

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)

Organization of the Joint Chiefs of Staff

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

CMSgt Sterling S. Smith Jr.

5. TEL EXT

697-6906

LEAVE BLANK

JOB NO

NC1-218-84-1

DATE RECEIVED

11-4-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-16-83

Date

Robert M. Kruger
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 110 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
4 Nov 83	<i>[Signature]</i>	OJCS Records Manager

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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RECORDS OF THE JOINT CHIEFS OF STAFF

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 Service 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. * The attached disposition schedule (JAI 5760.2E, Dec 1983) contains the following series: *As revised in MOU signed 31 August and 27 September 1982, by Secretary JCS and Archivist of the United States.

SERIES	TITLE
1--102 000	JCS and OJCS Records
103- 117 100	Organization and Manpower Records
118- 184 200	Personnel Records
185- 235 300	Intelligence and Security Records
236- 275 400	Information and Legal Records
276- 344 500	Operations, Planning, and Command and Control Records
345- 417 600	Logistics, Supply, Service, and Budget Records
418- 453 700	Communications and Electronics Records
454- 468 800	International Records
469- 569* 900	General Administration and Management Records

(*item number 473 - 477 not used)

Total number items submitted 564.

115-107

Above amendment(*)concurred in by Major Kruger, JCS Records Manager. R. Tagge, NARS-NCD, 12-14-83.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

MASS DATA CHANGE SHEET NOT REQUIRED

ENCLOSURE 6

JAI 5760.2E

OJCS RECORDS DISPOSITION SCHEDULE

This enclosure contains the following three appendixs:

1. Major Disposition Schedule Categories
2. Numerical List of Disposition Categories
3. Alphabetical Index of Record Types

APPENDIX 1 TO ENCLOSURE 6

JAI 5760.2E

MAJOR DISPOSITION SCHEDULE CATEGORIES

- 000 - JCS AND OJCS RECORDS
- 100 - ORGANIZATION AND MANPOWER
- 200 - PERSONNEL
- 300 - INTELLIGENCE AND SECURITY
- 400 - INFORMATION AND LEGAL
- 500 - OPERATIONS, PLANNING, AND COMMAND AND CONTROL
- 600 - LOGISTICS, SUPPLY, SERVICES, AND BUDGET
- 700 - COMMUNICATIONS AND ELECTRONICS
- 800 - INTERNATIONAL
- 900 - GENERAL ADMINISTRATION AND MANAGEMENT

APPENDIX 2 TO ENCLOSURE 6

JAI 5760.2E

Item
No - ()

000 SERIES - JCS AND OJCS RECORDS

CATEGORY

<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
001	<u>JCS Green Papers</u>	
001-1 (1)	JCS serially numbered documents published by the Secretary, JCS which bear a JCS Serial Number (JCS 1234/567) and are printed on green paper. WHICH ARE: maintained by the Records Management and Research Branch (Rec Br), Documents Division (Doc Div), Joint Secretariat (JSEC), as the official JCS record copy and are filed in an official JCS case file.	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 NARS as permanent records after declassification review.* (NCl-218-81-1, items 1 & 2)
001-2 (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-218-81-1, item 3)
001-3 (3)	WHICH ARE: maintained by the Documents-Subregistry Section, Doc Div, JSEC, as extra and reference copies for JCS/OPS-DEPS meetings and use within the OJCS.	COFF annually at end of CY, destroy all copies except those needed for support of the continuing mission of the OJCS then, after remaining documents are 5 years old, destroy entire CY block. As an exception, selected documents that are of sustained interest to users, as demonstrated by continuing requests for copies, may be exempted from destruction until no longer needed. (NCl-218-81-1, item 4)
001-4 (4)	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.)	After 2 years destroy unless needed for continuing guidance or reference, then destroy when no longer needed. (NCl-218-81-1, item 5)

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

CATEGORY

<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
001-5 (5)	WHICH ARE: held by DIA in Sensitive Compartmented Information (SCI) channels for the Secretary, JCS, as the official JCS record copy	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 in accordance with Intelligence Community directives. When removable from SCI channels, transfer to Rec Br for incorporation into the official JCS case file for disposition in accordance with 001-1, item (1). (NC1-218-81-1, item 6)
001-6 (6)	WHICH ARE: held by JRC, SOD, JOD, JSTPS or any other OJCS activity in SCI channels.	After 5 years determine if the official JCS record copy is held by DIA in SCI channels. If so - destroy; if not, transfer to DIA (SCI) for disposition in accordance with 001-5 (NC1-218-81-1, item 7) 001-1, item (1).
001-7 (7)	WHICH ARE: held by JRC, SOD, JOD, JSTPS, or any other OJCS activity in special control channels other than SCI, e.g., limited distribution papers.	After 5 years transfer to Rec Br for incorporation into official JCS case files for disposition in accordance with 001-1, (NC1-218-81-1, item 8) 001-1, item (1).
002	<u>JCS BUFFS</u> (Joint Staff, 2d Working Draft-Internal Working Paper)	
002-1 (8)	The second draft (printed on buff colored paper), 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 green paper for disposition in accordance with 001-1. All other pages of the buff will be destroyed upon publication and receipt of the JCS green paper. (NC1-218-81-1, item 9)
002-2 (9)	WHICH ARE: held or maintained at all other OJCS activities.	Destroy upon publication and receipt of the JCS green paper. (NC1-218-81-1, item 10)
002-3 (10)	WHICH ARE: cancelled or withdrawn.	Forward to Rec Br for determination as to historical value. If retained, incorporate into official JCS case files for

CATEGORY

NUMBER

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

002-3

cont'd

disposition in accordance with 001-1. If not to be retained, destroy 6 months after cancelled or withdrawn.
(NC1-218-81-1, item 11)

003

FLIMSIES

(JCS Action Officer's 1st Working Draft - Internal Working Paper)

003-1

(11)

A preliminary, informal draft of a joint action, on white paper, circulated to Joint Staff and Service Action Officers for coordination (The first stage of the JCS FLIMSY-BUFF-GREEN Paper sequence.) WHICH ARE: originated and held at all OJCS activities.

Destroy upon publication and receipt of the JCS buff paper. (NC1-218-81-1, item 12)

003-2

(12)

WHICH ARE: cancelled or withdrawn.

Destroy 6 months after item is cancelled or withdrawn.
(NC1-218-81-1, item 13)

003-3

(13)

Other JCS Flimsies (Internal Working Papers). Chairman's (CJCS) Flimsy (CF) or Director, Joint Staff Flimsy (DF) recommending a change to a JCS green paper. WHICH ARE: incorporated into the JCS green paper, 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.
(NC1-218-81-1, items 14 and 15)

004

JCS MEMORANDUMS OF INFORMATION (IMs)

004-1

(14)

JCS memorandums relaying information of an administrative nature and are considered as temporary, non-record material. WHICH ARE: maintained by Rec Br. (IMs are maintained in JCS record cases for all the IMs during the CY).

COFF annually at end of CY, after 7 years transfer by CY block to the OJCS RHA. When 20 years old, destroy by CY block.
(NC1-218-81-1, items 16 and 17)

004-2

(15)

WHICH ARE: maintained by Documents-Subregistry Section, Doc Div, JSEC as extra and reference copies for use within OJCS.

COFF annually at end of CY, after 5 years destroy by CY block.
(NC1-218-81-1, item 18)

CATEGORY

<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
004-3 (16)	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. (NCl-218-81-1, item 19)
005	<u>SERVICE MEMORANDUMS/SERVICE FLIMSIES</u> (Also referred to as "Service Purples")	
005-1 (17)	Memorandums or flimsies circulated or tabled as proposed amendments to a document under JCS consideration. WHICH ARE: maintained by Rec Br as the official JCS record copy and are filed in an official JCS case file or agenda pack.	Incorporate into JCS record case file pertaining to the JCS green paper for disposition in accordance with 001-1 or 017-1. (NCl-218-81-1, item 20)
005-2 (18)	WHICH ARE: received and maintained by the Joint Staff Action Officer.	Place in Action Officer's case file for disposition in with 916-1. (NCl-218-81-1, item 21)
005-3 (19)	WHICH ARE: held at all other activities within the OJCS and retained as extra or reference copies.	Determine that Rec Br has received a copy of the document for permanent retention. Destroy all other copies upon completion of required action(s). (NCl-218-81-1, item 22)
006	<u>CHAIRMAN, JOINT CHIEFS OF STAFF MEMORANDUMS (CM)</u>	
006-1 (20)	Memorandums issued by the Chairman, JCS in carrying out his responsibilities. WHICH ARE: maintained by the Office of the Chairman, JCS (OCJCS) as part of the official files of the CJCS and are considered the official JCS record copies.	COFF at expiration of CJCS's tour of duty, hold 2 years, then transfer entire block through Rec Br to the OJCS RHA. When 20 years old transfer entire block to NARS as permanent records after declassification review. (NCl-218-81-1, items 23 and 24)
006-2 (21)	WHICH ARE: received and maintained by Rec Br and pertain to a JCS green paper.	Incorporate into the official JCS case file for disposition in accordance with 001-1. (NCl-218-81-1, items 25 and 26)
006-3 (22)	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. (NCl-218-81-1, item 27)

CATEGORY			
<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	
006-4 (23)	WHICH ARE: held by DIA in SCI channels for the Secretary, JCS as the official JCS record copy.	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 in accordance with Intelligence Community directives. When removable from SCI channels, transfer to Rec Br for incorporation into the official JCS case file for disposition in accordance with 006-2 001-1, item (1). (NC1-218-81-1, item 28)	
006-5 (24)	WHICH ARE: held by JRC, SOD, JOD, JSTPS in SCI channels.	After 5 years determine if official JCS record copy is held by DIA in SCI channels, if so - destroy; if not, transfer to DIA (SCI) for disposition in accordance with 006-2 001-1, item (1). (NC1-218-81-1, item 29)	
006-6 (25)	WHICH ARE: held by JRC, SOD, JOD, JSTPS, or any other OJCS activity in special control channels other than SCI, e.g., limited distribution papers.	After 5 years transfer to Rec Br for disposition in accordance with 006-2 001-1, item (1). (NC1-218-81-1, item 30)	
007	<u>CHAIRMAN, JOINT CHIEFS OF STAFF RECORDS</u>		
007-1 (26)	Miscellaneous correspondence, messages, and other records issued or received by the Chairman, JCS, in carrying out his responsibilities. WHICH ARE: maintained by OCJCS as part of the official files of CJCS and are considered the official JCS record copies.	COFF at expiration of CJCS's tour, hold 2 years, then transfer entire block through Rec Br to the OJCS RHA. When 20 years old transfer entire block to NARS as permanent records after declassification review.	
008	<u>JOINT CHIEFS OF STAFF MEMORANDUMS (JCSMs)</u>		
008-1 (27)	Memorandums by the JCS addressed to agencies or individuals outside of the OJCS and Services (e.g., Secretary of Defense, Secretaries of Military Departments.)	After incorporation into the official JCS case files, disposition is in accordance with 001-1, item (1). (NC1-218-81-1, items 31 and 32)	

• CATEGORY

NUMBER DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

008-1 (JCSMs are serially numbered,
cont-d beginning with the number one
during each CY. (Example:
JCSM-1-83). WHICH ARE: main-
tained by Rec Br as the official
JCS record copy and are filed in
an official JCS case file.

008-2 WHICH ARE: maintained by the
(28) Documents-Subregistry Section,
Doc Div, JSEC, as extra and
reference copies for use within
the OJCS.

COFF annually at end of CY,
destroy all copies except
those needed for support of
the continuing mission of the
OCJS, after remaining documents
are 5 years old, destroy entire
CY block. As an exception,
selected documents that are of
sustained interest to users,
as demonstrated by continuing
requests for copies, may be
exempted from destruction
until no longer needed.
(NCl-218-81-1, item 33)

008-3 WHICH ARE: held at all other
(29) 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.
(NCl-218-81-1, item 34)

008-4 WHICH ARE: held by DIA in SCI
(30) channels for the Secretary, JCS
as the official JCS record copy.

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
in accordance with Intelligence
Community directives. When
removable from SCI channels,
transfer to Rec Br for incor-
poration into the official JCS
case file for disposition in
accordance with ~~008-1~~ 001-1, item (1).
(NCl-218-81-1, item 35)

008-5 WHICH ARE: held by JRC, SOD,
(31) JOD, JSTPS or any other OJCS
activity in SCI channels.

After 5 years determine if
official JCS record copy is
held by DIA in SCI channels,
if so - destroy; if not,
transfer to DIA (SCI) for
disposition in accordance
with ~~008-1~~ 001-1, item (1).
(NCl-218-81-1, item 36)

CATEGORY

NUMBER DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

<p>008-6 WHICH ARE: held by JRC, SOD, (32) JOD, JSTPS or any other OJCS activity in special control channels other than SCI, e.g, limited distribution papers.</p>	<p>After 5 years transfer to Rec Br for incorporation into official JCS case file for disposition in accordance with 001-1 001-1, item (1). (NCl-218-81-1, item 37)</p>
<p>009 <u>MEMORANDUMS ISSUED IN THE</u> <u>NAME OF THE JCS (MJCSs)</u></p>	
<p>009-1 Memorandums used to issue (33) instructions which are in accordance with policies, plans, and procedures approved by the JCS. WHICH ARE: main- tained by Rec Br as the official JCS record copy and are filed in an official JCS case file.</p>	<p>After incorporation into the official JCS case files, disposition is in accordance with 001-1, item (1). (NCl-218-81-1, items 38 and 39)</p>
<p>009-2 WHICH ARE: held at all other (34) activities within the OJCS and retained as extra or reference copies.</p>	<p>After 2 years destroy unless needed for continuing guidance or reference, then destroy when no longer needed. (NCl-218-81-1, item 40)</p>
<p>009-3 WHICH ARE: held by DIA in (35) SCI channels for the Secre- tary, JCS as the official JCS record copy.</p>	<p>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 in accordance with Intelligence Community directives. When removable from SCI channels, transfer to Rec Br for incor- poration into the official JCS case file for disposition in accordance with 001-1 001-1, item (1). (NCl-218-81-1, item 41)</p>
<p>009-4 WHICH ARE: held by JRC, SOD, (36) JOD, JSTPS or any other OJCS activity in SCI channels.</p>	<p>After 5 years determine if official JCS record copy is held by DIA in SCI channels, if so - destroy; if not, transfer to DIA (SCI) for disposition in accordance with 001-1 001-1, item (1). (NCl-218-81-1, item 42)</p>

CATEGORY

NUMBER DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

009-5 WHICH ARE: held by JRC, SOD,
(37) JOD, JSTPS or any other OJCS
activity in special control
channels other than SCI, e.g.,
limited distribution papers.

After 5 years transfer to
Rec Br for incorporation into
official JCS case files for
disposition in accordance
with ~~001-1, item (1)~~.
(NC1-218-81-1, item 43)

010 DIRECTOR, JOINT STAFF
MEMORANDUMS (DJSMS)

010-1 Memorandums from the office
of the Director, Joint Staff
to the Chairman, JCS; the
(38) Chiefs of the Services;
Operations Deputies; subordi-
nate agencies of the JCS;
offices of the Secretary of
Defense; and other government
agencies. WHICH ARE: main-
tained by the office of the
Director, Joint Staff (ODJS)
as the official JCS record
copy.

COFF at 6 month intervals,
hold 6 months, then transfer
in 6 month blocks to Rec Br.
After 2 years transfer by CY
block to the OJCS RHA where
entire CY block is microfilmed.
When 20 years old hard copy set
is transferred to NARS as
permanent records after declas-
sification review, ^{IAW 001-1, item (1)} Destroy
microfilm sets when no longer
needed for reference.
(NC1-218-81-1, items 44, 45,
and 46)

010-2 WHICH ARE: received and main-
(39) tained by Rec Br and pertain
to a JCS green paper.

Incorporate into the official
JCS case file for disposition
in accordance with 001-1, item (1).
(NC1-218-81-1, item 47)

010-3 WHICH ARE: held at all other
activities within the OJCS
(40) and retained as extra or
reference copies.

After 2 years destroy unless
needed for continuing guidance
or reference, then destroy
when no longer needed.
(NC1-218-81-1, item 48)

010-4 WHICH ARE: held by DIA in SCI
channels for the Secretary, JCS
(41) as the official JCS record
copy.

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
in accordance with Intelligence
Community directives. When
removable from SCI channels
transfer to Rec Br for incor-
poration into the official JCS
case file for disposition in
accordance with 001-1, item (1).
(NC1-218-81-1, item 49)

CATEGORY

NUMBER DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

010-5 WHICH ARE: held by JRC, SOD,
(42) JOD, JSTPS or any other OJCS
activity in SCI channels.

After 5 years determine if official JCS record copy is held by DIA in SCI channels, if so - destroy; if not, transfer to DIA (SCI) for disposition in accordance with ~~010-1~~ 001-1, item (1). (NCl-218-81-1, item 50)

010-6 WHICH ARE: held by JRC, SOD,
(43) JOD, JSTPS or any other OJCS
activity in special control channels other than SCI, e.g., limited distribution papers.

After 5 years transfer to Rec Br for incorporation into official JCS case files for disposition in accordance with ~~010-2~~ 001-1, item (1). (NCl-218-81-1, item 51)

011 DIRECTOR, JOINT STAFF RECORDS

011-1 Miscellaneous correspondence,
(44) 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 will be duplicated and incorporated therein for disposition in accordance with 001-1, item (1). Retain month files for 2 years, then destroy.

011-2 Miscellaneous memorandums
(45) from OJCS activities to
DJS. WHICH ARE: for information only and are maintained in ODJS.

Hold for 3 months, then destroy.

012 SECRETARY, JOINT CHIEFS OF STAFF
MEMORANDUMS (SMS)

012-1 Memorandums issued by or for the
(46) Secretary, JCS in carrying out
chartered responsibilities. WHICH ARE: maintained by Rec Br as the official JCS record copy, pertain to a JCS green paper, and are filed in an official JCS case file.

After incorporation into the official JCS case file, disposition is in accordance with 001-1, item (1). (NCl-218-81-1, items 52 and 53)

012-2 WHICH ARE: maintained by Rec
(47) Br as the official JCS record
copy but do not pertain to a JCS green paper. These SMS are functionally filed in Rec Br.

COFF annually at end of CY, after 7 years transfer by CY block to the OJCS RHA. When 20 years old destroy by CY block.

