific purpose of information exchange.	Dispose of as provided for related master data file. (GRS 20, Part I, item 34) (CHANGE)
*1003-6 (179)	Information retrieval file consisting of indexes or tracking systems to textual or nontextual records. WHICH ARE: used to facilitate access to these materials.	Dispose of as provided for the related records. (GRS 20, Part I, item 21) (CHANGE)
*1003-7 (180)	Information retrieval file consisting of indexes to "library materials." WHICH ARE: used to facilitate access to published documents or reports.	Dispose of as reference material. (GRS 20, Part I, item 22) (CHANGE)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
*1003-8 (181)	Publication file consisting of source output data extracted from the system to produce a printed publication. WHICH ARE: created without destroying the source file.	Dispose of upon publication when not required for republication. (GRS 20, Part I, item 30) (CHANGE)
*1003-9 (182)	Print file consisting of source output data extracted from the system to produce printouts of tabulations, ledgers, tables, registers and/or reports. WHICH ARE: created from files authorized for disposal.	Dispose of when superseded or obsolete. (GRS 20, Part I, item 31) (CHANGE)
*1003-10 (183)	WHICH ARE: created from files not authorized for disposal.	Dispose of when superseded or obsolete. (GRS 20, Part I, item 32) (CHANGE)
*1003-11 (184)	Security backup file consisting of data identical in format to master file. WHICH ARE: retained in case the master file is damaged or inadvertently erased.	Dispose of as provided for the related master file. (GRS 20, Part I, item 33) (CHANGE)