

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-218-00-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/5/2021.

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 4, OFFICIAL JS CASE FILES AND PAPERS: EFS output documents maintained by R&A Br

Item 43, COMBATANT COMMAND ELECTRONIC DECISION-MAKING AND SUSPENSE SYSTEMS: Combatant command electronic system that tracks and controls actions until completed

Item 44, COMBATANT COMMAND ELECTRONIC DECISION-MAKING AND SUSPENSE SYSTEMS: Combatant command electronic staffing

Item 57, Electronic systems at combatant command that serve as a feeder system to the joint systems where feeder system data is transferred to the joint system. NOTE: THIS ITEM IS NOT SUPERSEDED BY DAA-GRS-2017-0003-0002. THE NOTATION ON THE ITEM IS INCORRECT.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-218-10-005 supersedes items 1-3, 5-42, 45-54.

DAA-GRS-2016-0016-0002 supersedes item 55.

DAA-GRS 2017-0003-0001 supersedes item 56.

Items 3 and 46 were withdrawn before the Archivist approved the schedule.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LE BLANK (NARA use only)

JOB NUMBER

NI-218-00-1

DATE RECEIVED

11-4-99

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Defense

2. MAJOR SUBDIVISION
Joint Staff, Joint Secretariat

3. MINOR SUBDIVISION
Information Management Division, Rec Mgmt & Auto Spt Br.

4. NAME OF PERSON WITH WHOM TO CONFER
Sterling S. Smith, Jr.
Joint Staff Records Manager

5. TELEPHONE
(703) 697-6906

DATE

9-24-02

ARCHIVIST OF THE UNITED STATES

John W. Paul

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE

27 Oct 99

SIGNATURE OF AGENCY REPRESENTATIVE

Sterling S. Smith, Jr.

TITLE

Chief, Records Mgmt & Automation Spt Br
Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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RECORDS OF THE JOINT STAFF AND CINC HEADQUARTERS
This records disposition authority request covers the records of the Joint Staff and the combatant commanders - 0000 series, Corporate Joint Staff and Headquarters Commander In-Chief (CINC) records. The attached will be incorporated into the comprehensive disposition schedule in the new Joint Staff and CINC Records Management Manual- Volume II- Disposition Schedule, CJCSM 5760.02, Volume II. These disposition authorities will not be implemented until 1 January 2001

SERIES	TITLE
0000	CORPORATE JOINT STAFF (JS) AND HEADQUARTERS
	COMMANDER IN-CHIEF (CINC) RECORDS

cc Agency, NR, NWMD, NWCS, NWMF, NWCTM

1 October 2000

CJCSM5760-01vol-II DispSch0000.doc

Section 2. Disposition Detail Descriptions and Authorities

0000 SERIES—CORPORATE JOINT STAFF (JS) AND HEADQUARTERS COMMANDER IN CHIEF (CINC) RECORDS

Superseded by:

NI-218-10-005/0009/04A

DATE (MM/DD/YYYY):

01/17/2012

0001 OFFICIAL JS CASE FILES AND PAPERS

0001-01 Official JS case file

Serially-numbered case files consisting of the permanent record copy of all JS serially-numbered papers published by the Secretary, JS that bear a Joint Chiefs of Staff (JCS) or Secretary of the Joint Staff (SJS) serial number (JCS 1234/567), (SJS 1234/567) (SJS 9X-12345), and (XX-12345) contain substantive long-term historical value, with all related background papers; (Note to Holders, Corrigendums, Changes) Decision Notices, JS Form 136s; Chairman of the Joint Chiefs of Staff Memorandums (CMs), Memorandums Issued in the Name of the Chairman of the Joint Chiefs of Staff (MCMs), Joint Chiefs of Staff Memorandums (JCSMs), MJCSs, Director, Joint Staff Memorandums (DJSMs), JNSM, Secretary Joint Chiefs of Staff Memorandums (SMs), Chairman of the Joint Chiefs of Staff (CJCS) Memorandums of Policy (MOPs), JS Pubs, CJCS/JS sends messages, with related background papers, directorate memos, cover page of draft actions, flimsies, etc; various supporting and/or independent documents from JS directorates or agencies, Department of Defense (DoD) and other government agencies, CINC, subordinate commanders, etc. (i.e., war plans, war games, manpower documents).

Which are: maintained by the Research and Archiving Branch, (R&A), Information Management Division (IMD), SJS, as the official JS record copy

①

Permanent. Cut off annually at end of calendar year (CY); after 5 years, transfer by CY block to the JS Records Holding Area (RHA) located at Ft Ritchie, MD. 25 years after cutoff, transfer entire CY block to National Archives and Records Administration (NARA) after declassification review. Authority: NI-218-86-1 item 1

0001-02 and 0001-03 Reserved

0001-04 Which are: held by any activity and retained as extra or reference copies (nonrecord)

Cut off annually at end of CY, hold 2 years, then destroy/delete unless needed for reference and destroy/delete when no longer needed. Authority: NC-218-86-1, item 2

⑤

0001-05 Which are: held by R&A Br in Sensitive Compartmented Information (SCI) channels for the SJS as the official JS record copy

Superseded by:

Retain JS 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 into the official JS case file for disposition in accordance with 0001-01. Authority: NCI-218-84-1 item 5

NI-218-10-005/041
DATE (MM/DD/YYYY)