CATEGORY

NUMBER DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

012-3 (48)	WHICH ARE: maintained by the Documents-Subregistry Section, Doc Div, JSEC, as extra or reference copies for use within the OJCS.	COFF annually at end of CY, destroy all copies except those needed for support of the continuing mission of the OJCS, then after remaining documents are 5 years old, destroy entire CY block. As an exception, selected documents that are of sustained interest to users, as demonstrated by continuing requests for copies, may be exempted from destruction until no longer needed (NCl-218-81-1, item 55)
012-4 (49)	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. (NCl-218-81-1, item 56)
012-5 (50)	WHICH ARE: held by DIA in SCI channels for the Secretary, JCS as the official JCS record copy.	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 in accordance with Intelligence Community directive. When removable from SCI channels transfer to Rec Br for incorporation into the official JCS case file for disposition in accordance with 012-1 001-1, item (1). (NCl-218-81-1, item 57)
012-6 (51)	WHICH ARE: held by JRC, SOD, JOD, JSTPS or any other OJCS activity in SCI channels.	After 5 years determine if official JCS record copy is held by DIA in SCI channels, if so - destroy; if not, transfer to DIA (SCI) for disposition in accordance with 012-1 001-1, item (1). (NCl-218-81-1, item 58)
012-7 (52)	WHICH ARE: held by JRC, SOD JOD, JSTPS or any other OJCS activity in special control channels other than SCI, e.g., limited distribution papers.	After 5 years transfer to Rec Br for disposition in accordance with 012-1 001-1, item (1). (NCl-218-81-1, item 59)

CATEGORY

NUMBER DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION013 JCS MEMORANDUMS OF POLICY
(JCS MOPs)

- 013-1 Statements of policy approved by the JCS and issued for the guidance of the OJCS, unified and specified commands, and the Services. WHICH ARE: maintained by Rec Br as the official JCS record copy. The JCS MOP and JCS green paper from which derived are filed in official JCS case files.
- (53) After incorporation into the official JCS case file, disposition is in accordance with 001-1, item (1).
(NC1-218-81-1, items 60 and 61)
- 013-2 WHICH ARE: the duplicate set of records retained for relocation and reconstitution purposes at the R&R Section, Ft Ritchie, MD.
- (54) Retain until superseded or cancelled, then destroy.
(NC1-218-81-1, item 62)
- 013-3 WHICH ARE: maintained by the Documents-Subregistry Section, Doc Div, JSEC, as extra or reference copies for use within the OJCS.
- (55) Retain until superseded or cancelled, then destroy.
(NC1-218-81-1, item 63)
- 013-4 WHICH ARE: maintained by all other OJCS activities, either by single subject JCS MOP or in a reference library containing a complete set of all current JCS MOPs.
- (56) Retain until superseded or cancelled, then destroy,
(NC1-218-81-1, item 64)
- 013-5 WHICH ARE: maintained by OJCS Action Officers.
- (57) Retain until superseded or cancelled, then destroy.
(NC1-218-81-1, item 65)

014 JCS PUBLICATIONS (JCS PUBS)

- 014-1 Joint publications containing JCS procedures/policy prepared by the Joint Staff or an Agency of the JCS which are applicable to the Military Services, unified and specified commands, and other agencies responsive to the JCS. WHICH ARE: maintained by Rec Br as the official JCS record copy. The JCS Pub and JCS green paper from which derived are filed in official JCS case files.
- (58) After incorporation into the official JCS case file, disposition is in accordance with 001-1, item (1).
(NC1-218-81-1, items 66 and 67)

CATEGORY		AUTHORIZED DISPOSITION
NUMBER	DESCRIPTION OF RECORDS	
014-2 (59)	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, then destroy. (NC1-218-81-1, item 68)
014-3 (60)	WHICH ARE: maintained by the Documents-Subregistry Section, Doc Div, JSEC, as extra or reference copies for use within the OJCS.	Retain until superseded or cancelled, then destroy. (NC1-218-81-1, item 69)
014-4 (61)	WHICH ARE: maintained by all other OJCS activities, either by single subject JCS Pub or in a reference library containing a complete set of all current JCS Pubs.	Retain until superseded or cancelled, then destroy. (NC1-218-81-1, item 70)
014-5 (62)	WHICH ARE: maintained by OJCS Action Officers.	Retain until superseded or cancelled, then destroy. (NC1-218-81-1, item 71)
014-6 (63)	JCS PUB FILES. Printing job order requests; letters to the Military Services pertaining to distribution formats; JCS Forms 48, D Sheets; and miscellaneous administrative papers which are superfluous to the JCS case files. WHICH ARE: maintained by Information Release and Safeguards (IRAS) Branch, Doc Div, JSEC as current working files.	COFF when superseded or cancelled, hold 1 year, then destroy. (NC1-218-81-1, item 72)
015	<u>JOINT ADMINISTRATIVE INSTRUCTIONS (JAIs)</u>	
015-1 (64)	Administrative instructions of a continuing nature used for internal management of the OJCS. The official JCS record copy of all JAIs. WHICH ARE: maintained by the Directorate of Support Services (DSS). JAIs are initiated by OJCS Directorates/Agencies who are responsible for review, consolidation and currency. DSS is responsible for overall management and administration of the program.	COFF when superseded or cancelled, hold 1 year, then transfer by CY block to WNRC. When 20 years old transfer in 5 year blocks to NARS as permanent records after declassification review. (NC1-218-81-1, item 73)

CATEGORY	NUMBER DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
015-2 (65)	Manuscripts, annual reviews, coordination papers, and administrative background papers used in issuing JAIs. WHICH ARE: maintained by DSS as backup material for published JAIs.	COFF when superseded or cancelled, hold 1 year, then destroy. (NCl-281-81-1, item 74)
015-3 (66)	WHICH ARE: reference sets of JAIs maintained throughout the OJCS for guidance.	Retain until superseded or cancelled, then destroy. (NCl-218-81-1, item 75)
016	<u>"JCS SEND" MESSAGE</u>	
016-1 (67)	Outgoing electrical messages implementing decisions of the JCS or those released under the authority delegated in MOP 133. WHICH ARE: comeback copies maintained by the message originator and filed in appropriate functional files corresponding to the particular subject.	Disposition is that of the particular functional file.
016-2 (68)	WHICH ARE: distribution copies received in Rec Br that pertain to a JCS green paper and are the official JCS record copy filed in official JCS case files.	After incorporation into the official JCS case file, disposition is in accordance with 001-1, item (1).
017	<u>JCS AGENDA FILES</u>	
017-1 (69)	Documents used to brief the Joint Chiefs of Staff, the OPS DEPS, and the DEPOPSDEPS which are important aids in the JCS decision making process. Documents include agenda items, briefing sheets and slides, attendance records, photographs, and other similar or related materials. WHICH ARE: maintained by Rec Br as the official JCS record copy.	COFF annually at end of CY, after 7 years transfer by CY block to the OJCS RHA. When 20 years old transfer in 5 year blocks to NARS as permanent records after declassification review.
017-2 (70)	WHICH ARE: maintained by Action Management Division (AMD), JSEC, for reference.	COFF annually at end of CY, hold 5 years, then destroy.

CATEGORY	<u>NUMBER</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
017-3 (71)	WHICH ARE: maintained by other OJCS activities as reference or information copies.	Retain for 1 year, then destroy. Earlier destruction is authorized.
018	<u>ABSTRACTS OF JCS PAPERS</u>	
018-1 (72)	A concise summary of the contents of all JCS papers and related documents (Greens, CMs, DJSMS, SMS, MJCSs, JAIs, Pubs, MOPs, WSEGs, NSC documents, CONPLANS, OPLANS, msgs, etc) and are used for data input into the JISR system and for research purposes for staff/action officers. WHICH ARE: temporary abstract cards (JCS Form 74) maintained by Rec Br.	Destroy after receipt of final JISR Form 3.
018-2 (73)	WHICH ARE: final/permanent abstracts (JISR Form 3) indexed by JISR number/by year.	COFF annually at end of CY, verify data base, after 5 years transfer by CY block to the OJCS RHA where microfilmed. Originals destroyed. Retain one set of microfilm at Rec Br until no longer needed. Data base disposition in accordance with 934. As an exception: (1) pre-1964 abstracts microfilms will, when 20 years old, be transferred to NARS as permanent records after declassification review. (2). 1964-1966 abstracts will be introduced to JISR system. After data base verification and microfilming, destroy originals. Data base disposition in accordance with 934.

CATEGORY

NUMBER DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

018-3 (74)	WHICH ARE: final/permanent abstracts (JISR Form 3) indexed by JCS green paper number.	COFF annually at end of CY, veryfy data base, after 15 years transfer by CY block to the OJCS RHA where microfilmed. Originals destroyed. Retain one set of microfilm at Rec Br until no longer needed. Data base disposition in accordance with 934. As an exception: (1) pre-1964 abstracts micro- films will, when 20 years old, be transferred to NARS as permanent records after declassification review. (2). 1964-1966 abstracts will be introduced to JISR system. After data base verification and microfilming, destroy originals. Data base dis- position in accordance with 934.
018-4 (75)	WHICH ARE: final/permanent abstracts (JISR Form 3) indexed by source/origin.	Same as 018-3.
018-5 (76)	WHICH ARE: final/permanent abstracts (JISR Form 3) indexed by records classification number.	Same as 018-3.
018-6 (77)	WHICH ARE: Action Officer's working copy of JISR Form 3 provided by Rec Br for research purpose.	Destroy when no longer needed for reference.
018-7 (78)	WHICH ARE: Abstract Master JISR Computer Tapes which are quarterly JISR system dumps and are maintained at the OJCS RHA.	Hold until new tapes are received, then return to ADP support activity for erasing.

CATEGORY	<u>NUMBER</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
019	<u>REGISTER OF NUMBERED JCS PAPERS</u> <u>(RNJP)</u>	
019-1 (79)	A consolidated annual listing (updated monthly) of all JCS implementers. WHICH ARE: published and maintained by Rec Br as the official JCS record copy.	COFF annually at end of CY, after 5 years transfer by 5 year blocks to the OJCS RHA where microfilmed. Microfilm set retained at Rec Br until no longer needed for reference. When 20 years old transfer originals to NARS as permanent records after declassification review.
019-2 (80)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.
020	<u>WEAPONS SYSTEMS EVALUATION GROUP</u> <u>(WSEG)/INSTITUTE FOR DEFENSE</u> <u>ANALYSIS (IDA) REPORTS/STUDIES</u>	
020-1 (81)	WSEG/IDA reports and studies which are tasked by JCS. The completed report/study is designated by a series number (e.g. WSEG Report No 555 or Study No 777). WHICH ARE: maintained by Rec Br as the official JCS record copy.	COFF annually at end of CY, after 7 years, transfer by CY block to OJCS RHA. When 20 years old transfer entire CY block to NARS as permanent records after declassification review.
020-2 (82)	WHICH ARE: maintained by the Documents-Subregistry Section, Doc Div, JSEC (apart from the JCS green papers containing the reports) as reference copies for use within the OJCS.	COFF annually at end of CY, hold 5 years, then destroy all but 10 copies. Destroy remaining copies after 10 years or when no longer needed for reference, whichever is sooner.
020-3 (83)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.
020-4 (84)	WSEG/IDA reports and studies which are tasked by OSD and distributed to OJCS for information. WHICH ARE: maintained in Rec Br or any other OJCS activity for reference.	Destroy when no longer needed for reference.

CATEGORY	NUMBER DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
021	<u>JCS HISTORIES</u>	
021-1	(85) 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.	COFF annually at the end of CY, after 7 years transfer by CY block to OJCS RHA. When 20 years old transfer by 5 year blocks to NARS as permanent records after declassification review. (GRS 16, item 13c)
021-2	(86) WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.
021-3	(87) 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.	COFF annually at the end of CY, after 7 years transfer by CY block to OJCS RHA. When 20 years old transfer by 5 year blocks to NARS as permanent records after declassification review. (GRS 16, item 13c)
021-4	(88) WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.
021-5	(89) Histories by OSD, the Military Services, Defense Agencies, and subordinate commands. WHICH ARE: retained in OJCS offices for reference.	Destroy when no longer needed for reference.
021-6	(90) Historical documents in SCI channels. WHICH ARE: held by J-3 as the official OJCS record copy.	Retain OJCS 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 to Rec Br. Transfer to NARS as permanent records after declassification review.
021-7	(91) Historical documents in special control channels other than SCI. WHICH ARE: held by J-3 as the official OJCS record copy.	After 5 years determine if official JCS record copy is maintained by Rec Br, if so - destroy; if not, transfer to Rec Br for disposition in accordance with 021-1 or 021-3.

CATEGORY	NUMBER DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
021-8	Historical documents which are maintained by SAGA.	COFF annually at end of CY, after 2 years transfer to WNRC. When 20 years old transfer to NARS as permanent records after declassification review.
(92)	WHICH ARE: official OJCS record copies.	
021-9	Miscellaneous historical research and reference materials collected and used in preparation of histories, studies and reports. WHICH ARE: maintained by Historical Div, JSEC, for reference.	Destroy when no longer needed for reference.
(93)		
022	<u>J-# MEMORANDUMS/J-#DMs</u>	
022-1	Memorandums of the Directorates issued by the Director or authorized representative in discharging chartered responsibilities. They may be on letterhead 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. 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.
(94)		
022-2	WHICH ARE: held at all other OJCS activities and retained as action or reference copies. (These documents are considered duplicate, extra copies, therefore, non-record copies.)	Destroy when no longer needed for reference.
(95)		
022-3	WHICH ARE: held by DIA in SCI channels as the official OJCS record copy.	Destroy when 10 years old. NOTE: Background materials directly related to a JCS will be provided to Rec Br for incorporation into the official case file for disposition in accordance with 001-1.
(96)		
022-4	WHICH ARE: held by offices within the directorates in SCI channels as the official OJCS record copy.	After 5 years determine if official OJCS record copy is held in DIA in SCI channels, if so - destroy; if not, transfer to DIA (SCI) for disposition in accordance with 022-3.
(97)		

CATEGORY

NUMBER DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

022-5 (98)	WHICH ARE: held by offices within the directorates in special control channels other than SCI, e.g., limited distribution papers.	Destroy when 10 years old. <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.
023	<u>J-# SECRETARY MEMORANDUM (J-#SMs)</u>	
023-1 (99)	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.
023-2 (100)	WHICH ARE: held at all other OJCS activities and retained as action or reference copies. (These documents are considered duplicate, extra copies, therefore, non-record copies.)	Destroy when no longer needed for reference.
024	<u>J-# INSTRUCTIONS/NOTICES</u>	
024-1 (101)	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, including copy of request for approval and development of forms; original of the latest form showing annual or special reviews; and any other documentation pertaining to issuance of the J-# Instruction/Notice. WHICH ARE: maintained by the Military Secretary as the official OJCS record copy. .	Destroy 2 years after superseded or rescinded. (GRS 16, item 2a)
024-2 (102)	WHICH ARE: held by offices within the directorate for guidance and reference.	Destroy when superseded or rescinded.

100 SERIES - ORGANIZATION AND MANPOWER

CATEGORY

NUMBER DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

101 ORGANIZATION PLANNING

- 101-1 Documents relating to the
(103) establishment of and changes in organization functions and relationships of Directorate/Agencies of the OJCS. Included are documents relating to over-all functions and missions, copies of organization and functions plans, manuals, and charts; copies of published directives implementing establishment or changes; and coordination papers with the DJS, CJCS, and J-1 indicating their approval for organization changes. WHICH ARE: maintained by the Staff Management Branch (SMB), J-1 as the official record copy.
- 101-2 Requests from Directorates/
(104) Agencies of the OJCS for changes in JCS Pub 4. Background papers, coordination, proposed inputs, drafts, charts, and related papers. WHICH ARE: received by the SMB, J-1 for staffing and approval for publication in JCS Pub 4.
- 101-3 WHICH ARE: maintained by other
(105) OJCS activities.

COFF annually except that plans, charts, and manuals thereof will not be COFF until superseded or rescinded. At that time transfer to WNRC. When 20 years old transfer in 5 year blocks to NARS as permanent records after declassification review. (GRS 16, item 13a)

Destroy 2 years after publication in JCS Pub 4.

Destroy when superseded or obsolete.

102 ORGANIZATION CHARTER

- 102-1 Documents which authorize and
(106) define the scope of authority, primary functions, and organization relationship of Directorates/Agencies of the OJCS. WHICH ARE: maintained by SMB, J-1 as the official OJCS record copy.
- 102-2 WHICH ARE: maintained by other
(107) OJCS activities.

COFF when superseded or rescinded, hold for 1 year, then transfer to WNRC. When 20 years old transfer in 5 year blocks to NARS as permanent records after declassification review. (GRS 16, item 13a)

Destroy when superseded or obsolete.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
103	<u>ORGANIZATION STRUCTURE</u>	
103-1 (108)	Documents, charts, publications and background materials pertaining to the JCS/OJCS Organizational structure. WHICH ARE: maintained by SMB, J-1 as the official OJCS record copy.	COFF when superseded or rescinded, hold for 1 year, then transfer to WNRC. When 20 years old transfer in 5 year blocks to NARS as permanent records after declassification review. (GRS 16, item 13a)
103-2 (109)	WHICH ARE: maintained by other OJCS activities.	Destroy when superseded or obsolete.
104	<u>MANPOWER MANAGEMENT</u>	
104-1 (110)	Decision Package Sets received from OSD establishing manpower authorizations for the OJCS. Documents received from OASD (MRA&L) providing approval of individual requests for increasing or decreasing manpower authorizations within the OJCS directorates and agencies. WHICH ARE: maintained by SMB, J-1, as the official OJCS record copy.	COFF when superseded by new guidance, hold 2 years, then transfer to WNRC. When 10 years old destroy.
104-2 (111)	Requests from OJCS directorates/agencies for addition or deletion of manpower authorizations. Included are individual requests, studies, reclama actions, and related papers, DJS approval, guidance and comments to record and document increases or decreases in manpower authorization for OJCS directorates/agencies. WHICH ARE: maintained by SMB, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 5 years, then destroy.
104-3 (112)	JCS Form 4 requesting changes in directorate/agency manning positions. Includes requests for billet adjustment, memorandums, working papers and related documents used to document changes to OJCS billets. Used to effect change in OJCS	COFF at end of CY in which changes were requested. Documents remaining in a suspense file will be held until action is completed then filed and COFF at end of CY. Hold 2 years, then destroy.

