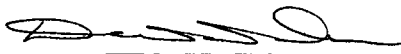



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	N1-218-89-1
1 FROM (Agency or establishment) <u>Joint Staff</u>		DATE RECEIVED	5/1/89
2 MAJOR SUBDIVISION <u>Joint Staff Secretariat</u>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <u>Documents Division</u>		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER Mr Sterling S. Smith, Jr.	5 TELEPHONE EXT 697-6906	DATE 10/16/82	ARCHIVIST OF THE UNITED STATES 
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

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 6 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.

A GAO concurrence ☐ is attached, or ☒ is unnecessary.

B DATE 13 Apr 1989	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Chief, Records Management Section
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)														
<u>RECORDS OF THE JOINT STAFF</u> This request for records disposition authority covers the records of the Joint 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 Joint Staff and the National Archives signed by the Secretary, Joint Staff and the Archivist of the United States on 7 and 30 June 1978, respectively, as revised in MUO signed 31 August and 27 September 1982, by the Secretary, Joint Staff and the Archivist of the United States. The attached disposition schedule will be incorporated in the next revision to the Joint Staff comprehensive disposition schedule contained in JAI 5760.2F																	
	<table border="1"> <thead> <tr> <th>SERIES</th> <th>TITLE</th> </tr> </thead> <tbody> <tr> <td>001-004</td> <td>100 ORGANIZATION AND MANPOWER</td> </tr> <tr> <td>005-010</td> <td>200 PERSONNEL</td> </tr> <tr> <td>011</td> <td>300 INTELLIGENCE AND SECURITY</td> </tr> <tr> <td>012-015</td> <td>500 OPERATIONS, PLANNING, COMMAND AND CONTROL</td> </tr> <tr> <td>016-017</td> <td>700 COMMUNICATIONS AND ELECTRONICS</td> </tr> <tr> <td>018-020</td> <td>900 GENERAL ADMINISTRATION AND MANAGEMENT</td> </tr> </tbody> </table>	SERIES	TITLE	001-004	100 ORGANIZATION AND MANPOWER	005-010	200 PERSONNEL	011	300 INTELLIGENCE AND SECURITY	012-015	500 OPERATIONS, PLANNING, COMMAND AND CONTROL	016-017	700 COMMUNICATIONS AND ELECTRONICS	018-020	900 GENERAL ADMINISTRATION AND MANAGEMENT		
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NOTE: Unchanged disposition authorities listed in NCI-218-84-1 and N1-218-86-1 are still current and remain in effect as written.																	

Copy sent to
Agency, NARS, NARA, NCFD

100 Series

104-02 Chronological file (Audit Trail) Destroy when no longer
of documents which approve the needed for reference.
addition, redistribution and/or
Item
#001 deletion of manpower
authorizations for the Joint
Staff. WHICH ARE: maintained
by SMB, J-1, as the official
Joint Staff record copy.

Change submitted by SMB, J-1 to change the description and disposition
of the records maintained under this category number to meet current
mission requirements. (NC1-218-84-1, item 110)

105-01 Unit Manning Documents. Joint COFF every 3 months, hold
Staff Manpower document and 3 months, then destroy.
monthly strength report forwarded
Item
#002 to OSD. WHICH ARE: maintained by
SMB, J-1, as the official Joint
Staff record copy.

Change submitted by SMB, J-1. Description and disposition change to
meet current operational requirements. (NC1-218-84-1, item 114)

105-04 Input documents which affect COFF annually at end of
changes to the Unit Manning CY, hold 1 year, then
Documents. These documents destroy.
Item
#003 include duty assignment
memorandums, duplicate JCS Form
4's, SF 52's, cut sheets,
memorandums, and other
correspondence.

Added by SMB, J-1. New disposition instructions required to cover
unscheduled Unit Manning Documents.

106-01 Documents created in connection Destroy when
with manpower surveys and studies superseded by a like
covering personnel survey or study, or
authorizations, manning levels, when no longer needed
manpower analysis and for reference.
Item
#004 requirements, with related
documentation. Which ARE:
maintained by SMB and Manpower
Survey & Eval Div J-1, as the
official OJCS record copy.

