

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (Agency or establishment)

Joint Staff

2 MAJOR SUBDIVISION

Joint Staff Secretariat

3. MINOR SUBDIVISION

Documents Division

4 NAME OF PERSON WITH WHOM TO CONFER

Mr Sterling S. Smith, Jr.

5 TELEPHONE EXT

697-6906

LEAVE BLANK

JOB NO

N1-218-89-1

DATE RECEIVED

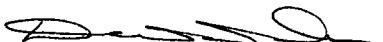
5/1/89

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

DATE
10/16/89

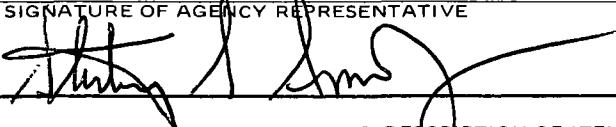
ARCHIVIST OF THE UNITED STATES



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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
13 Apr 1989		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 SUPERSEDED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)***

RECORDS OF THE JOINT STAFF

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

	<u>SERIES</u>	<u>TITLE</u>
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

NOTE: Unchanged disposition authorities listed in NC1-218-84-1 and N1-218-86-1 are still current and remain in effect as written.

100 Series

104-02 Chronological file (Audit Trail) of documents which approve the addition, redistribution and/or 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 Staff Manpower document and monthly strength report forwarded 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 changes to the Unit Manning Documents. These documents 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 with manpower surveys and studies covering personnel authorizations, manning levels, manpower analysis and 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

Item
#005

COFF annually at end of CY, hold ~~5~~ years, then ~~destroy~~ transfer in CY block to RAIR Br for incorporation in Official JCS case ~~SJS~~ files 001-1.

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.

Item
#006

COFF annually at end of CY, hold 2 years, then transfer in CY block to RAIR Br for incorporation into 001-1.

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.

Item
#007

COFF at termination of board/committee, hold 2 years, then destroy.

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.

Item
#008

Review annually. Transfer completed action to appropriate GFO file. All other non-essential information delete or destroy when no longer needed for reference.

231-03	General/Flag Officer Working Nominations. Records which consist of nomination records 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.
<u>Item</u> #009		
231-04	GENERAL/FLAG OFFICER CURRENT INCUMBENT PERSONNEL FILE AND POSITION FILES. Consisting of 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.
<u>Item</u> #010		

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	<u>DOCUMENT RECEIPT</u>	
303-02	COMSEC material hand receipts. Documents listing comsec documents and equipment issued by comsec accounts to users. 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.
<u>Item</u> #011		

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 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.

Item
#012

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 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.

Item
#013

517-06 Politico-Military War Games Final Report. Consisting of a summary of Pol Mil War Games proceedings which includes comments on points 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.

Item
#014

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~~ *SSSH* When ~~20~~ years old transfer ~~in 5 year blocks~~ to NARA as permanent records after declassification review.

Item
#015 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.

Item
#016 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.

Item
#017 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 JSOC, Site R, Ft Ritchie. (N1-218-84-1, 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 ~~no longer transfer to WNRC. When needed for 20 years old transfer in reference 5 year blocks to NARA as permanent records after 30 years declassification review.~~ *SSSH*

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.

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.

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.

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

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.