CATEGORY

NUMBER DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

104-3 Unit Manning Document Positions.
cont'd WHICH ARE: maintained by SMB,
J-1, as the official OCJS
record copy.

104-4 WHICH ARE: maintained by any
(113) OJCS activity as the official
OJCS record copy.

COFF annually at end of CY,
hold 1 year, then destroy.

105 UNIT MANNING DOCUMENTS (UMD)

105-1 Documents reflecting the man-
ning of OJCS billets. WHICH
(114) ARE: maintained by SMB, J-1,
as the official OJCS record
copy.

COFF annually at end of CY,
hold 1 year, then destroy.

105-2 WHICH ARE: maintained by other
(115) OJCS activities for reference.

Destroy when superseded by new
UMD.

106 MANPOWER STUDIES

106-1 Documents created in connec-
tion with manpower surveys
(116) and studies covering personnel
authorizations, manning levels,
manpower analysis and require-
ments, with related documenta-
tion. WHICH ARE: maintained
by SMB, J-1, as the official
OJCS record copy.

Destroy when superseded by
a like survey or study.

106-2 WHICH ARE: maintained by other
(117) OJCS activities for reference.

Destroy when no longer needed
for reference.

Item
No - ()

200 SERIES - PERSONNEL

CATEGORY

<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
201	<u>PERSONNEL CORRESPONDENCE/SUBJECT</u>	
201-1 (118)	Correspondence, reports, memoranda, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels. WHICH ARE: maintained by Personnel Div, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 3 years, then destroy. (GRS 1, item 3)
201-2 (119)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of CY, hold 1 year, then destroy.
202	<u>OFFERS OF EMPLOYMENT</u>	
202-1 (120)	Correspondence, letters, and telegrams offering appointment to potential employees. WHICH ARE: accepted offers filed in Civ Per Br, J-1.	Destroy immediately. (GRS 1, item 4a)
202-2	WHICH ARE: declined offers:	
(121)	(1) When name is received from certificate of eligibles.	Return to OPM with reply and application. (GRS 1, item 4b(1))
(122)	(2) Temporary or excepted appointment.	File inside application. (GRS 1, item 4b(2))
203	<u>CERTIFICATES OF ELIGIBLES</u>	
203-1 (123)	Certificates of eligibles with related requests, forms, correspondence, and statement or reasons for passing over a preference eligible and selecting a nonpreference. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy	COFF annually at end of CY, hold 2 years, then destroy. (GRS 1, item 5)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
203-2 (124)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
204	<u>POSITION CLASSIFICATION STANDARDS</u>	
204-1 (125)	Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within OJCS. WHICH ARE: maintained by any OJCS activity.	Destroy when superseded or obsolete. (GRS 1, item 7a(1))
204-2 (126)	Memoranda, correspondence and other records relating to the development of standards for classification of positions peculiar to OJCS and OPM approval or disapproval. WHICH ARE: <u>CASE FILES</u> maintained by Civ Per Br, J-1, as the official OJCS record copy.	Destroy 5 years after position is abolished or description is superseded. (GRS 1, item 7a(2)(a))
204-3 (127)	WHICH ARE: <u>REVIEW FILES</u> maintained by Civ Per Br, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy. (GRS 1, item 7a(2)(b))
205	<u>POSITION DESCRIPTIONS</u>	
205-1 (128)	Files describing established positions including information on title, series, grade, duties and responsibilities. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy.	Destroy 5 years after position is abolished or description superseded. (GRS 1, item 7b(1))
205-2 (129)	WHICH ARE: maintained by other OJCS activities.	Destroy when position is abolished or description superseded. (GRS 1, item 7b(2))
206	<u>POSITION IDENTIFICATION STRIPS</u>	
206-1 (130)	Strip such as Standard Form 7D, used to provide summary data on each position occupied. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy.	Destroy when position is cancelled or new strip is prepared. (GRS 1, item 11)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
207	<u>APPEALS</u>	
207-1 (131)	Case files relating to classification appeals. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy.	Destroy 3 years after case is closed. (GRS 1, item 7d)
207-2 (132)	WHICH ARE: maintained by other OJCS activities.	Destroy 1 year after case is closed.
208	<u>SURVEYS</u>	
208-1 (133)	Classification Survey Reports. Survey reports on various positions prepared by classification specialists, including periodic reports. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy.	Destroy when 3 years old or 2 years after regular inspection whichever is sooner. (GRS 1, item 7c(1))
208-2 (134)	Inspection, Audit and Survey Files. Correspondence, memoranda, reports and other records relating to inspections, surveys, desk audits and evaluation. WHICH ARE: maintained by any OJCS activity.	Destroy when obsolete or superseded. (GRS 1, item 7c(2))
209	<u>INTERVIEW RECORDS</u>	
209-1 (135)	Correspondence, reports, and other records relating to interviews with employees. WHICH ARE: maintained by any OJCS activity.	Destroy 6 months after transfer or separation of employee. (GRS 1, item 8)
210	<u>EMPLOYMENT APPLICATIONS</u>	
210-1 (136)	Applications (SF 171) and related records, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications	Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier, providing the requirements of the Federal Personnel

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
210-1 Cont'd	resulting in appointment which are filed in the Official Personnel Folder. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy.	Manual, Chapter 333, Section A-4 are observed. (GRS 1, item 15)
211	<u>PERSONNEL OPERATIONS STATISTICAL REPORTS</u>	
211-1 (137)	Statistical reports. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy. (GRS 1, item 16)
211-2 (138)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of CY. hold 1 year, then destroy.
212	<u>CORRESPONDENCE AND FORMS</u> Records relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy, consisting of:	
212-1 (139)	Correspondence and forms relating to pending personnel actions.	Destroy when action is completed. (GRS 1, item 17a)
212-2 (140)	Retention registers from which reduction-in-force actions have been taken.	COFF annually at end of CY. hold 2 years, then destroy. (GRS 1, item 17b(1))
212-3 (141)	Retention registers from which no reduction-in-force actions have been taken.	Destroy when superseded or obsolete. (GRS 1, item 17b(2))
212-4 (142)	All other correspondence and forms.	Destroy when 6 months old. (GRS 1, item 17c)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
213	<u>JOB OPPORTUNITY ANNOUNCEMENTS (JOAs)</u>	
213-1 (143)	Announcements of vacancies being advertised by OJCS or OSD. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy	COFF annually at end of CY, hold 1 year, then destroy.
213-2 (144)	WHICH ARE: maintained by other OJCS activities.	Destroy after announcement closing date.
214	<u>EQUAL EMPLOYMENT OPPORTUNITY RECORDS</u>	
214-1 (145)	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 1 year after resolution of case. (GRS 1, item 26b)
214-2 (146)	Employment Statistics Files. Employment statistics relating to race and sex. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 5 years, then destroy. (GRS 1, item 26f)
214-3 (147)	EEO General Files. General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent future legislation; and agency EEO Committee meeting and records including minutes and reports. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy.	Destroy when 3 years old or when superseded or obsolete, whichever is applicable. (GRS 1, item 26g)
214-4 (148)	EEO Affirmative Action Plans (AAP). OJCS consolidated AAP and related feeder documents. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy.	Destroy 5 years from date of plan. Feeder plan can be destroyed sooner if administrative purposes have been served. (GRS 1, item 26h)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
214-5 (149)	EEO General files. WHICH ARE: maintained by other OJCS activities.	Destroy when superseded or obsolete. (GRS 1, item 26g)
215	<u>PERSONNEL COUNSELING RECORDS</u>	
215-1 (150)	Reports of interviews, analyses and related records. WHICH ARE: maintained by supervisors.	Destroy 3 years after termination of counseling. (GRS 1, item 27a)
216	<u>STANDARDS OF CONDUCT</u>	
216-1 (151)	Correspondence, memoranda and other records relating to code of ethics and standards of conduct. WHICH ARE: maintained by any OJCS activity.	Destroy when obsolete or superseded. (GRS 1, item 28)
217	<u>GRIEVANCE, APPEALS (5CFR771)</u>	
217-1 (152)	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 recommenda- tion, copy of the original decision, related correspondence and exhibits, and records relating to a recon- sideration request. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy.	Destroy 3 years after case is closed. (GRS 1, item 31a)
217-2 (153)	WHICH ARE: maintained by other OJCS activities.	Destroy 1 year after case is closed.
218	<u>ADVERSE ACTION</u>	
218-1 (154)	Case files and related records created in reviewing any adverse action (disciplinary or nondisci- plinary removal, suspension, leave without pay, reduction-in- force) against an employee. The	Destroy 4 years after case is closed. (GRS 1, item 31b)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
218-1 cont'd	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 record copy.	
218-2 (155)	WHICH ARE: maintained by other OJCS activities.	Destroy 1 year after case is closed.
219	<u>LEAVE APPLICATION</u>	
219-1 (156)	Application for leave, SF 71 or equivalent, and supporting papers relating to requests for and approval of taking leave. WHICH ARE: maintained by Fin Mgt Br, DSS, as the official OJCS record copy and the time card has been initialed by the employee.	Destroy at the end of the applicable pay period. (GRS 2, item 8a)
219-2 (157)	WHICH ARE: maintained by Fin Mgt Br, DSS, as the official OJCS record copy and the time card has not been initialed by the employee.	Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2, item 8b)
219-3 (158)	WHICH ARE: maintained by other OJCS activities.	Destroy at the end of the applicable pay period.
220	<u>PAYROLL</u>	
220-1 (159)	Bi-weekly cost reports. WHICH ARE: maintained by Fin Mgt Br, DSS, as the official OJCS record copy.	COFF annually at end of CY, hold 3 years, then destroy. (GRS 2, item 17b)
220-2 (160)	Overtime reports and related documents. WHICH ARE: maintained by Fin Mgt Br, DSS, as the official OJCS record copy.	COFF annually at end of CY, hold 3 years, then destroy. (GRS 2, item 17b)
220-3 (161)	Overtime request and related documents. WHICH ARE: maintained by other OJCS activities.	COFF annually at end of CY, hold 1 year, then destroy.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
221	<u>RETIREMENT ASSISTANCE</u>	
221-1 (162)	Correspondence, memoranda, annuity estimates, and other records used to assist OJCS retiring employees. WHICH ARE: maintained by Per Div, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 1 year, then destroy. (GRS 2, item 21b)
222	<u>PERSONNEL AUTHORIZATION</u>	
222-1 (163)	Documentation reflecting personnel spaces allotted to OJCS organization elements. WHICH ARE: maintained by Civ Per Br, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy. (GRS 1, item 16)
223	<u>SUPERVISOR'S EMPLOYEE RECORDS</u>	
	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.	
223-1 (164)	When employee transfers to a new job with OJCS.	Forward in sealed envelope to the new supervisor.
223-2 (165)	When employee transfers outside of OJCS or separates.	Forward in a sealed envelope to Civ Per Br, J-1, where retained for 1 year after transfer or separation, then destroy. (GRS 1, item 18a)
224	<u>PERSONNEL ACTION CHRONOLOGICAL FILE</u>	
224-1 (166)	Notification of Personnel Action (SF50) used as source material for preparation of reports, a ready reference device for review of actions previously processed and for information of OPM. WHICH ARE: maintained by Per Div, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy. (GRS 1, item 14a)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
225	<u>INCENTIVE AWARDS</u>	
225-1 (167)	Correspondence relating to the administration of awards to employees for suggestions, acts, or superior accomplishments which have contributed to outstanding efficiency and economy in the operation of OJCS; letter of appreciation or commendation for individual or OJCS elements. WHICH ARE: maintained by Per Div, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy. (GRS 1, item 12c)
225-2 (168)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of CY, hold 1 year, then destroy.
226	<u>CIVILIAN AWARDS</u>	
226-1 (169)	Records reflecting the origin of the award, copies of General Orders, the citation, the recommendation, and the approval of the award; proceedings of the OJCS Awards Board. WHICH ARE: maintained by Per Div, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy. (GRS 1, item 12a(1))
226-2 (170)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of CY, hold 1 year, then destroy.
227	<u>OFFICIAL MILITARY PERSONNEL RECORDS</u>	
227-1 (171)	Official military personnel records that are created as the result of detail or assignment to the Organization of Joint Chiefs of Staff which normally would be made part of the individual's personnel file and other pertinent and related correspondence. WHICH ARE: maintained by Mil Per Br, J-1, as the official OJCS record copy.	Forward all records which are considered by the appropriate Service as records for inclusion in the individual's personnel file to that Service not later than 30 days after release from duty from OJCS.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
227-2 (172)	Duplicate and non-record materials. WHICH ARE: held by other OJCS activities.	Destroy upon transfer of the personnel file.
228	<u>MILITARY LEAVE</u>	
228-1 (173)	Records which relate to leave of military Personnel. WHICH ARE: maintained by Mil Per Br, J-1.	Destroy individual leave authorization when adjustments are made.
229	<u>JCS IDENTIFICATION BADGE</u>	
229-1 (174)	Exceptions to policy and orders issuings badges and related documents. WHICH ARE: maintained by the Mil Per Br, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy.
230	<u>MILITARY AWARDS</u>	
230-1 (175)	OJCS Awards Board. Records reflecting the origin of the award, copies of General Orders, the citation, the recommendation, and the approval of the award, proceedings of the OJCS Awards Board. WHICH ARE: maintained by the Per Div, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy.
230-2 (176)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of CY, hold 1 year, then destroy.
231	<u>GENERAL/FLAG OFFICER NOMINATION</u>	
231-1 (177)	JCS papers and related documents from OSD and the Military Services on the nominations of General and Flag officers submitted to SECDEF thru the JCS in accordance with DOD directive for approval by the SECDEF or transmittal to the President. WHICH ARE: maintained by Rec Br as the official OJCS record copy.	COFF annually at end of CY, after 7 years transfer by CY block to the OJCS RHA. When 20 years old, destroy.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
232	<u>MILITARY ASSIGNMENT DOCUMENTS</u>	
232-1 (178)	Policy matters pertaining to OJCS military assignments. WHICH ARE: maintained by Mil Per Br, J-1, as the official OJCS record copy.	Destroy 5 years after supersession.
232-2 (179)	Requisitions Documents. WHICH ARE: held by Mil Per Br, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 3 years, then destroy.
232-3 (180)	Nomination packets. WHICH ARE: held by Mil Per Br, J-1, as the official OJCS record copy.	Destroy 1 year after individual departs.
232-4 (181)	Miscellaneous military assignment documents. WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
233	<u>MILITARY TRAINING</u>	
233-1 (182)	Records which relate to OJCS training, operating procedures, and related documents. WHICH ARE: maintained by Mil Per Br, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy.
233-2 (183)	Documents pertaining to courses offered and training schedules. WHICH ARE: maintained by Mil Per Br, J-1, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy.
233-3 (184)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.

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300 SERIES - INTELLIGENCE AND SECURITY

CATEGORY

<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
301	<u>SECURITY POLICY</u>	
301-1 (185)	Records reflecting the formulation and establishment of policy, planning, and procedural developments governing security matters. WHICH ARE: maintained by Security Division, DSS, as the official OJCS record copy.	Destroy when superseded, obsolete, or no longer needed for reference.
302	<u>SECURITY ADMINISTRATIVE CORRESPONDENCE</u>	
302-1 (186)	Correspondence, reports, and other records relating to the administration of security classification, control and accounting for classified documents; files relating to administration and operation of facilities security and protective service program. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of CY, hold 2 years, then destroy. (GRS 18, item 2)
303	<u>DOCUMENT RECEIPT</u>	
303-1 (187)	Forms reflecting the issue and receipt for classified documents. (Top Secret and Secret). 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)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
304	<u>DESTRUCTION CERTIFICATES</u>	
304-1 (188)	Certificate of destruction for classified material. Documentary evidence reflecting appropriate destruction of classified material. JCS Forms 63a, 63c, 48, 49, 72 and 74 or any other substitute record or form used for this purpose. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of CY, hold 2 years, then destroy. (GRS 18, item 4)
305	<u>ACCESS RECORDS</u>	
305-1 (189)	Top Secret access record required by JAI 2511.3 used to record names of individuals who have had access to a particular Top Secret document (SD Form 194). These records are permanently affixed to Top Secret documents until documents are destroyed, downgraded, or transferred from OJCS. WHICH ARE: maintained by any OJCS activity.	Place in inactive file when related document is destroyed, downgraded, declassified, or transferred from OJCS. COFF inactive file annually at end of CY, hold 2 years then destroy. (GRS 18, item 7)
305-2 (190)	Disclosure Records. A record of all OJCS personnel who have been authorized access to classified information of the OJCS during their assignment. WHICH ARE: maintained by the Security Division, DSS, as the official OJCS record copy.	COFF annually at end of CY, hold 3 years, then destroy.
305-3 (191)	Special Access Lists. Billet rosters and alphabetical access rosters listing the names of personnel authorized access to specific classified information, i.e., SI/SAO,	Destroy when updated or superseded.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
305-3 cont'd	SIOP/ESI, CNWDI, Military Space Programs, etc. WHICH ARE: maintained by any OJCS activity.	
305-4 (192)	Access Request Files. Requests and authorization for individuals to have access to classified files, pickup and deliver classified materials, and to act as official couriers. JCS Forms 7 and 42, or any other substitute record used for this purpose. WHICH ARE: maintained by any OJCS activity.	Destroy 2 years after authorization expires. (GRS 18, item 7)
305-5 (193)	Access Control Log. Documents relating to OJCS Guard Posts sign in logs, Military Security Force Blotters, Night Security Team Inspection Surveys. WHICH ARE: maintained by Physical Security Br, DSS, as the official OJCS record copy.	Destroy after 1 year.
306	<u>TOP SECRET REGISTER</u>	
306-1 (194)	Records which identify all Top Secret material generated or received by a directorate or agency. WHICH ARE: maintained by any OJCS activity.	Place in inactive file when all copies of the documents recorded therein have been destroyed or otherwise permanently disposed of (transferred outside the agency or downgraded). COFF inactive file annually at end of CY, hold 5 years, then destroy. (GRS 18, item 6a)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
307	<u>SECURITY CONTROL AND INSPECTION RECORDS</u>	
307-1 (195)	Safe check records, room or area security inspection records, and equivalent forms used for security inspections; combinations and persons responsible for safes, or other lists of persons having knowledge of safe combinations; and correspondence pertaining to security protection of classified equipment. WHICH ARE: maintained by any OJCS activity.	Destroy after superseding records are prepared, or when no longer required as applicable.
308	<u>PHYSICAL SECURITY CONTAINER INFORMATION</u>	
308-1 (196)	Up-to-date records of all OJCS office safes, vaults and padlock combinations, together with other information necessary to identify and locate the safes, vaults or containers and the individuals having knowledge of the combination. WHICH ARE: maintained by Physical Security Br, DSS, as the official OJCS record copy.	Destroy when superseded by new form or listing, or upon turn-in of container. (GRS 18, item 8)
308-2 (197)	WHICH ARE: maintained by other OJCS activities.	Destroy when superseded by new form or listing, or upon turn-in of container. (GRS 18, item 8)
309	<u>INVENTORY REPORTS</u>	
309-1 (198)	Top Secret inventory records. Records accumulated in connection with annual inventory of Top Secret materials. WHICH ARE: maintained by Information Release and Safeguard Br, Doc Div, JSEC, as the official OJCS record copy.	COFF annually at end of CY, hold 5 years, then destroy.