01/17/2012

0001-06 Which are: held by ROD/J-3, Special Operations Division (SOD)/J-3, Joint Operations Division (JOD)/J-3, or any other JS activity in SCI channels and special control programs

After 5 years, determine if the official JS record copy is held by R&A Br in SCI channels and special control programs. If so, destroy/delete; if not, transfer to R&A Br (SCI) for disposition in accordance with 0001-05. Authority: NCI-218-84-1 item 6 and 7

0001-07 and 08 Reserved

0001-09 Electronic Filing System (EFS)

Automated centralized TOP SECRET library containing information on and images of JS actions used for research purposes. This database is used for searching for information and viewing the document on the same terminal. EFS provides action officers and Technical Information Specialists an automated capability to identify, retrieve, and print abstracts of documents and entire documents at a terminal through the use of key words and unique identifiers Which are: data maintained by R&A Br and JSIRMO

Delete when item is no longer needed for reference. Authority:

WITHDRAWN

③

1 October 2000

④ 0001-10 Which are: EFS output documents maintained by R&A Br
Destroy/delete when research action is completed. Authority:

0002 Reserved

0003 Reserved

0004 SECRETARIAT, JS INFORMATION MEMORANDUMS

~~0004-01 SJS numbered memorandums (SJS 99-99999) relaying information of an administrative nature and are considered as temporary, nonrecord material~~

~~Which are: maintained by R&A Br.~~

~~Cut off annually at end of CY; after 7 years, transfer by CY block to the JS RHA. 20 years after cutoff destroy/delete by CY block. Authority: NCI-218-84-1 item 14~~

0004-02 Reserved

~~0004-03 Which are: held at all other activities within the JS and retained as extra or reference copies (nonrecord)
After 2 years, destroy/delete unless needed for continuing guidance or reference, then destroy/delete when no longer needed.~~

0005 SERVICE MEMORANDUMS/PLANNER'S MEMO FLIMSIES

(Also referred to as "Service Purples" Pre-1989)

~~0005-01 Memorandums or flimsies circulated or tabled as proposed amendments to a document under JS consideration, CSAFM, CSAM, CMCM, CNOF, CNOM~~

~~Which are: maintained by R&A Br as the official JS record copy and are filed in a official JS case file or agency pack~~

Superseded by:

~~NI-218-10-005/0000/044~~

DATE (MM/DD/YYYY)

⑤ ~~Permanent. Cut off annually at end of calendar year (CY); after 5 years, transfer by CY block to the JS Records Holding Area (RHA) located at Ft Ritchie, MD. 25 years after cutoff, transfer entire CY block to National Archives and Records Administration (NARA) after declassification review. Authority: NCI-218-84-1 item 17~~

Superseded by:

~~NI-218-005/0000/06 C~~

DATE (MM/DD/YYYY)

~~0005-02 Which are: received and maintained by the JS action officer~~

~~Review annually, purging extraneous papers and duplicate copies. Those background materials pertaining to actions will be incorporated into the official JS/combatant command case file. Other materials may be destroyed/deleted when no longer needed for continuing guidance or reference. Exception: NATO documents no longer needed for reference will be disposed of in accordance with appropriate 0801 category number and USSAN 1-69. Authority~~

~~USSAN 01/17/2012~~

⑥ Authority: NCI-218-84-1 item 18

~~0005-03 Which are: held by any activity as extra reference copies (nonrecord)~~

~~Determine that R&A has received a copy of the document for permanent retention. Destroy/delete all other copies upon completion of required action(s). Authority: NCI-218-84-1, item 19~~

0006 CHAIRMAN OF THE JOINT CHIEFS OF STAFF MEMORANDUMS (CMs)

Superseded by:

~~0006-01 Memorandums issued by the Chairman of the Joint Chief of Staff in carrying out his responsibilities The Vice Chairman of the JCS may also sign.~~

~~NI-218-005/0000/04~~

DATE (MM/DD/YYYY)

⑦ ~~Which are: maintained by the R&A Br as part of the official JS case files
Permanent. Cut off at expiration of CJS's tour of duty, hold 2 years, then transfer entire block through R&A Br to the JS RHA. 25 years after cutoff, transfer entire block to NARA after declassification review. Authority: NCI-218-84-1 item 20~~

~~01/17/2012~~

Superseded by:

~~NI-218-005/0000/00~~

DATE (MM/DD/YYYY)

~~0006-02 Which are: received and maintained by R&A and pertain to a JS paper~~

⑧ ~~Permanent. Cut off annually at end of calendar year (CY); after 5 years, transfer by CY block to the JS Records Holding Area (RHA) located at Ft Ritchie, MD. 25 years after cutoff, transfer entire CY block to National Archives~~

~~01/17/2018~~

1 October 2000

~~and Records Administration (NARA) after declassification review. Authority: NCI-218-84-1 item 21~~

~~0006-03 Which are: held by any activity as extra or reference copies (nonrecord)
Cut off annually, hold 2 years then destroy/delete unless needed for continuing guidance or reference, then
destroy/delete when no longer needed for reference.~~

~~0006-04 Which are: held by R&A Br in SCI channels for the Secretary, Staff, as the official JS record copy
Retain JS record copy for 30 years, in accordance with Joint policy in the Community directives for SCI documents.
At the end of 30 years, review or removal from SCI channels in accordance with Intelligence Community directives.
When removable from SCI channels, transfer into the official JS case file for disposition in accordance with 0006-
02. Authority: NCI-218-84-1 item 23 Intelligence~~

