

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-218-90-2

DATE RECEIVED

5/29/90

NOTIFICATION TO AGENCY

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

5 TELEPHONE EXT

697-6906

DATE

6/7/90

ARCHIVIST OF THE UNITED STATES

MR STERLING S. SMITH, JR

[Signature]

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 _____ 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	
22 May 1990	<i>[Signature]</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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 - 005	500	OPERATIONS, PLANNING, COMMAND AND CONTROL	

NOTE: Unchanged disposition authorities listed in N1-218-84-1, N1-218-86-1, and N1-218-89-1 & 2 are still current and remain in effect as written.

522-1 thru 522-5 submitted by J-3/SOD/STRAT OFF BR/SFC
CLARK/79062. 522 updated to establish files and appropriate
disposition authority for SIOP documents to meet current
mission requirements. These files contains extremely sensitive
information, unauthorized access to this information could
cause grave damage to national defense. It is essential that
these documents be retained and maintained by the originators
in controlled channels with limited access and distribution
authorized until documents are declassified and can be removed
from control channels. (NC1-218-84-1, Item No 326).

522 SINGLE INTEGRATED OPERATIONAL PLAN (SIOP) DOCUMENTS

522-1 SIOP Decision Handbook
(Black Book) and
Corrigendums. WHICH ARE:
ITEM # maintained by J-3 in
001 special control channels as
 the official Joint Staff
 record copy.
 Permanent. Retire to
 NARA when 50 years old
 if declassified. If not
 declassified, review
 every 10 years
 thereafter for
 declassification until
 declassified, then
 retire to NARA.

Arrangement: Chronological
Establishment annual accumulation: .25 cu ft.
Volume on hand: 5 cu ft.
Inclusive dates: 1959 to present

522-2 SIOP Decision Handbook
Revision Actions. Input,
data, information,
ITEM # concurrences, and approvals
002 from multiple sources,
documenting the processes
of building the SIOP
Decision Handbook. WHICH
ARE: maintained by J-3 in
special control channels as
the official Joint Staff
record copy.
Permanent. Retire to
NARA when 50 years old
if declassified. If not
declassified, review
every 10 years
thereafter for
declassification until
declassified, then
retire to NARA.

Arrangement: Chronological
Establishment annual accumulation: .5 cu ft.
Volume on hand: 6 cu ft.
Inclusive dates: 1960 to present

522-3 SIOP Briefings. Briefings given to appropriate personnel for decision-making purposes. WHICH ARE: maintained by J-3 in special control channels as the official Joint Staff record copy.

ITEM # 003 Permanent. Retire to NARA when 50 years old if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then retire to NARA.

Arrangement: Chronological/Subject
Establishment annual accumulation: .1 cu ft.
Volume on hand: 1.5 cu ft.
Inclusive dates: 1964 to present

522-4 SIOP/Strategic Forces related actions consisting of general planning support documents/ materials: Permanent. Retire to NARA when 50 years old if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then retire to NARA.

ITEM # WHICH ARE: maintained by any Joint Staff activity in special control channels as the official Joint Staff record copy.

Arrangement: Chronological/Subject
Establishment annual accumulation: .3 cu ft.
Volume on hand: 12 cu ft.
Inclusive dates: 1958 to present

522-5 Joint Strategic Target Planning System Documents. The Single Integrated Operational Plan (SIOP) and its associated target lists. WHICH ARE: developed and maintained by JSTPS in special control channels as the official Joint Staff record copy. Permanent. Retain JCS record copy for 50 years in special control channels for highly sensitive documents. At end of 50 years, review for removable from special control channels. When removable from special control channels, transfer to RAIR for incorporation into the official Joint Staff case files for disposition in accordance 001-05 and 001-01.

ITEM #

Arrangement: Chronological
Establishment annual accumulation: 1.35 cu ft.
Volume on hand: 19 cu ft.
Inclusive dates: 1972 to present

522-6 Relocation and reference documents. WHICH ARE: maintained by any Joint Staff activity in special control channels for reference. Destroy when ~~superseded, obsolete, or no longer needed for reference.~~
~~(NON RECORD)~~

ITEM # -006