CATEGORY NUMBER	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
309-2 (199)	Sighting Reports. Annual report of Secret and semi-annual report of Top Secret outstanding copies of the current edition of separately bound portions of JCS MOP 84 documents (JIEP, JLREID, JLRSS, JSPD, JSPDS, JPAM, JSAM, JSAMSA, and JSCP) as required by MOP 39. WHICH ARE: maintained by the Documents-Subregistry Section, Doc Div, JSEC, as the official OJCS record copy.	COFF annually at end of CY, hold 5 years, then destroy.
309-3 (200)	Top Secret inventory and Sighting Reports. WHICH ARE: maintained by other OJCS activities.	COFF annually at end of CY, hold 5 years, then destroy.
310	<u>CLASSIFICATION GUIDES</u>	
310-1 (201)	Official record copy of the current edition of each classification guide which includes copy of printed guide, each change, and documents showing coordination, comments, and approval. WHICH ARE: at the issuing activity or office of primary responsibility.	Destroy 10 years after the system is terminated or phased out of the inventory.
310-2 (202)	Information copies of classification guides regardless of originator. WHICH ARE: maintained by any OJCS activity.	Destroy when superseded, obsolete, or no longer needed for reference, or on inactivation, whichever is sooner.
311	<u>ACCREDITATION</u>	
311-1 (203)	Documents pertaining to room/vault accreditation which validates area for classified storage/work. WHICH ARE: maintained by any OJCS activity.	Destroy when no longer needed for current operations.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
312	<u>TECHNICAL SURVEYS</u>	
312-1 (204)	Documents dealing with technical security surveys for validating security of cleared areas. WHICH ARE: maintained by Physical Security Br, DSS, as the official OJCS record copy.	Destroy after 3 years or upon discontinuance of facility whichever is sooner. (GRS 18, item 10)
312-2 (205)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
313	<u>PROPERTY PASS</u>	
313-1 (206)	Documents relating to the authorized removal of property or material from the OJCS. WHICH ARE: maintained by any OJCS activity.	Destroy 3 months after expiration or revocation. (GRS 18, item 13)
314	<u>SECURITY ORIENTATION AND TRAINING</u>	
314-1 (207)	Documentation reflecting training, security orientation briefing/debriefing, and relevant data. WHICH ARE: maintained by any OJCS activity.	Destroy when no longer needed for current operations.
315	<u>PERSONNEL SECURITY CLEARANCE</u>	
315-1 (208)	Documents containing information on the security clearances of OJCS individual personnel and the accreditation of access to classified files. WHICH ARE: maintained by the Personnel Security Br, DSS, as the official OJCS record copy.	Destroy 5 years after transfer or separation of individual concerned. (GRS 18, item 23a)
316	<u>PERSONNEL SECURITY ROSTERS AND JCS FORMS 8 FOR NON-OJCS PERSONNEL</u>	
316-1 (209)	Documents containing information on the security clearance and authorization for non-OJCS personnel for classified matters. WHICH ARE: maintained by the Personnel Security Br, DSS, as the official OJCS record copy.	Destroy 30 days after loss of access of individual concerned.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
317	<u>REPORT OF INVESTIGATION (ROI)</u>	
317-1 (210)	Investigative reports and related papers furnished to OJCS by investigative organizations for use in making security suitability determination. WHICH ARE: maintained by Personnel Security Br, DSS, as the official OJCS record copy.	Destroy when no longer required for making a security determination. (GRS 18, item 23b)
318	<u>SECURITY VIOLATIONS</u>	
318-1 (211)	Documentation pertaining to alleged security violations, unauthorized divulgence of classified information, results of findings, and final corrective action taken. WHICH ARE: maintained by Security Div, DSS, as the official OJCS record copy.	Destroy 2 years after completion of final action or when no longer needed, whichever is sooner. (GRS 18, item 25b)
318-2 (212)	Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Defense for prosecutive determination. WHICH ARE: maintained by the Security Div, DSS, as the official OJCS record copy.	Destroy 5 years after close of case. (GRS 18, item 25a)
319	<u>SECURITY INSPECTIONS</u>	
319-1 (213)	Documents relating to the internal inspection of physical security, documents control and security, and other routine security type inspections and surveys. WHICH ARE: maintained by Security Div, DSS, as the official OJCS record copy.	COFF annually at end of CY, hold 4 years, then destroy. (GRS 18, item 10)
319-2 (214)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of CY, hold 1 year, then destroy.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
320	<u>INTERNATIONAL SECURITY</u>	
320-1 (215)	Destruction certificates, receipts, registers, and disclosure records for COSMIC TOP SECRET. WHICH ARE: maintained at the Documents-Subregistry Section, Doc Div, JSEC.	Destroy 10 years after the material has been destroyed or permanently transferred to another registry or sub-registry.
320-2 (216)	WHICH ARE: maintained at the JCS Control Points.	Destroy 10 years after the material has been returned to the Documents-Subregistry Section.
320-3 (217)	Destruction certificates, receipts, registers, and disclosure records for ATOMAL material. WHICH ARE: maintained at the Documents-Subregistry Section, Doc Div, JSEC.	Destroy when no longer needed for reference.
320-4 (218)	Receipts and disclosure records for ATOMAL material. WHICH ARE: maintained at the JCS Control Points.	After the material has been returned to the Documents-Subregistry Section, destroy when no longer needed for reference.
320-5 (219)	Destruction certificates, receipts, registers, and disclosure records for NATO Secret. 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.
320-6 (220)	WHICH ARE: maintained at the JCS Control Points.	Destroy 2 years after the material has been destroyed or returned to the Documents-Subregistry Section.
320-7 (221)	Destruction certificates, receipts, registers, and disclosure records for: NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED and NATO	Destroy 2 years after receipt or destruction of the material.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
320-7 cont'd	UNCLASSIFIED. WHICH ARE: maintained at the JCS Control Points.	
320-8 (222)	Records of establishment/dis- establishment of JCS Control Points under the Documents- Subregistry Section. WHICH ARE: maintained at the Documents-Subregistry Section, Doc Div, JSEC, as the official OJCS record copy.	Destroy 1 year after termi- nation of JCS Control Point concerned.
320-9 (223)	Inventory Reports. Semi- annual, annual reports on COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, NATO CONFIDENTIAL ATOMAL. WHICH ARE: maintained by Documents-Subregistry Sec- tion, Doc Div, JSEC, and by the JCS Control Points.	COFF annually at end of CY, hold 3 years, then destroy unless a discrepancy has occurred. Then destroy 3 years after the records have been cleared.
320-10 (224)	Inspection Reports. Semi- annual inspections of estab- lished JCS Control Points concerning security protection of NATO information and com- pliance with applicable DOD Directives and OJCS Administra- tive Instructions. WHICH ARE: maintained by the Documents- Subregistry Section, Doc Div, JSEC, as the official OJCS record copy.	COFF annually at end of CY, hold 3 years, then destroy.
320-11 (225)	WHICH ARE: maintained by the JCS Control Points.	Destroy after receipt of next inspection report.
320-12 (226)	Access Lists. WHICH ARE: maintained by the Documents- Subregistry Section, Doc Div, JSEC, on Control Points as well as individual access to NATO information, and access list maintained by the JCS Control Points for individual access.	Destroy when revised.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
320-13 (227)	General correspondence, document distribution, custody receipts, etc. WHICH ARE: maintained by the Documents-Subregistry Section, Doc Div, JSEC.	COFF annually at end of CY, hold 2 years, then destroy unless usage dictates otherwise, then destroy when no longer needed.
320-14 (228)	Security violations and investigations. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of CY, destroy 3 years after completion of corrective or disciplinary action.
321	<u>INTELLIGENCE POLICY FILE</u>	
321-1 (229)	Documents concerning the general policy of the Joint Chiefs of Staff as related to the intelligence mission. WHICH ARE: maintained by J-2 Support office as the official OJCS record copy.	COFF when superseded or obsolete, hold 1 year, then transfer by CY block to WNRC. When 20 years old transfer by <i>5 yr</i> block to NARS as permanent records after declassification review.
321-2 (230)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.
322	<u>INTELLIGENCE ESTIMATES</u>	
322-1 (231)	National Intelligence Estimates (NIEs), Special National Intelligence Estimates (SNIEs), and National Intelligence Analytical Memorandums (NIAMs). Strategic estimate of capabilities, vulnerabilities, and probable course of action of foreign nations which is produced at the national level by the intelligence community. WHICH ARE: maintained by any OJCS activity.	Destroy when obsolete, superseded, or no longer needed for reference.
322-2 (232)	Semi-annual consolidated listing of NIEs, SNIEs, and NIAMs provided to OJCS by DIA. WHICH ARE: maintained by any OJCS activity.	Destroy when no longer needed for reference.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
323	<u>INTELLIGENCE REPORTS AND STUDIES</u>	
323-1 (233)	Intelligence country studies, and/or reports prepared by DIA and/or the intelligence community. WHICH ARE: maintained by any OJCS activity for reference.	Destroy when obsolete, super- seded, or no longer needed for reference.
324	<u>SCI DOCUMENTS</u>	
324-1 (234)	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.
325	<u>CONTROLLED MATERIAL (OTHER THAN SCI)</u>	
325-1 (235)	Documents in special control channels other than SCI, e.g., limited distribution papers, which are not covered elsewhere in the OJCS disposition schedule. WHICH ARE: maintained by any OJCS activity.	Review annually for removal from control channels, when removable incorporate in appropriate functional file with disposition that of the appropriate mission/ subject file.

400 SERIES - INFORMATION AND LEGAL

<u>CATEGORY</u> <u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
401	<u>WHITE HOUSE CORRESPONDENCE</u>	
401-1 (236)	White House correspondence relating to substantial policy-related matters. WHICH ARE: maintained by any OJCS activity as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then transfer to WNRC. When 20 years old transfer in 5-year blocks to NARS as permanent records after declassification review.
401-2 (237)	Correspondence of a routine nonpolicy nature with no long term value. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of CY, hold 2 years, then transfer to WNRC. When 10 years old destroy by CY block.
402	<u>CONGRESSIONAL CORRESPONDENCE</u>	
402-1 (238)	Correspondence of a substantial nature with historical significance. Congressional inquiries originated by Armed Forces personnel, the public or members of Congress, which are forwarded to JCS for reply. They are primarily originated by Congress and pertain to substantial policy issues such as plans, objectives, or responsibilities. WHICH ARE: maintained by any OJCS activity as the official OJCS record copy.	COFF when case is closed out, hold 1 year, then transfer to WNRC. When 20 years old transfer in 5 year blocks to NARS as permanent records after declassification review.
402-2 (239)	Correspondence of a routine nature with no historical value. Congressional inquiries originated by Armed Forces personnel, the public or members of Congress which are forwarded to JCS for reply. Examples include letters regarding rejection for military service, purchase of military equipment, etc. WHICH ARE: maintained by any OJCS activity as the official OJCS record copy.	COFF annually at end of CY, hold 1 year, then transfer to WNRC. When 7 years old destroy by CY block.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
402-3 (240)	CJCS statement before Congressional Committee (annual). WHICH ARE: maintained by OJCS as the official JCS record copy.	COFF at expiration of CJCS's tour of duty, hold 2 years, then transfer entire block through Rec Br to the OJCS RHA. When 20 years old transfer entire block to NARS as permanent records after declassification review.
403	<u>LEGISLATIVE/TESTIMONY</u>	
403-1 (241)	Legislative Programs File. Documents pertaining to the legal status of the JCS and OJCS such as National Security Act. Comments on changes to proposed legislation. Letters from and to Congressional committees or individual members, monitoring of the programs and coordinating legislative activities. WHICH ARE: maintained by any OJCS activity as the official JCS record copy.	COFF at the completion of program, hold 3 years, then transfer entire block to WNRC. When 20 years old transfer entire block to NARS as permanent records after declassification review.
403-2 (242)	Testimony before Congressional Committee and transcript. The designation and appearance of witnesses and coordination of action relating to congressional consideration. WHICH ARE: maintained by any OJCS activity as the official JCS record copy.	COFF annually or when superseded or obsolete, hold 1 year, then transfer by CY block to WNRC. When 20 years old transfer in 5 block to NARS as permanent records after declassification review.
404	<u>PUBLIC AFFAIRS POLICY</u>	
404-1 (243)	Documents concerning the general policy of the OJCS as related to the public affairs mission. They consist of policy directives and procedures governing relations with the news media and the public. Examples are policy related to Freedom of Information, participation by the Armed	COFF when superseded or obsolete, hold 1 year, then transfer to WNRC. When 20 years old transfer in 5-year blocks to NARS as permanent records after declassification review.

<u>CATEGORY</u> <u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
404-1 con't	Forces in public events, and the release of news. WHICH ARE: maintained by any OJCS activity as the official OJCS record copy.	
405	<u>PUBLIC AFFAIRS CORRESPONDENCE</u>	
405-1 (244)	Comments on or contributions to news release or other media furnished by information officers to publicize and promote the mission or functions. WHICH ARE: maintained by any OJCS activity as the official OJCS record copy.	Destroy after 2 years or on discontinuance, whichever is first, however, documents in the cut off file that require additional action or relate to reopened cases should be brought forward for filing in the current file.
406	<u>SPEECH AND PUBLIC RELATIONS</u>	
406-1 (245)	Speeches, talks, interviews, written articles of key officials of OJCS such as CJCS DJS, and directorate heads. WHICH ARE: maintained by OJCS as the official JCS record copy.	COFF at expiration of CJCS's tour, transfer entire block through Rec Br to the OJCS RHA. When 20 years old transfer entire block to NARS as permanent records after declassification review.
406-2 (246)	WHICH ARE: maintained by ODJS as the official JCS record copy.	COFF annually at end of CY, hold 6 months, then transfer by CY block to Rec Br for disposition in accordance with 0101 1001-1, item (1).
406-3 (247)	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.
407	<u>INFORMATION REQUEST</u>	
407-1 (248)	Request for information/copy of reply thereto, involving no administrative actions, no policy decisions, and no	Destroy when 3 months old or when no longer needed, whichever is sooner.

<u>CATEGORY</u>	<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	407-1 con't	special compilations or research and requests for and transmittals of publications, photographs and other information literature. WHICH ARE: maintained by Assistant to DJS, Public Affairs.	
	408	<u>ACKNOWLEDGEMENT</u>	
	408-1 (249)	Acknowledgement and transmittals of inquires and requests that have been referred elsewhere for reply. WHICH ARE: maintained by Assistant to DJS, Public Affairs as the official OJCS record copy.	Destroy 3 months after acknowledgement and referral.
	409	<u>INFORMATION PROJECT</u>	
	409-1 (250)	Information Services project case files. WHICH ARE: maintained by any OJCS activity as the official OJCS record copy.	Destroy 1 year after completion of project.
	410	<u>COMMENDATION/COMPLAINT CORRESPONDENCE</u>	
	410-1 (251)	Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records. WHICH ARE: maintained by Assistant to DJS, Public Affairs as the official OJCS record copy.	Destroy when 3 months old.
	411	<u>FREEDOM OF INFORMATION ACT REQUEST</u>	
		Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related	

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
411 con't	supporting files which may include official file copy of requested record or copy thereof. WHICH ARE: maintained by the Information Release and Safe-guard Br, Doc Div, JSEC, consisting of: Correspondence and supporting documents EXCLUDING the official file copy of the records requested if filed herein.	
411-1 (252)	(1) Granting access to all the requested records.	Destroy 2 years after date of reply. (GRS 14, item 16a(1))
411-2 (253)	(2) Responding to requests for nonexistent records; to requestors who provide inadequate description; and to those who fail to pay agency reproduction fees, which are not appealed.	Destroy 2 years after date of reply. (GRS 14, item 16a(2))
411-3 (254)	Denying access to all or part of the records requested and request not appealed.	Destroy 5 years after date of reply. (GRS 14, item 16a(3))
411-4 (255)	Official file copy of requested records.	Dispose of in accordance with approved JCS disposition instructions for the related records, or with the related FOIA request, whichever is later. (GRS 14, item 16b)
411-5 (256)	Reference/information copies of FOIA requests. WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
412	<u>FOIA APPEAL</u> Files created in responding to administrative appeals under the FOIA for release of information denied by JCS, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof. WHICH ARE: maintained by the Information Release and Safeguard Br, Doc Div, JSEC, as the official JCS record copy, consisting of:	
412-1 (257)	Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein).	Destroy 4 years after final determination or 3 years after final adjudication by courts, whichever is later. (GRS 14, item 17a)
412-2 (258)	Official file copy of records under appeal.	Dispose of in accordance with JCS disposition instructions for the related records, or with the related FOIA requests, whichever is later. (GRS 14, item 17b)
412-3 (259)	Reference/ information copies of FOIA appeal request. WHICH ARE: maintained by any OJCS activity.	Destroy when no longer needed for reference.
413	<u>FOIA CONTROL</u>	
413-1 (260)	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requester. WHICH ARE: maintained by Information Release and Safeguard Br, Doc Div, JSEC, as the official JCS record copy.	Destroy 5 years after final action or after final adjudication by courts, whichever is later. Register/Listing - destroy 5 years after date of last entry. (GRS 14, item 18a,b)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
414	<u>RELEASE AND DISCLOSURE RECORDS</u>	
414-1 (261)	Records reflecting actions taken in the release or disclosure of JCS/OJCS classified information; including the request, justification, and authorization, to contractors, joint military colleges, historians, and others. WHICH ARE: maintained by Information Release and Safe-guard Br, Doc Div, JSEC, as the official JCS record copy.	Destroy 5 years after files become inactive.
414-2 (262)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy 1 year after file becomes inactive.
415	<u>DISCLOSURE POLICY</u>	
415-1 (263)	Policy and directives on disclosure of classified information. National disclosure policy on classified military information to international organizations and commands, and to countries. WHICH ARE: maintained by J-5 as the official OJCS record copy.	COFF after file becomes inactive, hold 1 year, then transfer to WNRC. When 20 years old transfer by 2 5 YR block to NARS as permanent records after declassification review.
415-2 (264)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy 1 year after file becomes inactive.
416	<u>PRIVACY ACT MATTERS</u>	
416-1 (265)	Files maintained in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof. WHICH ARE: maintained by the Office of the Chief, Security Div, DSS, as the official JCS record copy.	Dispose of in accordance with the approved JCS disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later. (GRS 14, item 27)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
416-2 (266)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.
417	<u>PRIVACY ACT REPORT</u>	
417-1 (267)	Recurring reports and one-time information requirements relating to agency implementation, including annual reports to OSD and the Privacy Act Board. Also includes reports at agency level. WHICH ARE: maintained by the Office of the Chief, Security Div, DSS, as the official JCS record copy.	COFF annually at end of CY, hold 2 years, then destroy. (GRS 14, item 29b)
417-2 (268)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for action or reference.
418	<u>PRIVACY ACT GENERAL ADMINISTRATIVE</u>	
418-1 (269)	Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records. WHICH ARE: maintained by any OJCS activity.	Destroy when 2 years old or sooner if no longer needed for administrative use. (GRS 14, item 30)
419	<u>DECLASSIFICATION ACTION</u>	
419-1 (270)	Documents, directives, and correspondence relating to declassification actions. Internal and external declassification requests. Response, appeal, referrals and general policy files. WHICH ARE: maintained by Doc Div, JSEC, as the official JCS record copy.	COFF annually at end of CY, hold 5 years, then destroy.
420	<u>DECLASSIFICATION GENERAL</u>	
420-1 (271)	Miscellaneous correspondence on request for declassification of OJCS records. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of CY, hold 3 years, then destroy.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
421	<u>DECLASSIFICATION POLICIES AND DIRECTIVES</u>	
421-1 (272)	Records reflecting the formulation and establishment of policy planning and procedural developments governing declassification. WHICH ARE: maintained by Doc Div, JSEC, as the official JCS record copy.	COFF after revision, hold 2 years, then transfer to WNRC When 20 years old transfer by 504 block to NARS as permanent records after declassification review.
421-2 (273)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.
422	<u>DECLASSIFICATION LISTING</u>	
422-1 (274)	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.
422-2 (275)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.