~~0006-05 Which are: held by ROD/J-3, SOD/J-3, JOD/J-3 or any other JS activity in SCI channels
After 5 years, determine if official JS record copy is held by R&A Br in SCI channels. If so, destroy/delete; if not,
transfer to R&A Br (SCI) for disposition in accordance with 0006-04. Authority: NCI-218-84-1 item 24~~

~~0006-06 Which are: held by ROD/J-3, SOD/J-3 JOD/J-3, or any other JS activity in special control channels other
than SCI; e.g., limited distribution papers, special access programs
Note: NWSB/J-3 retain the official record copy of CMs relating to Single Integrated Operational Plan (SIOP) policy
(Archives for SIOP)
After 5 years, transfer to R&A Br for disposition in accordance with 0006-02. Authority: NCI-218-84-1 item 25~~

0007 CHAIRMAN OF THE JOINT CHIEFS OF STAFF RECORDS

~~0007-01 Miscellaneous correspondence, messages, speeches, and other records (protocol, public affairs, legal
counsel, legislative affairs, etc) issued or received by the Chairman of the JCS in carrying out his responsibilities
Which are: maintained by the CJCS staff as the official files of the Chairman and are considered the official JS
record copies.~~ **Superseded by:** *N1-218-10-005/01*
DATE (MM/DD/YYYY): *01/17/2012*

~~Permanent. Cut off at expiration of CJCS's tour, hold 2 years, then transfer entire block through R&A to the JS RHA.
25 years after cutoff, transfer entire block to NARA after declassification review. Authority: NCI-218-84-1 item 26~~

~~0007-02 Miscellaneous 136s, Chairman's Daybook, Morning Meetings Taskings
Which are: maintained Administrative Support Br, Actions Division (AD), SJS
Cut off monthly, hold 1 month, then transfer to R&A Br for incorporation into the official Chairman's case files.
Disposition is in accordance with 0007-01. Authority:~~

~~0007-03 Which are: held by any activity as extra or reference copies (nonrecord)
Destroy/delete when no longer needed for reference.~~

0008 VICE CHAIRMAN OF THE JOINT CHIEFS OF STAFF (VCJCS) RECORDS

~~0008-01 Miscellaneous correspondence, messages, speeches, and other records (protocol, public affairs, legal
counsel, legislative affairs, etc) issued or received by the Vice Chairman of the JCS in carrying out his
responsibilities
Which are: maintained by the VCJCS staff as the official files of the Vice Chairman and are considered the official
JS record copies.~~ **Superseded by:** *N1-218-10-005/0006/01*
DATE (MM/DD/YYYY): *01/17/2012*

~~Permanent. Cut off at expiration of VCJCS's tour, hold 2 years, then transfer entire block through R&A to the JS RHA.
25 years after cutoff, transfer entire block to NARA after declassification review. Authority:~~

~~0008-02 Miscellaneous 136s, Vice Chairman's Daybook, Morning Meetings Taskings
Which are: maintained Administrative Support Br, Actions Division (AD), SJS
Cut off monthly, hold 1 month, then transfer to R&A Br for incorporation into the official Chairman's case files.
Disposition is in accordance with 0008-01. Authority:~~

~~0008-03 Which are: held by any activity as extra or reference copies (nonrecord)
Destroy/delete when no longer needed for reference.~~

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0009 MEMORANDUMS ISSUED IN THE NAME OF THE CHAIRMAN, JS (MCM) (PRE-1989 - MCJCS/THE JOINT CHIEFS OF STAFF - MJCS)

0009-01 Memorandums used to issue instructions that are in accordance with policies, plans, and procedures approved by the Chairman of the JCS (MCM) (Pre-1989--MCJCS or the JCS--MJCS)

Which are: maintained by R&A as the official JS record copy and are filed in an official JS case file

After incorporation into the official JS case files, disposition is in accordance with 0001-01. Authority: NCI-218-84-1 item 33

0009-02 Which are: held by any activity as extra or reference copies (nonrecord)

Cut off annually, hold 1 year, unless needed for continuing guidance or reference, then destroy/delete when no longer needed.

Note: Background materials maintained by directorates will be provided to R&A for incorporation into the official JS case file for disposition in accordance with 0001-01.

0009-03 Which are: held by R&A Br in SCI channels for the Secretary, JS, as the official JS record copy Retain JS 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 R&A for incorporation into the official JS case file for disposition in accordance with 0009-1. Authority: NCI-218-84-1 item 35

0009-04 Which are: held by ROD/J-3, SOD/J-3, JOD/J-3, or any other JS activity in SCI channels

After 5 years, determine if official JS record copy is held by R&A Br in SCI channels. If so, destroy/delete; if not, transfer to R&A Br (SCI) for disposition in accordance with 0009-03. Authority: NCI-218-84-1 item 36

0009-05 Which are: held by ROD/J-3, SOD/J-3, JOD/J-3, Strategic Command (STRATCOM), or other JS activity in special control channels other than SCI; e.g., limited distribution papers

After 5 years, transfer to any R&A for incorporation into official JS case files for disposition in accordance with 0009-01. Authority: NCI-218-84-1 item 37