Change requested by Manpower Survey and Evaluation Div. Add
Manpower Survey and Evaluation Division as OPR along with SMB.
Both offices maintain an official record copy of manpower
survey records; SMB for manning levels, and Manpower Survey for
JCS Survey Team. Additionally, destroy when no longer needed
for reference was added because Manpower Survey Div needs to
hold their survey records on Unified & Specified Commands until
after the third survey is completed for review purposes.
(NC1-218-84-1, item 116)

200 Series

229-02	General/Special Orders, amendments, and memorandums issuing the permanent award of the JCS Badge. WHICH ARE: maintained in Mil Per Br, J-1, as the official Joint Staff record copy	COFF annually at end of CY, hold 5 years, then destroy . transfer in CY block to RAIR Br for incorporation in Official JCS case <i>SJS</i> files 001-1.
<u>Item</u> <u>#005</u>		

Change submitted by Awards and Training section to change descriptions and disposition instruction to be more in line with current operation. (N1-218-86-1, item 44)

230-02	General/Special Orders, amendments, and memorandums issuing the awards. WHICH ARE: maintained by Mil Per Br, J-1, as the official Joint Staff records copy.	COFF annually at end of CY, hold 2 years, then transfer in CY block to RAIR Br for incorporation into 001-1.
<u>Item</u> <u>#006</u>		

230-03	Joint Staff Awards Board/Committee member appointments, records relating to establishments of, and policy of the committee/ boards which are temporary in nature, committee/board proceedings. WHICH ARE: maintained by the Per Div, J-1, as the official record copy.	COFF at termination of board/committee, hold 2 years, then destroy.
<u>Item</u> <u>#007</u>		

Submitted by Awards and Training Sec to bring disposition instructions in line with current operational requirements. (N1-218-86-1, item 045)

231-02	General/Flag Officer Management Files. Copies of tasking documents, draft reports, JCS Papers, corrigendums, note to holders, and related background materials, pertaining to General and Flag Officer matters. 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 maintained by SJS in hard copy and electronic form.	Review annually. Transfer completed action to appropriate GFO file. All other non-essential information delete or destroy when no longer needed for reference.
<u>Item</u> <u>#008</u>		

231-03 General/Flag Officer Working
Nominations. Records which
Item consist of nomination records
#009 being processed for
approval/disapproval by higher
authority. WHICH ARE:
maintained by SJS as the official
Joint Staff record copy.

If approved, transfer to
231-04, if retiring or
disapproved, transfer to
RAIR Br for incorporation
into 231-01.

231-04 GENERAL/FLAG OFFICER CURRENT
INCUMBENT PERSONNEL FILE AND
Item POSITION FILES. Consisting of
#010 records which have been approved
by higher authority and nominee
fills a position of importance to
the JCS (Blue Book position).
Position files contain
information related to the
creation and update of duty
description and other GFO related
information. WHICH ARE:
maintained by SJS as the official
Joint Staff record copy.

Upon PCS/retirement
transfer records to RAIR
Br for incorporation into
231-01.

231-02 thru 231-04 additions submitted by SJS. Required to establish
files and disposition authority for newly assigned responsibility of
maintaining all JCS/Joint Staff General/Flag Officer nomination files.

300 Series

303 DOCUMENT RECEIPT

303-02 COMSEC material hand receipts.
Documents listing comsec
documents and equipment issued by
Item comsec accounts to users.
#011 Comsec inventories derived from
hand receipts used for
accountability of documents
between operations teams, etc.
WHICH ARE: maintained by any
Joint Staff activity.

Destroy when all items
listed thereon are
turned in or destroyed.

Addition requested by J-3 NMCC/ANMCC. Additional required to provide
disposition guidance and authority for unscheduled records

500 Series

511-03 CONPLANS/OPLANS, JCS/CINC, and
subordinate CONPLANS/OPLANS
forwarded to Joint Staff and
copies of OPLAN tasking
Item
#012 documents, draft reports, JCS
Papers, corrigendums, notes 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 RAIR Br and
is filed and maintained by the
action officer.

Destroy when superseded,
cancelled, or no longer
needed for reference.

Change requested by J-3/POC, Convention Plans Br. Description of file
and disposition change to meet current mission requirements.
(N1-218-86-1, item 088)

517-05 Politico-Military War Games. War
game support materials and
diaries consisting of copies of
completed memos/requests, and
Item
#013 other politico-military war games
related documents. WHICH ARE:
maintained by J-8/PMSAD as the
official record copy.

COFF upon completion of
project, hold 3 years,
then destroy.

517-06 Politico-Military War Games Final
Report. Consisting of a summary
of Pol Mil War Games proceedings
which includes comments on points
Item
#014 of major policy consensus derived
from the game. WHICH ARE:
maintained by J-8/PMSAD as the
Joint Staff official record copy.