Item

No - () 500 SERIES - OPERATIONS, PLANNING, COMMAND AND CONTROL

CATEGORY

<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
501	<u>OPERATIONS POLICY</u>	
501-1 (276)	Documents concerning the general policy of the Joint Chiefs of Staff as related to the operations and command and control missions. WHICH ARE: maintained by J-3 as the official OJCS record copy.	After revision hold 1 year then transfer by CY block to WNRC. When 20 years old transfer by 5YR block to NARS as permanent records after declassification review.
501-2 (277)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when superseded, obsolete, or no longer needed for reference.
502	<u>OPERATIONS SUMMARY</u>	
502-1 (278)	Weekly and/or special reports prepared by NMCC on status of forces and military operations for distribution to OSD and other government activities. WHICH ARE: maintained by Rec Br as the official JCS record copy.	COFF annually at end of CY, after 7 years transfer by CY block to the OJCS RHA. When 20 years old transfer by 5YR ^{5YR} block to NARS as permanent records after declassification review.
502-2 (279)	WHICH ARE: maintained by other OJCS activities.	Destroy when 90 days old.
502-3 (280)	Various reports, logs, memoranda, etc, used to control operation of the NMCC and serve as background for preparation of Operations Summaries. WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy.
503	<u>CODEWORD/NICKNAME OPERATIONS</u>	
503-1 (281)	Records concerning specific operations that include plans, approval, execute, decisions, reporting, messages, briefings, summaries, directives, background papers, etc, that follow to conclusion of the operation. WHICH ARE: maintained by Current Operations Div, J-3, as the official JCS record copy.	COFF at conclusion of the operation, hold 2 years, then transfer to Rec Br. When 7 years old transfer to the OJCS RHA. When 20 years old transfer entire block to NARS as permanent records after declassification review.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
503-2 (282)	WHICH ARE: maintained by other OJCS activities.	Destroy 90 days after conclusion of the operation.
504	<u>READINESS AND OPERATIONS</u>	
504-1 (283)	Policies, procedures, and technical guidance relating to the readiness of US forces. WHICH ARE: maintained by J-3 as the official OJCS record copy.	After revision hold 1 year then transfer by CY block to WNRC. When 20 years old transfer by 5 YR block to NARS as permanent records after declassification review.
504-2 (284)	WHICH ARE: maintained by other OJCS activities.	Destroy when superseded, obsolete, or no longer needed for reference.
504-3 (285)	Routine readiness documents of no historical value. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of CY, hold 2 years, then destroy.
505	<u>SPECIAL OPERATIONS</u>	
505-1 (286)	Sensitive documents pertaining to special operations, unconventional warfare, psychological operations, reconnaissance and certain other sensitive operations. WHICH ARE: held by JRC, SOD, JOD, and STRATOPS in special control channels other than SCI as the official OJCS record copy.	COFF annually at end of CY, hold 5 years, then transfer to Rec Br. After 2 years, transfer by CY block to the OJCS RHA. When 20 years old transfer by 5 YR block to NARS as permanent records after declassification review.
506	<u>CRISIS/INCIDENT ACTION BOOKS</u>	
506-1 (287)	Documents, reports, directives, briefings, and incoming and outgoing message traffic pertaining to crises or incidents from beginning to completion thereof. Primary responsibility of J-3 JOD and NMCC in maintaining the complete set of documentation (in folders or books) until the crisis or incident is officially concluded. Also the final report prepared after the conclusion of the crisis/incident, with lessons learned,	COFF at conclusion of action, hold 2 years, then transfer to Rec Br. When 7 years old transfer set to OJCS RHA. When 20 years old transfer <i>by 5 YR BLOCKS</i> entire set to NARS as permanent records after declassification review.

<u>CATEGORY</u> <u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
506-1 cont'd	recommendations, and after actions required. WHICH ARE: maintained by J-3 as the official OJCS record copy.	
507	<u>GENERAL PURPOSE OPERATIONS</u>	
507-1 (288)	Land Forces. Reviews and analyses of Army and Marine Corps Active and Reserve land forces, combat and support, weapons systems requirements, and alternative mixes and levels of land forces structures. WHICH ARE: maintained by any OJCS activity as the official OJCS record copy.	COFF when superseded, hold 5 years, then transfer to WNRC. When 20 years old transfer by SEC block to NARS as permanent records after declassification review.
507-2 (289)	Naval Forces. Review and analyses of naval forces including Anti-Submarine Warfare, amphibious, fire support, mine countermeasures, replenishment, fleet escort and shipbuilding programs. WHICH ARE: maintained by any OJCS activity as the official OJCS record copy.	COFF when superseded, hold 5 years, then transfer to WNRC. When 20 years old transfer by SEC block to NARS as permanent records after declassification review.
507-3 (290)	Tactical Air Forces. Review and analyses of Active and Reserve tactical air forces including land and sea based aircraft for air-ground support operations, air-to-air combat, interdiction, reconnaissance, and other support missions. Reviews and analyses of theatre and fleet air defense forces. WHICH ARE: maintained by any OJCS activity as the official OJCS record copy.	COFF when superseded, hold 5 years, then transfer to WNRC. When 20 years old transfer by SEC block to NARS as permanent records after declassification review.
507-4 (291)	Mobility Forces. Reviews and analyses of mobility programs including airlift and sealift forces, equipment prepositioning programs, emergency use of civil transportation resources, indirect support aircraft forces, and mobility support forces. WHICH ARE: maintained by any OJCS activity as the official OJCS record copy.	COFF when superseded, hold 5 years, then transfer to WNRC. When 20 years old transfer by SEC block to NARS as permanent records after declassification review.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
507-5 (292)	Land, naval, air, and mobility forces reviews and analyses. WHICH ARE: maintained by any OJCS activity as reference copies.	Destroy when no longer needed for reference.
508	<u>EXERCISES</u>	
508-1 (293)	Policies and directives related to JCS directed and scheduled exercises. WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF at conclusion of exercise, hold 5 years, then destroy.
508-2 (294)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
508-3 (295)	Instruction and procedures for scheduled exercise (NICKNAME) and participation. WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF at conclusion of exercise, hold 5 years, then destroy.
508-4 (296)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
508-5 (297)	Exercise SOP manuals. WHICH ARE: maintained by any OJCS activity.	Destroy when superseded, obsolete, or no longer needed for reference.
508-6 (298)	Exercise message traffic during the actual exercise (NICKNAME). WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF at conclusion of exercise, hold 3 years, then destroy.
508-7 (299)	Reports on the Exercise and remedial actions taken or lessons learned. WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF annually at end of CY during which exercise occurred hold for 5 years, then transfer by CY block to WNRC. When 20 years old transfer by CY blocks to NARS as permanent records after declassification review.
508-8 (300)	WHICH ARE: maintained by any OJCS activity for reference.	Destroy when no longer needed for reference.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
509	<u>LESSONS LEARNED</u>	
509-1 (301)	Documents relating to lessons learned on operations, crises, incidents, combat, emergencies, and published as a report with transmittal memo. WHICH ARE: maintained by Rec Br as the official JCS record copy.	COFF annually at end of CY, after 7 years transfer by CY block to the OJCS RHA. When 20 years old transfer by CY block to NARS as permanent records after declassification review.
509-2 (302)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference. NOTE: Verify that Rec Br holds copy before destroying.
510	<u>CODEWORD/NICKNAME/EXERCISE TERMS</u>	
510-1 (303)	Documents pertaining to policies and procedures for assigning, using and managing codewords, nicknames, and exercise terms. WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF when superseded, hold 3 years, then destroy.
510-2 (304)	WHICH ARE: maintained by other OJCS activities.	Destroy when superseded or no longer needed for reference.
511	<u>OPERATIONS PLANS (OPLAN/CONPLAN)</u>	
511-1 (305)	OPLAN/CONPLAN prepared by JCS for a single or series of operations. The OPLAN is assigned a series of numbers as a short title (e.g. JCS OPLAN 0100). WHICH ARE: maintained by Rec Br as the official JCS record copy.	COFF when superseded or cancelled and incorporate into official JCS case files for disposition in accordance with 001-1, item (1).
511-2 (306)	OPLAN/CONPLAN prepared by a CINC for single or series of operations and forwarded to JCS for approval. OPLAN is assigned a series number as short title (e.g. CINCPAC OPLAN 9999). WHICH ARE: maintained by Rec Br as the official JCS record copy.	COFF when superseded or cancelled and incorporate into official JCS case files for disposition in accordance with 001-1, item (1).

<u>CATEGORY</u> <u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
511-3 (307)	OPLAN/CONPLAN prepared by subordinate commanders to support the CINC OPLAN/CONPLAN and copies forwarded to OJCS for information only. WHICH ARE: maintained by any OJCS activity.	COFF when superseded or cancelled, hold 2 years, then destroy.
511-4 (308)	JCS/CINC/subordinate command OPLANS/CONPLANS. WHICH ARE: maintained by Documents-Subregistry Section, Doc Div, JSEC, as extra or reference copies for use within OJCS.	Destroy when superseded, cancelled, or no longer needed for reference.
511-5 (309)	JCS/CINC OPLANS/CONPLANS. WHICH ARE: maintained by other OJCS activities for reference.	Destroy when superseded, cancelled, or no longer needed for reference.
512	<u>OPERATIONAL PLANNING DOCUMENTS</u>	
512-1 (310)	Documents relating to the preparation, coordination, and approval of reconnaissance programs. WHICH ARE: maintained by JRC in SCI channels as the official JCS record copy.	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 NARS as permanent records after declassification review.
513	<u>OPERATIONAL PROGRAMS SUPPORTING DOCUMENTS</u>	
513-1 (311)	Documents related to the various supporting documents/plans provided by the U&S commanders and component commanders for the execution of approved reconnaissance programs. WHICH ARE: maintained by JRC in SCI channels as the official JCS record copy.	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 NARS as permanent records after declassification review.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
514	<u>JOINT PLANNING</u>	
514-1 (312)	Documents related to the formulation of joint planning guidance. WHICH ARE: maintained by JRC in special control channels other than SCI as the official OJCS record copy.	COFF when superseded, hold 2 years, then transfer to WNRC. When 20 years old transfer by SCYR block to NARS as permanent records after declassification review.
515	<u>JOINT OPERATIONS PLANNING SYSTEM</u>	
515-1 (313)	Documents, reports, studies, etc, related to OPLANS/CONPLANS, exclusive of the actual plans. WHICH ARE: maintained by OJCS directorates or agencies responsive to the JCS, as the official JCS record copy.	Upon publication of the JCS green paper transfer substantive background materials to the Rec Br for incorporation into official JCS case files for disposition in accordance with 001-1, item (1).
515-2 (314)	WHICH ARE: maintained by any OJCS activity for reference.	Destroy when no longer needed for reference.
516	<u>EMERGENCY PLANNING</u>	
516-1 (315)	Documents which describe evacuation, relocation, vital records program, continuity of operation, personnel assignments and related procedures. WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF when superseded, hold 3 years, then transfer by CY block to WNRC. When 20 years old transfer by SCYR block to NARS as permanent records after declassification review.
516-2 (316)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when superseded, cancelled, or no longer needed for reference.
516-3 (317)	Documents/papers relating to various contingency actions and to the testing of various emergency plans. WHICH ARE: maintained by JRC in SCI channels as the official OJCS record copy.	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 NARS as permanent records after declassification review.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
517	<u>WAR GAMES</u>	
517-1 (318)	Annual SIOP/RISOP War Games. Action officer file used for background information, dynamic simulation (briefing text, slide, film and list of persons briefed) brief, relivant to machine-readable records, and report on probable effects of SIOP Execution and continuing policy and guidance. WHICH ARE: maintained by SAGA as the official OJCS record copy.	COFF annually at end of CY, hold 20 years, then transfer to OJCS RHA. When 30 years old transfer by CY BLOCK TO NARS as permanent records after declassification review.
517-2 (319)	Theater Nuclear Force War Games. Action officer file used for background in developing a war game simulation and analysis of precursor events leading to total nuclear war. WHICH ARE: maintained by SAGA as the official OJCS record copy.	COFF annually at end of CY, hold 15 years, then transfer to OJCS RHA. When 30 years old transfer by CY block to NARS as permanent records after declassification review.
517-3 (320)	Other RISOP and SIOP/RISOP related material. WHICH ARE: maintained by SAGA.	Destroy when no longer needed for reference.
518	<u>GENERAL WAR/NUCLEAR RECONNAIS- SANCE GUIDANCE</u>	
518-1 (321)	Documents related to the formation of planning guidance concerning reconnaissance support for nuclear weapon employment. WHICH ARE: maintained by JRC in SCI channels as the official JCS record copy.	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 NARS as permanent records after declassification review.

CATEGORY NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
519	<u>RECONNAISSANCE POLICY FILES</u>	
519-1 (322)	Documents that are policy related which apply to JCS reconnaissance mission. WHICH ARE: maintained by JRC in SCI channels as the official JCS record copy.	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 NARS as permanent records after declassification review.
520	<u>NATO RECONNAISSANCE FILES</u>	
520-1 (323)	Papers concerning reconnaissance in NATO countries. WHICH ARE: maintained by JRC in SCI channels as the official JCS record copy.	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 NARS as permanent records after declassification review.
521	<u>JOINT STRATEGIC PLANNING SYSTEM DOCUMENTS</u>	
521-1 (324)	Documents, reports, studies, etc, gathered to support formulation of the Joint Strategic Planning System recurring guidance published under the provisions of JCS MOP 84. WHICH ARE: maintained by OJCS directorates or agencies responsive to the JCS as the official JCS record copy.	Upon publication of the JCS green paper transfer substantive background materials to the Rec Br for incorporation into the official JCS case files for disposition in accordance with 001-1, item (1).
521-2 (325)	WHICH ARE: maintained by any OJCS activity for reference.	Destroy when no longer needed for reference.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
522	<u>JOINT STRATEGIC TARGET PLANNING SYSTEM DOCUMENTS</u>	
522-1 (326)	The Single Integrated Operational Plan (SIOP) and its associated target lists. WHICH ARE: developed by the JSTPS for the JCS and are maintained in special control channels other than SCI by J-3 as the official JCS record copy.	Destroy lists, sections, or pages of the plan as superseded or revised. DISPOSAL NOT APPROVED
523	<u>STRATEGIC CAPABILITIES AND MOBILIZATION</u>	
523-1 (327)	Documents relating to plans and concepts of strategic capabilities and mobilization. WHICH ARE: maintained by JRC as the official OJCS record copy.	Destroy when superseded or cancelled.
524	<u>STRATEGIC FORCES</u>	
524-1 (328)	Analyses of U.S. strategic force postures and requirements including Continental Air Defense, Ballistic Missile Defense, Civil Defense, Space Defense, Strategic Command and Control, Warning and Surveillance and U.S. Bomber Survivability. Studies and evaluations of alternative force postures, summaries of alternative programs for decisions on strategic defensive and command, control and surveillance forces including characteristics, effectiveness, costs and alternatives to meet strategic objective. WHICH ARE: maintained by any OJCS activity as the official OJCS record copy.	COFF when superseded, hold 5 years, then transfer by CY block to WNRC. When 20 years old transfer by SCYR block to NARS as permanent records after declassification review.
524-2 (329)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
525	<u>WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS)</u>	
525-1 (330)	Documents which develop and coordinate command and control policies in implementing directives which define functional, organizational, and operational relationships between all elements of the WWMCCS and establish responsibilities for the management, development, acquisition, and operation of WWMCCS. WHICH ARE: maintained by C3S as the official OJCS record copy.	COFF when superseded, hold 5 years, then transfer by CY block to WNRC. When 20 years old transfer by CY block to NARS as permanent records after declassification review.
525-2 (331)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.
526	<u>REPORTING SYSTEMS</u>	
526-1 (332)	Reports submitted by CINC and Joint Activities reporting to JCS as required by JCS Pub 6 and submitted thru Worldwide Military Command and Control System (WWMCCS). (See Pub 6 for index and types of reports submitted). WHICH ARE: maintained by J-3 as the official OJCS record copies.	Destroy printout copy when 3 years old. Computer tape record transferred to COM at this point. Destroy COM record when 20 years old.
526-2 (333)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.
527	<u>ALERT, DEFCONS, WARNINGS</u>	
527-1 (334)	Policies and directives on alert, defcons, and warning. WHICH ARE: maintained by Rec Br as the official OJCS record copy.	COFF when superseded or cancelled, after 7 years transfer by CY block to the OJCS RHA. When 20 years old transfer by SCYR block to NARS as permanent records after declassification review.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
527-2 (335)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
527-3 (336)	False alerts and warning final reports. WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then transfer by CY block to Rec Br for disposition in accordance with 527-1 001-1, item (1).
527-4 (337)	Routine correspondence and messages on alerts and warning. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of CY, hold 2 years, then destroy.
528	<u>ENVIRONMENTAL FILES</u>	
528-1 (338)	Documents relating to policies, procedures and technical guidance governing environmental service programs for OJCS and OSD. WHICH ARE: maintained by J-3 as the official OJCS record copy.	COFF when superseded, hold 1 year, then transfer by CY block to WNRC. When 20 years old transfer by CY block to NARS as permanent records after declassification review.
529	<u>NATIONAL SECURITY COUNCIL (NSC)</u>	
529-1 (339)	NSC documents and related materials concerning NSC matters. WHICH ARE: maintained by NSC Affairs Office as the official JCS record copy.	COFF at the end of the current Administration, hold 4 years, then transfer entire set to the OJCS RHA. When 20 years old transfer entire set to NARS as permanent records after declassification review.
529-2 (340)	WHICH ARE: maintained by other OJCS activities.	COFF at the end of the current Administration, hold 4 years, then destroy.
529-3 (341)	NSC memoranda directing studies and/or relaying NSC decisions for implementation that are circulated by an SM. WHICH ARE: maintained by NSC Affairs Office as the official JCS record copy.	COFF at the end of the current Administration, hold 4 years, then transfer entire set to the OJCS RHA. When 20 years old transfer entire set to NARS as permanent records after declassification review.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
529-4 (342)	WHICH ARE: maintained by other OJCS activities.	COFF at the end of the current Administration, hold 4 years, then destroy.
529-5 (343)	Various documents including meeting agenda and minutes, point papers, briefing sheets and books, reports, and other background information used in interdepartmental meetings to formulate JCS decisions and policies on NSC related matters. WHICH ARE: maintained by NSC Affairs Office as the official JCS record copy.	COFF at the end of the current Administration, hold 4 years, then transfer entire set to the OJCS RHA. When 20 years old transfer entire set to NARS as permanent records after declassification review.
529-6 (344)	NSC Background/Issue Books prepared for use by the CJCS. WHICH ARE: maintained by NSC Affairs Office as the official JCS record copy.	COFF at the end of the current Administration, hold 4 years, then transfer entire set to the OJCS RHA. When 20 years old transfer entire set to NARS as permanent records after declassification review.