0010 DIRECTOR, JOINT STAFF MEMORANDUMS (DJSMs)

~~0010-01 Memorandums from the office of the Director, JS to the Chairman of the JCS; the Chiefs of the Services; Operations Deputies, subordinate agencies of the JCS; offices of the Secretary of Defense; JS Form 136 Actions and other Government agencies~~

Which are: maintained by the R&A Br, IMD, SJS

Permanent. Cut off annually at end of CY, hold 7 years, then transfer to the JS RFA. 25 years after cutoff, transfer to NARA after declassification review. (Pre-1990 microfilm sets will be destroyed/deleted when no longer needed for reference.) Authority: NCI-218-84-1 item 38

Superseded by:
N1-218-10-005/000
DATE (MM/DD/YYYY)

01/17/2012

0010-02 Which are: received and maintained by R&A Br and pertain to a JS Report

Incorporate into the official JS case file for disposition in accordance with 0001-01. Authority: NCI-218-84-1 item 39

0010-03 Which are: held at all other activities within the JS and retained as extra or reference copies (nonrecord)

After 2 years, destroy/delete unless needed for continuing guidance or reference, then destroy/delete when no longer needed.

0010-04 Which are: held by R&A Br in SCI channels for the Secretary, JS, as the official JS 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 R&A for incorporation into the official JCS case file for disposition in accordance with 0001-01. Authority: NCI-218-84-1 item 41

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~~0010-05 Which are held by ROD/J-3, SOD/J-3, JOD/J-3, or any other JS activity in SCI channels
After 5 years, determine if official JCS record copy is held by R&A Br in SCI channels. If so, destroy/delete; if not,
transfer to R&A Br (SCI) for disposition in accordance with 0010-04. Authority: NCI-218-84-1 item 42~~

~~0010-06 Which are held by ROD/J-3, SOD/J-3, JOD/J-3, or any other JS activity in special control channels other
than SCI; e.g., limited distribution papers
After 5 years, transfer to R&A Br for incorporation into official JS case files for disposition in accordance with
0010-02. Authority: NCI-218-84-1 item 43~~

0010-07 Reserved

0011 DIRECTOR, JOINT STAFF RECORDS

~~0011-01 Miscellaneous correspondence, messages, JS Form 136 actions, and other records received by the DJS
Which are: maintained by Administrative Support Branch, (ASB) AD, SJS, in files grouped by originator
Cut off monthly, hold for 6 months, then transfer in monthly blocks to R&A. Papers relating to official JS case files
and DJSM master files will be incorporated therein for disposition in accordance with 00001-01/0010-01. All other
documents will remain in the monthly files by originator and will be destroyed/deleted when 1-year old. Authority:
NI-218-86-1 item 9~~

~~0011-02 Miscellaneous memorandums from JS activities to DJS
Which are: for information only and are maintained in ASB, AD, SJS
Forward to R&A for review and appropriated action. Hold for 3 months, then destroy/delete. Authority: NCI-218-
84-1 item 45~~

0011-03 and 0011-04 Reserved

0012 SECRETARY, JOINT CHIEFS OF STAFF MEMORANDUMS (SMs)

~~0012-01 Secretary's Memorandums, issued by the SJS
SMs are used to forward approved directives of the JCS within the JS and to the Services and combatant commands;
and assign actions or transmit instructions or information within the JS and to the Services and combatant
commands
Which are: maintained by R&A Br as the official JS record copy, pertain to a JS action and are filed in an official JS
case file
After incorporation into the official JS case file, disposition is in accordance with 0001-01. Authority: NCI-218-84-
1 item 46 per S. Smith e-mail 9-17-01~~

~~0012-02 Which are: maintained by R&A Br as the official JS record copy but do not pertain to a JS paper. These
SMs are functionally filed in R&A Br
Cut off annually at end of CY; after 7 years, transfer by CY block to the JS RHA. 20 years after cutoff, destroy/delete
by CY block. Authority: NCI-218-84-1 item 47 per S. Smith e-mail 9-17-01~~

0012-03 Reserved

~~0012-04 Which are: held by any activity as extra or reference copies (nonrecord)
After 2 years, destroy/delete unless needed for continuing guidance or reference, then destroy/delete when no longer
needed. Authority: NCI-218-84-1 item 49~~

~~0012-05 Which are: held by R&A Br in SCI channels for the Secretary, JS, as the official JS record copy
Retain JS 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 R&A for incorporation into the official JS
case file for disposition in accordance with 0012-01. Authority: NCI-218-84-1 item 50~~

~~0012-06 Which are: held by ROD/J-3, Joint Special Operations Agency (JSOA), JOD/J-3, or any other JS activity in~~

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SCI channels

After 5 years, determine if official JS record copy is held by R&A Br in SCI channels. If so, destroy/delete; if not, transfer to R&A Br (SCI) for disposition in accordance with 0012-05. Authority: ~~NCI-218-84-1 item 51~~

~~0012-07 Which are: held by ROD/J-3, JSOA, JOD/J-3, or any other JS activity in special control channels other than SCI; e.g., limited distribution papers~~

~~After 5 years, transfer to R&A Br for disposition in accordance with 0012-01. Authority: NCI-218-84-1 item 52~~