COFF upon completion of
project, hold 10 years,
then transfer to WNRC.
When 20 years old
transfer in 5 year blocks
to NARA as permanent
records after
declassification review.

Arranged chronologically
Established annual accumulation 4 cu. ft.,
Volume on hand 200 cu. ft.
Inclusive dates - February 1962 to Present

517-07	Politico-Military War Games Video Tapes. Consisting of war game introduction, scenario introduction, and policy guidance. WHICH ARE: maintained by J-8/PMSAD as the Joint Staff official record copy.	COFF upon completion of project, hold 5 years , then transfer to WNRC <i>SSS</i> When 20 ⁴² years old transfer in 5 year blocks to NARA as permanent records after declassification review.
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Arranged chronologically
 Established annual accumulation ~~4 cu. ft.~~ *- 8 tapes per year*
 Volume on hand ~~100 cu. ft.~~ *125 tapes.*
 Inclusive dates - February 1962 to Present

Changes requested by J-8/PMSAD to more accurately identify records held by the Politico-Military Simulation and Analysis Division.
 (N1-218-86-1, item 091, 092, & 093)

700 Series Proposed changes.

705-04	Correspondence and related documents pertaining to the management of message Address Indicating Groups (AIG's) and Collective Address Designator's (CAD's) by the cognizant authority. WHICH ARE: maintained by any activity.	Review annually, purge and place extraneous papers in inactive file when no longer needed or used. COFF inactive file annually, hold 2 years, then destroy.
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Addition requested by J-3 NMCC/ANMCC - addition required to provide disposition authority for unscheduled records. Prescribing directive JAI 5770.1 series.

707-01	DD Form 173 (Joint Message Form) containing approved text for outgoing messages. WHICH ARE: received in the JCS Message Center and filed by date-time group after dispatch.	Destroy by 30 day blocks after 3 months old.
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Change requested by DIRM/JCSISC - JCSISC needs to keep 90 days of DD Form 173 Outgoing messages because of retrieval needs to support customers until the DD Form 173 is microfilmed and returned from JSCO, Site R, Ft Ritchie. (NC1-218-84-1, item 440)

900 Series

939 INTERNAL CONTROL PROGRAM

939-01	Vulnerability assessments record pertaining to internal control or elimination of waste, fraud and abuse of resources. WHICH ARE: maintained by the Joint Staff Comptroller Office as the official Joint Staff record copy.	COFF annually at end of FY, hold 10 years. then transfer to WNRC <i>Destroy when no longer needed for</i> 20 years old transfer in 5-year blocks to NARA as permanent records after declassification review. <i>SSS</i>
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Arranged by Joint Staff directorates and chronologically.
Established annual accumulation 1/2 cu ft.
Volume on hand 1 cu ft
Inclusive dates October 1983 to Present

939-02 Internal control reviews records used as reference material to track problems in assessable units over the years and to compare with succeeding vulnerability assessment and reviews. WHICH ARE: maintained by the Joint Staff Comptroller Office as the official Joint Staff record copy.

Item
#019

COFF annually at end of FY, hold 10 years. then *Destroy when no longer needed*
~~transfer to WNRC. When~~
~~20 years old transfer in~~
~~5 year blocks to NARA as~~
~~permanent records after~~
~~declassification review.~~ *for reference purposes*

Arranged by Joint Staff directorates and chronologically
Established annual accumulation 2 cu ft.
Volume on hand 6 cu ft
Inclusive dates - October 1983 to Present

939-03 Internal control annual statement of assurance consisting of the annual statement of assurance of the Joint Staff compliance to the SecDef, the semi-annual statistical summary of the Joint Staff IMC program, summary of Internal Control taskings, 5 year Management control plan, and miscellaneous correspondence within Joint Staff concerning implementation and monitoring of Internal control programs. WHICH ARE: maintained by the Joint Staff Comptroller as the official Joint Staff record copy.

Item
#020

COFF annually at end of FY, hold 10 years then transfer to WNRC. When 20 years old transfer in 5 year blocks to NARA as permanent records after declassification review.

Arranged by Joint Staff directorates and chronologically
Established annual accumulation 3 cu. ft.
Volume on hand 1 cu ft.
Inclusive dates - October 1983 to Present

Addition requested by Joint Staff Comptroller - addition required to include disposition authority for Internal Control Program records that are unscheduled.