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600 SERIES - LOGISTICS, SUPPLY, SERVICES, AND BUDGET

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
601	<u>PROCUREMENT POLICY AND PLANNING</u>	
601-1 (345)	Documents and related instructions and correspondence which provide guidance and direction for all aspects of the procurement activity within the OJCS. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy.
602	<u>GENERAL PROCUREMENT CORRESPONDENCE</u>	
602-1 (346)	Correspondence files relating to the internal operation and administration of procurement matters. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy. (GRS 3, item 3)
602-2 (347)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
603	<u>ROUTINE PROCUREMENT</u>	
603-1 (348)	*Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment - Procurement or purchase organization copy, and related papers. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy.	COFF annually at end of CY, hold 3 years, then destroy. (GRS 3, item 4)
603-2 (349)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
604	<u>SUPPLY MANAGEMENT</u>	
604-1 (350)	Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files	COFF annually at end of CY, hold 2 years, then destroy. (GRS 3, item 5a)

*Information copies only - Record copies maintained by Defense Supply Service, Washington.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
604-1 cont'd	or other files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Service Act of 1949 (40 U.S.C. 481) WHICH ARE: copies received from other units for internal purposes or for transmission to staff agencies and are maintained by Services Div, DSS, as the official OJCS record copy.	
604-2 (351)	WHICH ARE: copies in other OJCS activities and related work papers (JCS Form 34).	Destroy when 1 year old. (GRS 3, item 5b)
605	<u>NONPERSONAL REQUISITION</u>	
605-1 (352)	Requisitions for nonpersonal services, such as laundry, carpet and drapery cleaning, and other services. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy.	COFF annually at end of CY, hold 1 year, then destroy. (GRS 3, item 8)
605-2 (353)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
606	<u>INVENTORY REQUISITION</u>	
606-1 (354)	Requisitions for supplies and equipment for current inventory. WHICH ARE: stockroom copy maintained by Services Div, DSS, as the official OJCS record copy.	Destroy 2 years after completion or cancellation of requisition. (GRS 3, item 9a)
606-2 (356)	WHICH ARE: maintained by other OJCS activities.	Destroy when 6 months old. (GRS 3, item 9b)
607	<u>INVENTORY RECORDS</u>	
607-1 (357)	Inventory lists and cards. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy.	Destroy 2 years from date of listing or when update action is taken, whichever is earlier; or when new cards are prepared, or at the discretion of the Supply Sergeant for continuity purposes. (GRS 3, item 10)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
607-2 (358)	Inventory lists and/or cards. WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
607-3 (359)	Report of survey file and other papers used as evidence for adjustment of inventory records. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy.	Destroy 2 years after survey action or whenever the file serves the purpose of its existence. (GRS 3, item 10c)
607-4 (360)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
608	<u>SPACE AND MAINTENANCE GENERAL CORRESPONDENCE</u>	
608-1 (361)	Correspondence files relating to the administration and operation of space and maintenance matters. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy. (GRS 11, item 1)
608-2 (362)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of CY, hold 1 year, then destroy.
608-3 (363)	Facilities work order file. Work orders and plans for all major and minor construction projects within the OJCS areas. WHICH ARE: maintained by the Services Div, DSS, as the offi- cial OJCS record copy.	COFF annually at end of FY. hold 3 years, then destroy.
609	<u>SPACE MANAGEMENT</u>	
	Records relating to the alloca- tion, utilization, and release of space under OJCS control, and related reports to GSA. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy and consisting of:	
609-1 (364)	Building plan files and related JCS records utilized in space planning, assignment, and adjust- ment.	Destroy 2 years after termina- tion of assignment, or when lease is cancelled, or when plans are superseded or obsolete. (GRS 11, item 2a)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
609-2 (365)	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 CY, hold 2 years, then destroy. (GRS 11, item 2b(1))
609-3 (366)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of CY, hold 1 year, then destroy. (GRS 11, item 2b(2))
610	<u>DIRECTORY SERVICE</u>	
610-1 (367)	Correspondence, forms and other records relating to the compilation of directory service listings. WHICH ARE: maintained by Service Div DSS, as the official OJCS record copy.	Destroy 2 months after issuance of listing. (GRS 11, item 3)
610-2 (368)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
611	<u>CREDENTIALS</u>	
611-1 (369)	Parking permits. WHICH ARE: issued by Services Div, DSS.	Destroy credentials 3 months after return to issuing office. (GRS 11, item 4a)
611-2 (370)	Receipts, indices, listing and accountable records. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy.	Destroy after all listed credentials are accounted for. (GRS 11, item 4b)
612	<u>TELEPHONE WORK ORDER</u>	
612-1 (371)	Work orders and allied papers pertaining to the installation/removal of all telephones within the OJCS area. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy.	COFF annually at end of FY, hold 3 years, then destroy. (GRS 12, item 2b)
612-2 (372)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of CY, hold 1 year, then destroy
613	<u>TELEPHONE LONG DISTANCE SERVICE</u>	
613-1 (373)	Billing for long distance service. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy.	Destroy after the close of the fiscal year in which audited. (GRS 12, item 4)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
613-2 (374)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
614	<u>POST OFFICE RECORDS</u>	
614-1 (375)	Records relating to incoming or outgoing registered mail, pouches, registered, certified, insured, and special delivery mail including receipts and return receipts. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of CY. hold 1 year, then destroy.
615	<u>COURIER RECEIPT</u>	
615-1 (376)	Receipts for Armed Forces Courier Service pouches and packages. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy.
616	<u>MAIL AND DELIVERY SERVICE CONTROL</u>	
616-1 (377)	Statistical reports and data relating to handling of mail and volume of work performed. WHICH ARE: maintained by Services Div, DSS, as the offi- cial OJCS record copy.	Destroy when 6 months old. (GRS 12, item 6b)
616-2 (378)	Records of and receipts for mail and packages received through the Official Mail and Messenger Service. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy.	Destroy when 6 months old. (GRS 12, item 6f)
616-3 (379)	General file including correspon- dence, memoranda, directives, and guides relating to the administra- tion of mail room operations. WHICH ARE: maintained by any OJCS activity.	Destroy when 1 year old or when superseded or obsolete, whichever is applicable. (GRS 12, item 6g)
616-4 (380)	Locator cards, directories, indexes, and other records relat- ing to mail delivery to individ- uals. WHICH ARE: maintained by any OJCS activity.	Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable. (GRS 12, item 6h)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
617	<u>MAILING LISTS</u> Mailing list and related material. WHICH ARE: maintained by any OCJS activity, consisting of:	
617-1 (381)	Correspondence, request forms and other records relating to changes in mailing lists.	Destroy 3 months after revision of mailing list.
617-2 (382)	Card list.	Destroy individual card when cancelled or revised.
617-3 (383)	Address plates, stencils or tapes.	Destroy or correct individual plates, stencil or tape when cancelled or revised.
618	<u>GRAPHICS, PRINTING, REPRODUCTION, OFFICE COPIER, AND DISTRIBUTION MANAGEMENT</u>	
618-1 (384)	Records relating to internal management and operations of graphics, printing, reproduction, office copiers and distribution functions. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy. (GRS 13, item 2)
618-2 (385)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of CY, hold 1 year, then destroy.
618-3 (386)	Control Files. Control registers pertaining to requisitions and work orders. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy.	Destroy 1 year after close of fiscal year in which compiled or 1 year after filing of register, whichever is applicable. (GRS 13, item 4)
618-4 (387)	Copies of request for graphics, printing and reproduction. WHICH ARE: maintained by any OJCS activity.	Destroy when job is completed or when purpose has been served.
618-5 (388)	Files of masters (copy preps) of vugraphs, book covers and allied papers used in the production of graphics aids. WHICH ARE: maintained by Services Div, DSS.	Review semi-annually, destroy after 1 year of non-use

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
619	<u>AUTHORIZATION AND AUTHORITIES</u>	
619-1 (389)	Records relating to approvals, waivers, authorizations or authorities. WHICH ARE: maintained by Services Div, DSS, as the official OJCS record copy.	Destroy when superseded.
620	<u>DISTRIBUTION AUTHORIZATION SHEET</u>	
620-1 (390)	Distribution authorization sheets for JCS documents (JCS Form 48). WHICH ARE: maintained by Documents-Subregistry Section, Doc Div, JSEC, as the official OJCS record copy.	COFF annually at end of CY, hold 7 years, then destroy.
620-2 (391)	WHICH ARE: maintained by Services Div, DSS.	COFF annually at end of CY, hold 2 years, then destroy.
621	<u>BUDGET POLICY FILES</u>	
621-1 (392)	Correspondence or subject files that document policies and procedures governing OJCS operating budget administration. Includes documents reflecting decisions on expenditures to support staff element operation. WHICH ARE: maintained by Office of Financial Management Branch (Ofc of Fin Mgt Br), DSS, as the official OJCS record copy.	COFF when superseded by new guidance, hold 2 years then transfer by FY block to WNRC. When 20 years old, transfer by 5 ⁵ FY block s to NARS as permanent records after declassification review. (GRS 5, item 1)
621-2 (393)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of budget year concerned, hold 1 year, then destroy.
622	<u>BUDGET ESTIMATES AND JUSTIFICATIONS</u>	
622-1 (394)	Budget estimates and justifications, includes proposed appropriation sheets, narrative statements, and related schedules and data. WHICH ARE: maintained by the Ofc of Fin Mgt Br, DSS, as the official OJCS record copy.	COFF annually at end of FY, hold 2 years then transfer by FY block to WNRC. When 20 ²⁰ years old, transfer by 5 ⁵ FY block s to NARS as permanent records after declassification review. (GRS 5, item 2a)
622-2 (395)	WHICH ARE: prepared by OJCS activities to document budget requirements.	COFF annually at end of FY, hold 1 year, then destroy.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
623	<u>BUDGET BACKGROUND RECORDS</u>	
623-1 (396)	Working papers, cost statements, and other rough data accumulated in the preparation of annual budget estimates. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of FY, hold 1 year, then destroy. (GRS 5, item 2b, 4)
624	<u>BUDGET REPORTS</u>	
624-1 (397)	Budget reports on the status of appropriation accounts and apportionment. WHICH ARE: prepared annually at end of FY by the Ofc of Fin Mgt Br, DSS, and maintained as the official OJCS record copy.	COFF annually at end of FY, hold 5 years, then destroy. (GRS 5, item 5a)
624-2 (398)	WHICH ARE: prepared on an as required basis and maintained by the Ofc of Fin Mgt Br, DSS, as the official OJCS record copy.	COFF annually at end of FY, hold 3 years, then destroy (GRS 5, item 5b)
624-3 (399)	WHICH ARE: prepared annually or as required basis and maintained by other OJCS activities.	COFF annually at end of FY, hold 1 year, then destroy.
624-4 (400)	WHICH ARE: financial reports, recurring and one-time on financial management, maintained by the Ofc of Fin Mgt Br, DSS, as the official OJCS record copy.	COFF annually at end of FY, hold 5 years, then destroy.
625	<u>BUDGET APPORTIONMENT</u>	
625-1 (401)	Apportionment and reapportionment schedules and related matters. WHICH ARE: issued and maintained by the Ofc of Fin Mgt Br, DSS, as the official OJCS record copy.	COFF annually at end of FY, hold 2 years, then destroy. (GRS 5, item 6)
625-2 (402)	WHICH ARE: recieved by other OJCS activities.	COFF annually at end of FY, hold 1 year, then destroy

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
626	<u>BUDGET REVIEW</u>	
626-1 (403)	Documents that review, evaluate and make recommendations on the service components' program objective memorandums, budget request and execution plans, and Five Year Defense Program. WHICH ARE: prepared by OJCS activities, considered by the Joint Chiefs of Staff and promulgated in the form of "JCS Paper".	Disposition is in accordance with the instruction applicable to the specific type of "JCS Paper" published.
627	<u>EXPENDITURES ACCOUNTING CORRESPONDENCE</u>	
627-1 (404)	Correspondence or subject files relating to OJCS internal operation and administration of expenditures accounting matters. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of FY, hold 2 years, then destroy. (GRS 7, item 1)
628	<u>GENERAL ACCOUNTING LEDGERS</u>	
628-1 (405)	*Information copy of general accounts ledgers, showing debits and credits entries and reflecting expenditures in summary. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of FY, hold 1 year, then destroy. (GRS 7, item 2)
629	<u>APPROPRIATION ALLOTMENT</u>	
629-1 (406)	*Information copy of allotment records showing status of obligations and allotments under each authorization appropriation. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of FY, hold 1 year, then destroy. (GRS 7, item 3)
630	<u>EXPENDITURE ACCOUNTING POSTING AND CONTROL</u>	
630-1 (407)	*Records used as posting and control media, subsidiary to the general and allotment ledgers. WHICH ARE: maintained by any OJCS activity.	Destroy when no longer needed for reference. (GRS 7, item 4a,b)
	*Information copies only - Record copies maintained by Washington Headquarters Service, Accounting.	

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
631	<u>PASSENGER TRANSPORTATION</u> Memorandum copies of vouchers (SF 1113A), memorandum copies of transportation requests (SF 1169), travel authorization request registers, and all supporting papers. WHICH ARE: maintained by Travel Section, Ofc of Fin Mgt, DSS, as the official OJCS record copy, consisting of:	
631-1 (408)	Issuing office memorandum copy.	COFF annually at end of FY hold 3 years, then destroy. (GRS 9, item 3a)
631-2 (409)	Obligation copy.	Destroy when funds are obligated. (GRS 9, item 3b)
631-3 (410)	Unused ticket redemption such as SF1170.	Destroy when no longer needed for administrative use. (GRS 9, item 3c)
631-4 (411)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of FY, hold 1 year, then destroy.
632	<u>PASSENGER REIMBURSEMENT</u> Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorize by law to travel. WHICH ARE: maintained by the Travel Section, Ofc of Fin Mgt, DSS, as the official OJCS record copy, consisting of:	
632-1 (412)	Travel administrative office files.	COFF annually at end of FY, hold 3 years, then destroy. (GRS 9, item 4a)
632-2 (413)	Obligation copies.	Destroy when funds are obligated. (GRS 9, item 4b)
632-3 (414)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of FY, hold 1 year, then destroy.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
633	<u>GENERAL TRAVEL AND TRANSPORTATION</u>	
633-1 (415)	Correspondence, forms, and related records pertaining to OJCS travel and transportation functions. WHICH ARE: maintained by the Travel Section, Ofc of Fin Mgt Br, DSS, as the official OJCS record copy.	COFF annually at end of FY, hold 2 years, then destroy. (GRS 9, item 5a)
633-2 (416)	WHICH ARE: accountability records maintained by the Travel Section, Ofc of Fin Mgt Br, DSS, as the official OJCS record copy.	Destroy 1 year after all entries are cleared. (GRS 9, item 5b)
633-3 (417)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of FY, hold 1 year, then destroy.