0012-08 Reserved

0013 CJCS INSTRUCTIONS (CJCSIs), CJCS MANUALS (CJCSMs) AND NOTICES/CJCS MOPs

~~0013-01 Instructions, manuals, and notices containing statements of policy, and procedural information approved by the Chairman of the JCS and issued for the guidance of the JS, combatant commands, and Services~~

~~Which are: maintained by R&A Br as the official JS record copy~~

~~After incorporation into the official JS case file, disposition is in accordance with 0001-01. Authority: NCI-218-84-1 item 53~~

~~0013-02 Which are: the duplicate set of records retained for relocation and reconstitution purposes at the Relocation and Reconstitution (R&R) Section, Ft Ritchie, MD.~~

~~Retain until superseded or cancelled, hold for 5 years, then destroy/delete. Authority: NI-218-86-1 item 11~~

~~0013-03 Reserved~~

~~0013-04 Which are: maintained by any activity in a reference library (nonrecord)~~

~~Retain until superseded or cancelled, then destroy/delete.~~

0013-05 Reserved

0014 JOINT PUBLICATIONS (JT PUBS)/JOINT ADMINISTRATIVE PUBLICATIONS (JT ADMIN PUB)

~~0014-01 JT PUBS - Publications of joint interest prepared under the cognizance of JS directorates and applicable to the Military Departments, combatant and specified commands, and other authorized agencies.~~

~~JT ADMIN PUBS - Publication of joint interest deal with administrative matters prepared under the cognizance of JS directorates and applicable to the Military Department, combatant commands, and other authorized agencies~~

~~Which are: maintained by R&A as the official JS record copy. The JS Pub and JS paper from which derived are filed in official JS case files~~

~~After incorporation into the official JS case file, disposition is in accordance with 0001-01. Authority: NCI-218-84-1 item 58~~

0014-02 and 0014-03 Reserved

~~0014-04 Which are: maintained by any activity in a reference library (nonrecord)~~

~~Retain until superseded or cancelled, then destroy/delete.~~

0014-05 Reserved

~~0014-06 JT PUBS administrative files~~

~~Printing job order requests; letters to the Military Services pertaining to distribution formats; JS Forms 48, D Sheets; and miscellaneous administrative papers that are superfluous to the JS case files~~

~~Which are: maintained by J-7 as current working files~~

~~Cut off when superseded or cancelled, hold 1 year, then destroy/delete. Authority: NCI-218-84-1 item 63~~

0015 JOINT STAFF INSTRUCTIONS (JSIs)/MANUALS (JSMs)/NOTICES (JSN) AND JOINT ADMINISTRATIVE INSTRUCTIONS (JAIs)

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~~0015-01 JSIs, JSMs, and JAIs contain policy and procedural guidance of indefinite duration applicable only to the JS. JS notices contain policy, guidance, or information of a one-time or brief nature applicable only to the JS. Which are: maintained by the R&A Br, IMD, SJS, and initiated by JS Directorates or agencies who are responsible for review, consolidation, and currency. SJS/IMD is responsible for overall management and administration of program.~~

Superseded by:

~~NI-218-10-005/02
DATE (MM/DD/YYYY)~~

~~12) Permanent. Cut off when superseded or cancelled, hold 1 year, then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1 item 64~~

01/17/2012

~~0015-02 Manuscripts, annual reviews, coordination papers, and administrative background papers used in issuing JSIs/JAIs/JSMs and notices~~

~~Which are: maintained by the office of primary responsibility (OPR) as backup material for published JSIs/JAIs, and notices~~

~~Cut off when superseded or cancelled, hold 1 year, then destroy/delete. Authority: NCI-281-84-1 item 65~~

~~0015-03 Which are: reference sets of JSIs/JAIs/JSMs and notices maintained throughout the JS for guidance (nonrecord)~~

~~Retain until superseded or canceled, then destroy/delete.~~

0016 FOR THE CJCS MESSAGES (FORMERLY "CJCS SEND"/"JS SEND" MESSAGE)

~~0016-01 Outgoing electrical messages implementing decisions issues in the name of the Chairman of the JCS or JS and/or are released under the authority delegated in CJCSI 5711.01~~

~~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. Authority: NCI-218-84-1 item 67~~

~~0016-02 Which are: distribution copies received in R&A that pertain to a JS actions and are the official JS record copy filed in official JS case files~~

~~After incorporation into the official JS case file, disposition is in accordance with 0001-01. Authority: NCI-218-84-1 item 68~~

0017 JS AGENDA FILES

~~0017-01 Documents used to brief the JS, the Operations Deps, and the Deputy Operations Deps that are important aids in the JS decision making process. Documents include agenda items, briefing sheets and slides, attendance records, photographs, and other similar or related materials~~

~~Which are: maintained by R&A Br as the official JS record copy~~

~~Permanent. Cut off annually at end of CY; after 7 years, Transfer by CY block to the JS RHA. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1 item 69~~

Superseded by:

~~NI-218-10-005/0020/0
DATE (MM/DD/YYYY)~~

01/17/2012

~~0017-02 Reserved~~

~~0017-03 Which are: maintained by any activity as reference or information copies~~

~~Retain for 1 year, then destroy/delete. Earlier destruction is authorized. Authority: NCI-218-84-1 item 71~~

~~0017-04 CJCS briefing sheets~~

~~Briefing sheets consisting of synopsis of action submitted for consideration in the TANK~~

~~Which are: maintained by R&A Br as the official JS record copy~~

~~After incorporation into the official JS case files, disposition is in accordance with 0001-01. Authority: NI-218-86-1 item 143~~

~~0017-05 CJCS briefing sheets~~

~~Which are: maintained by other JS activities or action officers~~

~~Cut off annually at end of CY, hold 1 year, then determine if the official record copy is held by R&A Br. If so, destroy/delete; if not, transfer to R&A Br for disposition in accordance with 0001-01. Authority: NI-218-86-1 item~~

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0018 ABSTRACTS OF JS PAPERS

~~0018-01 A concise summary of the contents of all JS papers and related documents (JS papers, CMs, DJSMs, SMs, MJCSs, JAls, Pubs, MOPs, (Weapons Systems Evaluation Groups (WSEGs), National Security Council (NSC) documents, Concept Plans (CONPLANS), Operations Plans (OPLANS), messages, etc) and are used for data input into the EFS system and for research purposes for staff and or action officers~~

~~Which are: final or permanent abstracts (Joint Information Search and Retrieval Database (JISR) Form 3) indexed by JS paper (green paper) number~~

~~Cut off annually at end of CY, verify database and, after 15 years, transfer by CY block to the JS RHA where microfilmed. Destroy/delete originals. Retain one set of microfilm at R&A until no longer needed. Database disposition in accordance with 1000 series. As exceptions: pre-1964 abstracts microfilms will, when 25 years old, be transferred to NARA as permanent records after declassification review; and 1964-1966 abstracts will be introduced to JISR system. After database verification and microfilming, destroy/delete originals. Database disposition in accordance with 1000 series. Authority: NCI-218-84-1 item 74~~

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N's approval not needed

0018-02 and 0018-03 Reserved

~~0018-04 Which are: final/permanent abstracts (JISR Form 3) indexed by source or origin
Cut off annually at end of CY, verify database and, after 15 years, transfer by CY block to the JS RHA where microfilmed. Retain one set of microfilm at R&A Br until no longer needed Database disposition in accordance with 1000 series. As exceptions: pre-1964 abstracts microfilms will, when 20 years old, be transferred to NARA as permanent records after declassification review; and 1964-1966 abstracts will be introduced to JISR system. After database verification and microfilming, destroy originals. Database disposition in accordance with 1000 series. Authority: NCI-218-84-1 item 75~~

0018-06 and 0018-07 Reserved

0019 REGISTER OF NUMBERED JS PAPERS (RNJP) (1968-1995)

~~0019-01 A consolidated annual listing (updated monthly) of all JS implementers~~

~~Which are: published and maintained by R&A Br as the official JS record~~

~~Permanent. Cut off annually at end of CY, after 5 years, transfer by 5-year blocks to the JS RHA e. 20 years after e-mail cutoff, transfer originals to NARA. Authority: NCI-218-84-1 item 79~~

25 per S. Smith
20 years after e-mail

Superseded by: 01

NI-218-10-005/000/04 T
DATE (MM/DD/YYYY):

01/17/2012

~~0019-02 Which are: maintained by any activity for reference (nonrecord)
Destroy/delete when no longer needed for reference.~~

0019-03 Reserved

0020 WSEG/INSTITUTE FOR DEFENSE ANALYSIS (IDA) REPORTS STUDIES FOR THE JS

~~0020-01 WSEG/IDA reports and studies which are tasked by JS~~

~~The completed report or study is designated by a series number (e.g. WSEG Report No 555 or Study No 777)~~

~~Which are: maintained by R&A as the official JS record copy~~

~~Permanent. Cut off annually at end of CY; after 7 years, transfer by CY block to JS RHA. 25 years after cutoff, transfer entire CY block to NARA after declassification review. Authority: NCI-218-84-1 item 81~~

Superseded by:

NI-218-10-005/000/04
DATE (MM/DD/YYYY)

01/17/2012

0020-02 Reserved

~~0020-03 Which are: maintained by any activity for reference (nonrecord)
Destroy/delete when no longer needed for reference.~~

0020-04 Reserved

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1 October 2000

0021 JCS/JS HISTORIES

0021-01 Calendar year histories prepared by the CINCs and Joint activities on the missions, functions, operations, and activities of the command or agency

Forwarded to JS in compliance with CJCSI 5320.01.

Which are: maintained by R&A Br as the official JS record copy

After incorporation into the official JS case files, disposition is in accordance with 0001-01. Authority: NI-218-86-1 item 13

0021-02 Which are: maintained by other JS activities for reference (nonrecord)

Destroy/delete when no longer needed for reference.

0021-03 Histories prepared by the Joint History Office, Office of the Chairman of the Joint Chiefs of Staff (OCJCS) on the history of the JCS, JS, and other special activities

Which are: maintained by R&A Br as the official JS record copy

After incorporation into the official JS case files, disposition is in accordance with 0001-01. Authority: NI-218-86-1 item 14

0021-04 Which are: JS history maintained by other JS activities for reference (nonrecord)

Destroy/delete when no longer needed for reference.

0021-05 Histories by Office of the Secretary of Defense (OSD), the Military Services, Defense agencies, and subordinate commands

Which are: retained in JS offices for reference (nonrecord)

Destroy/delete when no longer needed for reference.