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700 SERIES - COMMUNICATIONS AND ELECTRONICS

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
701	<u>COMMUNICATION CORRESPONDENCE REPORTS AND REFERENCE</u>	
701-1 (418)	Correspondence and related records pertaining to internal administration and operation of communication matters. WHICH ARE: maintained by DSS as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy. (GRS 12, item 2a)
701-2 (419)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of CY, hold 1 year, then destroy.
701-3 (420)	Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service and like matters. WHICH ARE: maintained by DSS as the official OJCS record copy.	COFF annually at end of CY, hold 3 years, then destroy. (GRS 12, item 2b)
701-4 (421)	Telecommunication statistical reports including cost and volume data. WHICH ARE: maintained by DSS as the official OJCS record copy.	COFF annually at end of CY, hold 1 year, then destroy. (GRS 12, item 2c)
702	<u>TELECOMMUNICATIONS REFERENCE VOUCHER</u>	
702-1 (422)	Reference copies of vouchers, bills, invoices, and related records. WHICH ARE: maintained by DSS as the official OJCS record copy.	COFF annually at end of FY, hold 1 year, then destroy. (GRS 12, item 2d(1))
702-2 (423)	Records relating to installation, change, removal, and servicing of equipment. WHICH ARE: maintained by	Destroy 1 year after audit or when 3 years old, whichever is sooner. (GRS 12, item 2d(2))

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
702-2 Cont'd	DSS, as the official OJCS record copy.	
703	<u>TELECOMMUNICATION AGREEMENTS</u>	
703-1 (424)	Copies of agreements with background data and other records relating to agreements for telecommunications services. WHICH ARE: maintained by the JCS Message Center, DSS, as the official OJCS record copy.	Destroy 2 years after expiration or cancellation of agreement. (GRS 12, item 2e)
703-2 (425)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
704	<u>TELECOMMUNICATION OPERATIONAL FILES</u>	
704-1 (426)	Message registers, logs, performance reports, daily load reports, and related and similar records. WHICH ARE: maintained by any OJCS activity.	Destroy when 6 months old. (GRS 12, item 3a)
705	<u>MESSAGES (GENERAL)</u>	
705-1 (427)	All electrical messages handled by the JCS Message Center for the JCS/OJCS. WHICH ARE: incoming and outgoing messages retained in computer storage for approximately 30 days, then transcribed to microfilm by date-time group arrangement for reference purposes only.	Retain microfilm for 2 years, then transfer to R&R, Fort Ritchie, Md. Destroy microfilm sets when no longer needed.
705-2 (428)	Message reading files of incoming and/or outgoing message traffic. WHICH ARE: chronologically arranged extra copies, circulated for	Destroy by 6-month blocks when 1 year old. Earlier destruction is authorized.

<u>CATEGORY</u> <u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
705-2 Cont'd	information purposes within an OJCS element.	
706	<u>MESSAGES (INCOMING)</u>	
706-1 (429)	Incoming electrical messages. WHICH ARE: received in OJCS staff elements for action and filed with applicable mission/subject file.	Disposition is that of the particular mission/subject file.
706-2 (430)	Incoming electrical messages for INFORMATION to an OJCS element. WHICH ARE: received in OJCS staff elements and intermingled with record material in mission/subject files.	Retain in mission/subject files if considered necessary to provide a more accurate understanding of the function, otherwise, purge from the file annually and destroy.
706-3 (431)	WHICH ARE: copies of all types of incoming messages received by ODJS, reviewed by the DJS and the VDJS, and are filed by date-time group.	Destroy when 90 days old.
706-4 (432)	Incoming electrical messages requiring special handling such as SPECAT, SIOP-ESI, SPECAT (codeword), SPECAT EXCLUSIVE FOR, RESTRICTED DATA or FORMERLY RESTRICTED DATA, and LIMDIS. Also included are those having delivery instructions such as FOR or PERSONAL FOR. WHICH ARE: received and maintained by an OJCS addressee in mission/subject files.	Disposition is that of the particular mission/subject file.
706-5 (433)	WHICH ARE: incoming messages requiring special handling received by AMD for information and are filed chronologically.	Destroy by 3-month blocks when 6 months old.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
706-6 (434)	WHICH ARE: special handling messages received in OCJCS and filed chronologically.	COFF at expiration of CJCS's tour, hold 2 years, then transfer entire block through Rec Br to the OJCS RHA. When 20 years old transfer entire block to NARS as permanent records after declassification review.
706-7 (435)	Incoming electrical messages in SCI channels for OJCS addressees. WHICH ARE: received in the DIA Comm Center and retained in computer storage for approximately 30 days.	After 30 days, erase.
706-8 (436)	WHICH ARE: received by OJCS staff elements and maintained in mission/subject files held in SSO facilities.	Disposition is that of the particular mission/subject file in SCI channel.
706-9 (437)	Incoming electrical messages pertaining to NATO. WHICH ARE: COSMIC TOP SECRET and all ATOMAL classifications received in the Documents-Subregistry Section, Doc Div, JSEC. Controlled as regular NATO documents.	Disposition in accordance with 801-1.
706-10 (438)	WHICH ARE: NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED and NATO unclassified messages received in OJCS Control Points from the JCS Message Center.	Destroy within 30 days, if required beyond 30 days, deliver to the Documents-Subregistry Section for introduction into the NATO system as a regular NATO document, then disposition is in accordance with 801-2.
706-11 (439)	WHICH ARE: NATO Exercise messages regardless of classification, received by	Destroy within 30 days after termination of the exercise. Those determined to have

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
706-11 Cont'd	exercise participants from the JCS Message Center.	retention value beyond 30 days will be delivered to Documents-Subregistry Section for introduction into the NATO system as a regular NATO document with disposition in accordance with 801-2.
707	<u>MESSAGES (OUTGOING)</u>	
707-1 (440)	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 2 months old. (GRS 12, item 3b)
707-2 (441)	Outgoing electrical messages prepared by the OJCS element. WHICH ARE: comeback copies received in the originating office and filed in mission/subject files.	Disposition is that of the particular mission/subject file.
707-3 (442)	WHICH ARE: copies furnished to AMD and filed chronologically.	COFF at 6 months intervals hold 6 months, then transfer in 6-month blocks to Rec Br. After 2 years transfer by 6-months block to the OJCS RHA, where entire 6-month block is microfilmed. Destroy hardcopy. Destroy microfilm sets when no longer needed for reference.
707-4 (443)	Outgoing electrical messages in SCI channels prepared by an OJCS element. WHICH ARE: dispatched by the DIA Comm Center and retained in computer storage for approximately 30 days by date-time group arrangement.	Erased.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
707-5 (444)	WHICH ARE: original DD Form 173 authenticated for release and filed by date-time group in the DIA Comm Center.	Destroy after 30 days.
707-6 (445)	WHICH ARE: comeback copies received in the originating office and maintained in mission/subject files held in SSO facilities.	Disposition is that of the particular mission/subject file.
708	<u>ALLIED COMMUNICATIONS PUBLICATIONS (ACPs)</u>	
708-1 (446)	ACP are noncryptographic publications containing Allied Communications procedures developed by the Combined Communication Electronics Board (CCEB) for guidance and use in Allied forces, and supplements issued thereto. WHICH ARE: maintained by Military Communications Electronic Board, (MCEB), as the official JCS record copy.	COFF when superseded or cancelled, hold 2 years then transfer to WNRC. When 20 years old transfer by entire 5 year block to NARS as permanent records after declassification review.
708-2 (447)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
708-3 (448)	NATO Supplements to ACP documents. WHICH ARE: maintained by MCEB as the official JCS record copy.	Destroy when no longer needed for reference.
708-4 (449)	WHICH ARE: maintained by other OJCS activities.	Retain in accordance with 801-2.
709	<u>JOINT ARMY-NAVY-AIR FORCE PUBLICATIONS (JANAP)</u>	
709-1 (450)	JANAPs are US communication publications developed by US	COFF when superseded or cancelled, hold 2 years

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
709-1 Cont'd	MCEB primarily for use by US forces. WHICH ARE: maintained by MCEB as the official JCS record copy.	then transfer by CY block to WNRC. When 20 years old transfer by CY block to NARS as permanent records after declassification review.
709-2 (451)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
710	<u>ELECTRONIC WARFARE AND COUNTER-MEASURE</u>	
710-1 (452)	Documents relating to policies, procedures and technical guidance governing electronic warfare and countermeasure matters. WHICH ARE: maintained by J-3, as the official OJCS record copy.	COFF when superseded by new guidance, hold 1 year then transfer by CY block to WNRC. When 20 years old transfer by CY block to NARS as permanent records after declassification review.
710-2 (453)	Routine electronic warfare and countermeasure documents which have no permanent or historical value. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of CY, hold 2 years, then destroy.

Item
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800 SERIES - INTERNATIONAL

CATEGORY

<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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801 NATO FILES

Review and analyses of U.S. and Allied military posture, strategy and force requirements in NATO and Europe. Analyses of military/economic/political consideration in NATO and Europe to provide understanding of the factors and basis for planning strategy and force requirements. Which consist of:

801-1 (454)	NATO Serial numbered documents published by the Atlantic Alliance (SHAPE Staff, major NATO commander, subordinate commanders, NATO civilian and military staff organizations, committees, subcommittees, staff groups, working groups, etc.) Documents are generally published by alphabetical identification and/or numerical sequence within a given calendar year. WHICH ARE: maintained by Documents-Subregistry Section, Doc Div, JSEC.	COFF annually at end of CY, hold 3 years, then review for retention value, then destroy when no longer needed.
801-2 (455)	COSMIC Top Secret, COSMIC Top Secret ATOMAL, NATO Secret ATOMAL, NATO Confidential, NATO Confidential ATOMAL documents. WHICH ARE: loaned to JCS Control Points within the OJCS.	Return NLT 6 months to the Documents-Subregistry Section.
801-3 (456)	NATO Secret, NATO Confidential, NATO Restricted documents. WHICH ARE: distributed to JCS Control Points permanently	Destroy after 6 months unless: (a) ongoing action; (b) needed for reference; (c) individual holder is a member

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
801-3 Cont'd	for action officer and division usage.	of a NATO committee and needs the information for everyday operations, then destroy when no longer needed. EXCEPTION: Agenda and A/C papers will be destroyed after 30 days unless usage dictates otherwise.
802	<u>NEGOTIATIONS POLICY</u>	
802-1 (457)	Advice formulation and coordination of JCS policy matters relating to international negotiations. WHICH ARE: maintained by J-5 as the official JCS record copy.	COFF at the end of each series of negotiation talks, hold 5 years then transfer to WNRC. When 20 years old transfer entire set to NARS as permanent records after declassification review.
802-2 (458)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.
803	<u>NEGOTIATIONS SUPPORT</u>	
803-1 (459)	Scientific and engineering support documents directed towards current strategic policy issues associated with discussion alternatives in negotiations. WHICH ARE: maintained by J-5 as the official JCS record copy.	COFF at the end of each series of negotiation talks, hold 5 years then transfer to WNRC. When 20 years old transfer entire set to NARS as permanent records after declassification review.
803-2 (460)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.
804	<u>STRATEGIC PLANNING AND ARMS LIMITATION</u>	
804-1 (461)	Analyses and studies of arms control issues and present and future strategic capabilities. Studies of impact of alternative limits on strategic forces and balance. WHICH ARE: main-	COFF at the end of each series of negotiation talk, hold 5 years then transfer to WNRC. When 20 years old transfer entire set to NARS as permanent records after declassification

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
804-1 cont'd	tained by J-5 as the official JCS record copy.	review.
804-2 (462)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.
805	<u>SPECIAL STUDIES</u>	
805-1 (463)	Reviews and analyses of U.S. forces and Allied effectiveness as related to general purpose forces in various regions. WHICH ARE: maintained by any OJCS activity as the official JCS record copy.	COFF when superseded, hold 5 years then transfer by CY block to WNCR. When 20 years old transfer CY block to NARS as permanent records after declassification review.
805-2 (464)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.
806	<u>TREATY OBLIGATIONS</u>	
806-1 (465)	Documents containing military commitments and treaty obligations, interpretations, comments or proposals. WHICH ARE: maintained by J-5 as the official JCS record copy.	After commitment or treaty is obsolete or cancelled, hold 5 years then transfer by CY block to WNRC. When 20 years old transfer to NARS ^{by 5 yr block} as permanent records after declassification review.
807	<u>INTERNATIONAL AND COUNTRY AGREEMENTS</u>	
807-1 (466)	Agreements in which the JCS provides representation, recommendations, guidance, and the final signed agreements. WHICH ARE: maintained by any OJCS activity as the official JCS record copy.	COFF when superseded, obsolete, or cancelled, hold 5 years, transfer by CY block to WNRC. When 20 years old transfer by ^{5 yr} block to NARS as permanent records after declassification review.
807-2 (467)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
807-3 (468)	Country Agreement. Host nation agreement between military department, US forces in country with country on support use of facilities. Forwarded to OJCS for information purposes only. WHICH ARE: maintained by any OJCS activity.	Destroy when superseded, obsolete, or no longer needed for reference.

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900 SERIES - GENERAL ADMINISTRATION AND MANAGEMENT

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
901	<u>GENERAL OFFICE ADMINISTRATION</u>	
901-1 (469)	Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to staffing, procedures, hours of duty, supplies and office services and equipment requests, use of office space, activity and workload reports, and comparable records not associated with functional programs. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of CY, hold 1 year, then destroy. Earlier destruction is authorized. (GRS 23, item 1)
902	<u>INSTRUCTIONS (OPERATING INSTRUCTIONS (OIs) - STANDING OPERATING PROCEDURES (SOPs), etc)</u>	
902-1 (470)	Documents containing instructions covering policies and special procedures of those features of operations which lend themselves to a definite or standardized procedure. WHICH ARE: maintained by any OJCS activity as the official record copy.	COFF when superseded, hold 2 years, then transfer by CY block to WNRC. Destroy when 10 years old.
902-2 (471)	WHICH ARE: maintained by any activity for reference.	Destroy when superseded or no longer needed for reference.
903	<u>REFERENCE PUBLICATIONS AND LIBRARY MATERIAL</u>	
903-1 (472)	Copies of publications such as regulations, manuals, pamphlets, and supplements, and publications of other government agencies or private organizations. WHICH ARE: not record copies and maintained by any OJCS activity for general reference.	Destroy when superseded, obsolete, or no longer needed for reference.

CATEGORY

<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
904	<u>CORRESPONDENCE MANAGEMENT</u>	
904-1 (478)	Records reflecting the application of management techniques to correspondence practices to improve efficiency and reduce costs. WHICH ARE: maintained by any OJCS activity.	COFF annually at end of CY, hold 1 year, then destroy. Earlier destruction is authorized.
905	<u>TERMINOLOGY AND DICTIONARY</u>	
905-1 (479)	DOD Dictionary of Military and Associated Terms (JCS Pub 1) is published to ensure uniformity in the application and use of terms and definitions throughout the DOD. WHICH ARE: maintained by any OJCS activity.	Disposition in accordance with 014-1.
905-2 (480)	Correspondence on standardization of military terminology, coordination, and promulgation by the Joint Military Terminology Group (JMTG) under J-5. Including terminology disapproved by JMTG. WHICH ARE: maintained by J-5 as the official OJCS record copy.	Destroy 2 years after approved terminology incorporated into JCS Pub 1.
906	<u>TRANSITORY FILES</u>	
906-1 (481)	Correspondence, messages, and other documents maintained for reference; copies of documents which require no official action; letter of transmittal; routine requests for information and replies thereto involving no administrative or policy decisions and no special compilations or research; courtesy or informational documents which are not needed to document specific functions but are of reference value to an office. WHICH ARE: maintained by any OJCS activity	Destroy 3 months after monthly cutoff, or when purpose has been served, whichever is sooner. NOTE: To the maximum extent practicable, transitory papers should be destroyed without filing. File only when needed for more than 30 days. (GRS 23, item 4)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
907	<u>FINDING AIDS</u>	
907-1 (482)	Indexes, lists, registers, and other finding aids necessary for the efficient use of other records. WHICH ARE: maintained by any OJCS activity	Disposition is that of the particular records to which they relate, or when no longer needed for reference. (GRS 23, item 7)
908	<u>SUSPENSE FILES</u>	
908-1 (483)	Suspense cards, forms, sheet, etc, maintained to track actions. WHICH ARE: maintained by any OJCS activity.	Destroy on the date under which suspended if all actions have been cleared and reference is no longer required. (GRS 23, item 3)
909	<u>CHRONOLOGICAL READING FILES</u>	
909-1 (484)	Extra copies of outgoing/incoming communications, arranged in chronological order prepared for office routing to assist in dissemination of information. WHICH ARE: maintained by any OJCS activity.	Retain for 1 year and destroy. Earlier destruction is authorized.
910	<u>WORKING PAPERS</u>	
910-1 (485)	Project background records, such as studies, analyses, notes, drafts, and interim reports. WHICH ARE: maintained by any OJCS activity.	Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken. (GRS 16, item 10)
911	<u>BACKGROUND PAPERS</u>	
911-1 (486)	Documents which are used to inform principals on the substantive aspect of a subject. These documents provide concise but thorough information to brief on a subject. Background papers are more in the nature of a study and are used for a variety of purposes and occasions. WHICH ARE: maintained by any OJCS activity.	Destroy when no longer needed for reference. (See note 1)
NOTE 1: These papers are often filed in case or other functional files as documentation of the action they address.		

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
912	<u>TALKING PAPERS</u>	
912-1 (487)	Documents which are provided to a principal with good knowledge of a subject and are used by the principal as a memory aid in an oral discussion. WHICH ARE: maintained by any OJCS activity	Destroy when no longer needed for reference. (See Note 1)
913	<u>POINT PAPERS</u>	
913-1 (488)	Documents which are designed to present key points, facts, positions, or questions in the most brief and orderly fashion. Documents are flexible in format and consist of statements of the thrust of the papers. WHICH ARE: maintained by any OJCS activity.	Destroy when no longer needed for reference. (See Note 1)
914	<u>PERSONAL PAPERS</u>	
914-1 (489)	Personal and private papers, diaries, logs, handwritten notes, reference books, and other personal items from private sources, and memorandums or tapes of personal telephone calls (provided all classified information has been incorporated in memorandums for record and placed in the appropriate official file). WHICH ARE: wholly unofficial in nature and filed separately from the official records of an office in clearly designated files. <u>NOTE:</u> Any material, regardless of how categorized by the users, which addresses the conduct of official business is an official record of the OJCS and is subject to disposition under Federal law and the provisions of this schedule. See paragraph 11 of this manual for examples of material which are prohibited from removal from the OJCS.	May be removed by an individual upon departure from the OJCS.