0021-06 Historical documents in SCI channels

Which are: held by any activity as the official JS record copy

Permanent. Retain JS 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 R&A. Transfer to NARA after declassification review. Authority: NCI-218-84-1 item 90

0021-07 Historical documents in special control channels other than SCI

Which are: held by any activity as the official JS record copy

After 5 years, determine if official JS record copy is maintained by R&A. If so, destroy/delete; if not, transfer to R&A for disposition in accordance with 0021-01 or 0021-03. Authority: NCI-218-84-1 item 91

Superseded by:

~~0021-08 Historical documents that are maintained by J-8~~

~~Which are: official JS record copies~~

~~Permanent. Cut off annually at end of CY; after 2 years, retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1 item 92~~

~~NI-218-10-005/0006/04 W~~

~~DATE (MM/DD/YYYY)~~

~~01/17/2012~~

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~~0021-09 All research files of printed e-mail and electronic records used to created historical monographs and studies~~

~~Which are: maintained by the JS historical office.~~

~~Permanent: Cut off annually at end of CY, after 7 years transfer by CY block to JS RHA, transfer to NARA within 25 years old after declassification review.~~

~~Superseded by:~~

~~NI-218-10-005/0006/04 W~~

~~DATE (MM/DD/YYYY)~~

~~01/17/2012~~

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~~0021-10 Oral historical records~~

~~Original recorded interview, first-draft transcription, final draft, correspondence with interviewees, release-to-publish forms, and other documents related to historical interviews~~

~~Which are: first draft, final draft, original recorded interview, correspondence with interviewees, and release to publish forms and maintained by JS historical offices~~

~~Permanent. Cut off annually at end of CY, after 7 years transfer by CY block to JS RHA, Transfer NARA after declassification review. in accordance with 36 CFR 128.266 C2 & E1 & 2.~~

~~Superseded by:~~

~~NI-218-10-005/0006/04 W~~

~~DATE (MM/DD/YYYY)~~

~~01/17/2012~~

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1 October 2000

Superseded by:

M1-218-10-0005/0000/04W
 DATE (MM/DD/YYYY):

01/17/2012
 Superseded by:

M1-218-10-0005/0000/06J
 DATE (MM/DD/YYYY):

01/17/2012

~~0021-11 Oral historical records~~~~Which are: audio-visual records maintained by JS historical office.~~~~Transfer in accordance with archival standards (36 CFR 1228.784) to NARA when 25 yrs old after declassification~~~~PERMANENT.~~~~0021-12 Oral historical records~~~~Which are: All other items maintained by any activity.,~~~~Destroy when 25 years old. Authority:~~~~0021-13 Miscellaneous historical research and reference materials collected and used in preparation of histories, studies, reports, and historical inquiries~~~~Which are: maintained by any activity for reference (nonrecord)~~~~Destroy/delete when no longer needed for reference.~~

Note: These are copies of materials not generated by the JS. See 0035 series for combatant command

0022 JS DIRECTORATES NUMBERED IMPLEMENTING MEMORANDUMS (J-#As - PRE- 1991 J-#Ms/J-#DMs)~~0022-01 Directorate Implementing Memorandum~~~~J-# memos are memorandums from the JS directorates to addressees below ASD level with VDJS or DJS for other action. They are signed by the J-Director or his designee.~~~~Which are: maintained by the Military Secretary as the official record copy~~~~Cut off annually at end of CY; after 2 years, transfer by CY block to inactive storage facility. 10 years after cutoff, destroy/delete by CY block. Authority: NCI-218-84-1 item 94~~

Note: Background materials directly related to a JS paper will be provided to R&A Br for incorporation into the official JS case file for disposition in accordance with 0001-01.

~~0022-02 Which are: retained as action or reference copies (nonrecord)~~~~Destroy/delete when no longer needed for reference.~~~~0022-03 Which are: held by the J-directorate in SCI channels as the official JS record copy~~~~Destroy/delete when 10-years old. Authority: NCI-218-84-1 item 96~~

Note: Background materials directly related to a JS paper will be provided to R&A Br for incorporation into the official case file for disposition in accordance with 0001-01.

~~0022-04 Which are: held by offices within the directorates in SCI channels as the official JS record copy~~~~After 5 years, determine if official JS record copy is held in the J-directorate in SCI channels. If so, destroy/delete; if not, transfer to the J-directorate (SCI) for disposition in accordance with 0022-03. Authority: NCI-218-84-1 item 97~~~~0022-05 Which are: held by offices within the directorates in special control channels other than SCI; e.g., limited distribution papers, as the official JS record copy~~~~Destroy/delete when 10-years old. Authority: NCI-218-84-1 item 98~~

Note: Background materials directly related to a JS paper will be provided to R&A Br for incorporation into the official case file for disposition in accordance with 0001-01.

0023 JS DIRECTORATE SECRETARY MEMORANDUM (J-#SMs) (PRE - 1989)/TRANSMITTAL MEMORANDUM (POST-1989)~~0023-01 Memorandums issued by directorates and signed by the Military Secretaries~~~~They are used to coordinate and process actions under CJCSI 5711-01 within the JS, to Defense agencies and the Services. They are numbered using the same number as the related JS Form 136.~~~~Which are: maintained by the Military Secretary as the official record copy~~

1 October 2000

Cut off annually at end of CY; after 2 years, transfer by CY block to inactive storage facility. When 10 years old, destroy/delete by CY block. Authority: NCI-218-84-1 item 99

Note: Background materials directly related to a JS paper will be provided to R&A Br for incorporation into the official case file for disposition in accordance with 0001-01.