NOTE 1: These papers are often filed in case or other functional files as documentation of the action they address.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
914-2 (490)	Chairman's Personal Papers. Unclassified CJCS's personal and private correspondence, to include speeches, statements, and testimonies. (Speeches, statements, and testimonies will be filed in both the official files as well as the personal files). WHICH ARE: maintained by the Office of the Chairman JCS (OCJCS) as part of the chairman's personal files and are considered as non-official.	Retain in OCJCS until completion of CJCS's tour of duty then dispose of at the discretion of the CJCS.
915	<u>SUMMARY SHEET (JCS Form 9)</u>	
915-1 (491)	Documents used to coordinate actions and transmit correspondence within the OJCS. WHICH ARE: maintained by any OJCS activity.	Disposition is that of the functional subject of the correspondence transmitted or action summarized.
916	<u>ACTION OFFICER CASE FILES</u>	
916-1 (492)	Copies of tasking documents, flimsy, buffs, green papers, 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.
917	<u>OJCS ADMINISTRATIVE BULLETIN</u>	
917-1 (493)	A bi-weekly publication used to provide unclassified offi-	COFF annually at end of CY, hold 2 years, then destroy.

<u>CATEGORY</u> <u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
917-1 cont'd	cial and unofficial information of an advisory, informative or directive nature to the Directorates/Agencies of the OJCS. WHICH ARE: maintained by DSS as the official OJCS record copy.	
917-2 (494)	Proposed articles for the bulletin submitted by OJCS activities, working papers, drafts, art work, and related background papers used to publish the bulletin. WHICH ARE: maintained by DSS.	Destroy 3 months after publication in the bulletin
917-3 (495)	WHICH ARE: maintained by the originating activity	Destroy when no longer needed for reference
918	<u>JCS FORMS</u>	
918-1 (496)	One record copy of each form created by OJCS with related instructions and documentation showing inception, scope, and purpose of the form. WHICH ARE: maintained, controlled, and issued by DSS	Destroy 5 years after related form is discontinued, superseded, or cancelled. (GRS 16, item 4a)
918-2 (497)	Working papers, background materials, requisitions, specification, processing data, and control records. WHICH ARE: maintained by DSS.	Destroy when related form is discontinued, superseded, or cancelled. (GRS 16, item 4b)
918-3 (498)	Forms files containing requests for approval of forms and pertinent background material. WHICH ARE: maintained by other OJCS activities.	Destroy when related form is discontinued, superseded, or cancelled. (GRS 16, item 4b)
919	<u>INSPECTIONS</u>	
919-1 (499)	Documents relating to inspecting and surveying OJCS activities at all levels. Included are safety inspections, equipment inspections, or comparable communications that pertain only to performance of housekeeping within the office. Excluded	Destroy after the next comparable survey or inspection.

CATEGORY NUMBER	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
919-1 cont'd	are security inspections. WHICH ARE: maintained by any OJCS activity.	
919-2 (500)	Reports and actions taken on inspections of unified and specified commands, and other joint activities by the IG and special inspection teams as directed by OSD and OJCS. WHICH ARE: maintained by Rec Br as the official OJCS record copy.	COFF annually at end of CY, after 7 years transfer by CY block to the OJCS RHA. When 20 years old transfer by 5 CY block to NARS as permanent records after declassification review.
919-3 (501)	WHICH ARE: information copies maintained by other OJCS activ- ities.	Destroy when no longer needed for reference.
920	<u>AUDITS AND AUDIT REPORTS</u>	
920-1 (502)	GAO and other agency audit reports, including comments, recommendations, and actions taken in relation thereto. WHICH ARE: maintained by IRAS Br, Doc Div, JSEC, as the official OJCS record copy.	COFF annually at end of CY, hold 7 years, then transfer by CY block to WNRC. Destroy when 20 years old.
920-2 (503)	WHICH ARE: maintained by other OJCS activities for reference.	Destroy when no longer needed for reference.
921	<u>STUDIES</u>	
921-1 (504)	Studies, analyses, and summa- ries. Special detailed anal- yses, cost studies and summaries covering all subject areas which serve as an index to the econom- ical use of resources, and which furnish data in the prep- aration and support of plans, budgets and programs. WHICH ARE: maintained by any OJCS activity as the official record copy.	COFF at completion of study, hold 5 years, then transfer by CY block to WNRC. When 20 years old transfer by 5 CY block to NARS as permanent records after declassifica- tion review.
921-2 (505)	WHICH ARE: maintained by any OJCS activity for reference.	Destroy when no longer needed for reference.
921-3 (506)	Routine, periodic analyses and studies. WHICH ARE: main- tained by any OJCS activity.	Destroy when obsolete or no longer needed.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
922	<u>AGREEMENTS</u>	
922-1 (507)	Documents relating to agreements between elements of the OJCS, between the OJCS and Military Services or Federal agencies or between OJCS and other non-Federal organizations or agencies; but not with foreign countries. WHICH ARE: maintained by any OJCS activity as the official OJCS record copy.	Destroy 5 years after agreement is superseded, cancelled, or terminated.
923	<u>REPORTS CONTROL</u>	
923-1 (508)	Case files on reports created, cancelled or superseded, and containing evidence of their existence and/or discontinuance. These files relate to reports for which there are formal requirements; they apply to files accumulated in the course of administrative control of the reports and NOT to the reports themselves. WHICH ARE: maintained by any OJCS activity.	Destroy 2 years after report is discontinued (GRS 17, item 8)
924	<u>PROJECT CONTROL</u>	
924-1 (509)	Memoranda, reports, and other papers documenting assignments, progress, and completion of projects. WHICH ARE: maintained by any OJCS activity.	COFF when project is completed, hold 1 year, then destroy. (GRS 16, item 7)
925	<u>ORIENTATION AND BRIEFING FILES</u>	
925-1 (510)	Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, copies of specially prepared handouts, and related or similar documents.	Destroy when superseded or obsolete.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
925-1 cont'd	WHICH ARE: maintained by any OJCS activity.	
926	<u>ACTION OFFICER ORIENTATION PROGRAM (AOOP)</u>	
926-1 (511)	Records pertaining to AOOP and related documents. AOOP schedules, attendees and crit- tique 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 3 years, then destroy.
926-2 (512)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.
927	<u>COMMITTEES, BOARDS AND CONFERENCES</u>	
927-1 (513)	Records relating to the estab- lishment, organization, member- ship, and policy of committees/ boards that are permanent in nature, including charters, terms of reference, agreements, and directives pertaining to their operation. WHICH ARE: maintained by the committee/board secretariat as the official record copy.	COFF annually at end of CY, hold 3 years, then transfer by CY block to WNRC. When 20 years old transfer by GRS 5YR block to NARS as permanent records after declassifica- tion review. (GRS 16, item 12a(1))
927-2 (514)	Same as above that pertain to committees/boards that are temporary in nature. WHICH ARE: maintained by the committee/ board secretariat as the official record copy.	COFF at termination of the committee/board, hold 2 years, then destroy. (GRS 16, item 12a(2))
927-3 (515)	Records created by committees/ boards including agenda, meeting minutes, final reports and related records documenting accomplishments. WHICH ARE: maintained by the committee/ board secretariat as the official record copy.	COFF annually at end of CY, hold 3 years, then transfer by CY block to WNRC. When 20 years old transfer by GRS 5YR block to NARS as permanent records after declassifica- tion review.
927-4 (516)	Same as 927-3. WHICH ARE: maintained by other OJCS	Destroy when 3 years old or when no longer needed for

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
927-4 cont'd	activities for reference.	reference. (GRS 16, item 12b(2))
927-5 (517)	Records pertaining to office participation in conferences, meetings, and similar activities, including agenda, meeting notes and like materials. WHICH ARE: maintained by conference participants as the official OJCS record copy.	COFF at termination of the conference and incorporate into applicable functional files for disposition in accordance with the instructions for that particular file.
928	<u>ACTION PAPER CONTROL SYSTEM (APCS)</u>	
928-1 (518)	Action suspense tracking documents used to control Joint Staff actions. WHICH ARE: maintained by Action Mgt Div, JSEC, as the official OJCS record copy.	COFF annually at end of CY, hold 2 years, then destroy.
928-2 (519)	WHICH ARE: maintained by OJCS activities as working copies.	Destroy upon receipt of updated listing.
929	<u>STAFF VISITS</u>	
929-1 (520)	Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This description is not applicable of visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visit, recommendations, and other directly related documents. WHICH ARE: maintained by any OJCS activity.	Destroy 3 years after completion of next comparable visit or on completion of related study.
930	<u>RECORDS MANAGEMENT</u>	
930-1 (521)	Correspondence, reports, authorizations, and other records that relate to the management of JCS/OJCS records, including such	COFF annually at end of CY, hold 6 years, then destroy. Earlier disposal is authorized if records are super-

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
930-1 cont'd	matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management. WHICH ARE: maintained by the OJCS Records Management Office, Doc Div, as the official OJCS record copy.	seded, obsolete, or no longer needed for reference. (GRS 16, item 11)
930-2 (522)	WHICH ARE: maintained by the records managers of OJCS activities.	COFF annually at end of CY, hold 6 years, then destroy. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.
930-3 (523)	WHICH ARE: maintained by the administrative sections of OJCS activities.	COFF annually at end of CY, hold 1 year, then destroy.
931	<u>RECORDS DISPOSITION</u> Descriptive inventories, disposal authorizations, schedules, and reports.	
931-1 (524)	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.	Destroy when related records are destroyed, or when no longer needed for administrative or reference purposes. (GRS 16, item 3a)
931-2 (525)	Extra copies and routine correspondence and memoranda. WHICH ARE: maintained by any OJCS activity.	Destroy when no longer needed for reference. (GRS 16, item 3b)
932	<u>RECORDS HOLDINGS</u>	
932-1 (526)	Statistical reports of OJCS holdings (including SF 136) required by the General Services Administration, including feeder reports	COFF annually at end of CY, hold 3 years, then destroy. (GRS 16, item 6a)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
932-1 cont'd	from all offices and data on the volume of records disposed of by destruction or transfer. WHICH ARE: maintained by the Records Management Section, Rec Br, Doc Div, as the official OJCS record copy.	
932-2 (527)	WHICH ARE: maintained by other OJCS activities.	COFF annually at end of CY, hold 1 year, then destroy. (GRS 16, item 6b)
933	<u>OFFICE AUTOMATION MANAGEMENT</u>	
933-1 (528)	Policy directives prescribing functions and responsibilities of the office automation management program in the OJCS. WHICH ARE: maintained by the Automation Support Div, DSS, as the official OJCS record copy.	COFF annually at end of CY, hold 6 years, then destroy.
933-2 (529)	Feasibility Studies. Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, micrographics, and other automation systems. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives to the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system. WHICH ARE: maintained by the Automation Support Div, DSS, as the official OJCS record copy.	Destroy when the completed study is 5 years old. (GRS 16, item 14)
933-3 (530)	WHICH ARE: maintained by other OJCS activities.	Destroy when no longer needed for reference.

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
933-4 (531)	Technical Support Requirement. Documents used for planning ADP support and programming resources to fulfill OJCS and OSD requirements. WHICH ARE: maintained by Automation Support Div, DSS, as the OJCS official record copy.	COFF annually at end of FY, hold 6 years, transfer by FY, block to WNRC. When 20 years old transfer to NARS as permanent record after declassification review.
933-5 (532)	WHICH ARE: maintained by other OJCS activites.	Destroy when no longer needed for reference.

MACHINE-READABLE RECORDS

This section covers machine-readable records and the related documentation required to service them. Machine-readable records require processing and decoding for conversion to human-readable information and are usually stored on media which make them easy to modify and update. This contributes to the mistaken notion that such records are temporary or non-record material, especially as opposed to textual records containing equivalent information. Federal statutes and regulations define Federal records as the products of government business and specifically include all media on which they may be recorded. When information exists in both machine-readable and hard copy forms, including computer output microform (COM), various factors bear on the decision of which medium should be retained for archival purposes. Among these are the relative cost of storage and preservation, the relative convenience of reference, and the facility with which most hard copy forms may be regenerated from machine-readable files (a process which is costly to reverse).

Data on magnetic tape, disk packs, magnetic drums, and punched cards may be scheduled by category 934. This schedule should also be applied to new media such as optical disk.

Machine-readable records differ from records on other media in four important ways:

- 1) The machine-readable media on which they are most often recorded are erasable and reusable. This introduces a cost-effectiveness factor absent in other media.
- 2) Because of the fragile nature of the magnetic media on which most machine-readable records are recorded, it is mandatory that such records be brought under control as early as possible in their life cycle. Ideally, control should be exercised at the time a system is created, even before it has generated records.
- 3) The ease of updating, revising, or reusing machine-readable records causes their life cycle to be brief and more complex than that of other records. While master files are generally the form in which machine-readable records are retained for archival appraisal, other versions are occasionally more suitable because they contain more complete information than related master files or because they are particularly relevant to agency policy, decisions, or special reports.
- 4) Because machine-readable records must be subjected to electronic processing and decoding to be converted to human-readable information, the records revealing such processes must be scheduled with the machine-readable records. These records are called "documentation" and are usually found in textual form.

Appendix 2 to
Enclosure 6

CATEGORY

NUMBERDESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

This schedule categorizes records for disposition standards on the basis of the kinds of records or files that are common to most ADP systems. They are divided into three classes:

Documentation (934A) covers those records required for servicing machine-readable records -- for converting them from human-readable information to encoded data and vice versa. These are an organized series of descriptive documents required to initiate, develop, operate, and maintain specific applications of ADP systems. As might be expected, the disposition of documentation is linked to the disposition of the related machine-readable files.

Processing files (934B) are those machine-readable files, aside from master files, which comprise the life cycle of most computerized records. Processing files are employed to create and use a master file. They are presented here separately from master files for the sake of clarity and because they generally do not qualify for long term retention.

Master files (934C) constitute the definitive state of a data file in a system at a given time. Such files are categorized herein only partly on the basis of subject content. Other important considerations regarding disposition are the format of the data file and the manner in which it is updated. Such variable influence the information value of a file.

The machine-readable records that follow apply to ones maintained by any OJCS activity and/or the technical support elements supporting those activities.

ADP facilities managers are responsible for assigning disposition standards for those records identified in series 934A, as well as functional files identified in series 100 thru 900 of this enclosure. The Records Officer, in concert with ADP facilities managers, will review all ADP processing and master files identified in series 934B and 934C as not automatically disposable, and apply appropriate disposition standards in accordance with the instructions contained in other functional file series 100 thru 900. Where two or more functional file descriptions apply to a single machine-readable processing or master file, the disposition standard which requires the longer retention period prior to disposal will be selected. Where the disposition standard prescribes a permanent designation, the corresponding machine-readable processing or master file will also be designated as permanent.

It should be emphasized that machine-readable records which do not fit categories listed in this section are not thus automatically authorized for disposal. Disposition of such records should be authorized by submission through the OJCS Records Manager to the

CATEGORY

NUMBERDESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

National Archives and Records Service of a completed SF 115 ,
Request for Records Disposition Authority.

934A

DOCUMENTATION

934A-1

Dispose of 1 year after dis-
approved.

(533)

including functional requirements, (GRS 20, Part III, item 1)
data requirements, system/subsystem
specifications, requests for the
system, and authorizing directives.
WHICH ARE: for a disapproved
proposed system.

934A-2

Dispose of 1 year after dis-
continuance of the system.

(534)

WHICH ARE: for an approved
system for which all related
magnetic data files are
authorized for disposal.

(GRS 20, Part III, item 2)

934A-3

Retain with related data file.

(535)

WHICH ARE: for an approved
for which any related magnetic
data file is not authorized
for disposal.

(GRS 20, Part III, item 3)

934A-4

Dispose of 1 year after
completion of testing.

(536)

System test documentation
consisting of descriptive
material including test plans
and test analysis reports for
an approved system.

(GRS 20, Part III, item 4)

934A-5

Dispose of when no longer need-
ed.

(537)

WHICH ARE: for a disapproved
proposed system.

(GRS 20, Part III, item 5)

934A-6

Dispose of with related data
file.

(538)

File specifications consist-
ing of definitions of the
logical and physical charac-
teristics 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

(GRS 20, Part III, item 6)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
934A-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.	
934A-7 (539)	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 (934A-1). (GRS 20, Part III, item 8)
934A-8 (540)	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)

<u>CATEGORY</u> <u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
934A-9 (541)	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 (934A-6) (GRS 20, Part III, item 10)
934A-10 (542)	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)
934A-11 (543)	WHICH ARE: special purpose programs for data files for which disposal is authorized.	Dispose of with related file. (GRS 20, Part III, item 12)
934A-12 (544)	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)
934B	<u>PROCESSING</u>	
934B-1 (545)	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)
934B-2 (546)	Test data file consisting of data 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)
934B-3 (547)	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)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
934B-4 (548)	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)
934B-5 (549)	WHICH ARE: not used as input and not required to reconstruct a master file.	When active use ceases offer to NARS; if not accepted, destroy. (GRS 20, Part II, item 5)
934B-6 (550)	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)
934B-7 (551)	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)
934B-8 (552)	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)
934B-9 (553)	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 NARS; if not accepted, destroy.
934B-10 (554)	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)
934B-11 (555)	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)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
934B-12 (556)	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 NARS; if not accepted, destroy. (GRS 20, Part II, item 12)
934B-13 (557)	WHICH ARE: not used for independent analysis.	Dispose of after third cycle. (GRS 20, Part II, item 13)
934B-14 (558)	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)
934C	<u>MASTER FILES</u>	
934C-1 (559)	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)
934C-2 (560)	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	When active use ceases offer to NARS, if not accepted, destroy. (GRS 20, Part I, item 1-12)

CATEGORY

<u>NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
934C-2 con't	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. WHICH ARE: created or received by the agency in pursance of Federal law or in connection with the transaction of public business or created under contract and are in the possession of the contractor.	
934C-3 (561)	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)
934C-4 (562)	WHICH ARE: created from files not authorized for disposal under this disposition schedule.	When active use ceases offer to NARS, if not accepted, destroy. (GRS 20, Part I, item 23)
934C-5 (563)	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)

<u>CATEGORY NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
934C-6 (564)	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)
934C-7 (565)	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)
934C-8 (566)	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)
934C-9 (567)	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)
934C-10 (568)	WHICH ARE: created from files not authorized for disposal.	Dispose of when superseded or obsolete. (GRS 20, Part I, item 32)
934C-11 (569)	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)

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JAI 5760.2E

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<u>DESCRIPTION</u>	<u>DISPOSITION CATEGORY NUMBER</u>
<u>V</u>	
Visit, Staff	929
<u>W</u>	
War Games	517
Warnings	527
White House Correspondence	401
Working Papers	910
WSEG Reports/Studies	020
WWMCCS	525
<u>X</u> <u>Y</u> <u>Z</u>	