0023-02 Which are: retained as action or reference copies (nonrecord)
Destroy/delete when no longer needed for reference.

0024 JS DIRECTORATE INSTRUCTIONS, MANUALS, AND NOTICES (J-#Is/J-#Ms/J-#Ns)

0024-01 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, Manual, or Notice

Which are: maintained by the Military Secretary as the official JS record copy

Destroy/delete 2 years after superseded or rescinded. Authority: NCI-218-84-1 item 101

0024-02 Which are: held by offices within the directorate for guidance and reference
Destroy/delete when superseded or rescinded. Authority: NCI-218-84-1 item 102

NON RECORD
per S. Smith e-mail
9-17-01

0025 JS NUMBERED JOINT ACTION DIRECTIVES

0025-01 Action or standing directives

Consisting of serially numbered documents published in accordance JSI 5711.01 and used for assigning action within agencies and requesting coordination and/or collaboration externally

Directives are printed on blue paper (blue bullet)—Service coordination—and yellow paper (yellow bullet)—JS agency coordination and/or collaboration only. The serial numbers are determined by the method which the action was initiated; (By a JS action—J-5 2054/100/D; by other than a JS action—J-1 1234-83/D.)

Which are: maintained by any JS activity

Cut off when action is completed superseded, obsolete, cancelled or when purpose has been served. Hold 1 year, then destroy/delete. Earlier destruction is authorized. Authority: NI-218-86-1 item 18

0025-02 Green directives

A general term for the green-colored papers issued by the SJS for distribution within the JS to appropriate echelons of the Services, CINCs, and specified Defense agencies. These papers refer incoming communications to JS directorates and Defense agencies for information, study, guidance, and/or appropriate action.

Which are: maintained by R&A Br as the official JS record copy

Incorporate into the official JS case file for disposition in accordance with 0001-01. Authority:

0025-03 Which are: maintained by any JS activity for reference (nonrecord)
Destroy/delete when no longer needed for reference.

0026 JS DIVISION AND BELOW NUMBERED MEMORANDUMS (DIV-#M/DMs)

0026-01 Memorandums issued by divisions to coordinate and process actions in response to internal taskings

They are serially numbered beginning with one during each CY. Example: LRDM-1-84

Which are: maintained in the master record file as the official record copy (MILSEC or DIV).

Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: NI-218-86-1 item 19

Note: Background materials directly related to a JS paper will be provided to R&A Br for incorporation into the official JS case file for disposition in accordance with 0001-01.

0026-02 Which are: maintained by any JS activity as reference (nonrecord)
Destroy/delete when no longer needed for reference.

1 October 2000

0027 NATIONAL SECURITY COUNCIL (NSC)

Superseded by:

~~N1-218-10-005/000/04Y~~
DATE (MM/DD/YYYY):

01/17/2012

Superseded by:

~~N1-218-10-005/000/030~~
DATE (MM/DD/YYYY):

01/17/2012

~~0027-01 NSC documents and related materials concerning NSC matters
Which are: maintained by NSC Affairs Office as the official record copy~~

~~Permanent. Cut off at the end of the current Administration, hold 4 years, then transfer entire set to JS RHA 25 years after cutoff, transfer entire set to NARA after declassification review. Authority: NCI-218-84-1 item 339~~

~~0027-02 Which are: maintained by other JS/combatant command activities~~

~~Cut off at the end of the current Administration, hold 4 years, then destroy/delete. Authority: NCI-218-84-1 item 340~~

~~0027-03 NSC memorandums 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 record copy~~

~~Permanent. Cut off at the end of the current Administration, hold 4 years, then transfer entire set to the JS/combatant command RHA. 25 years after cutoff, transfer entire set to NARA after declassification review. Authority: NCI-218-84-1 item 341~~

~~0027-04 Which are: maintained by other JS/combatant command activities~~

~~Cut off at the end of the current Administration, hold 4 years, then destroy/delete. Authority: NCI-218-84-1 item 342~~

~~0027-05 Various documents including meeting agenda and minutes, point papers, briefing sheets and books, reports, and other background information used in interdepartmental meetings to formulate JS/combatant command decisions and policies on NSC related matters~~

~~Which are: maintained by NSC Affairs Office as the official record copy~~

~~Permanent. Cut off at the end of the current Administration, hold 4 years, then transfer entire set to the JS RHA. 25 years after cutoff, transfer entire set to NARA after declassification review. Authority: NCI-218-84-1 item 343~~

~~0027-06 NSC Background/Issue Books prepared for use by the CJCS~~

~~Which are: maintained by NSC Affairs Office as the official JS record copy~~

~~Permanent. Cut off at the end of the current Administration, hold 4 years, then transfer entire set to the JS RHA. 25 years after cutoff, transfer entire set to NARA after declassification review. Authority: NCI-218-84-1 item 344~~

~~0027-07 NSC documents which are processed and maintained by combatant command~~

~~Which are: maintained by combatant command as record copy~~

~~Permanent. Cut off at the end of the current Administration, hold 4 years, then transfer entire set to inactive storage facility. 25 years after cutoff, transfer entire set to NARA after declassification review. Authority:~~

0028 JOINT REQUIREMENTS OVERSIGHT COUNCIL (JROC) RECORDS

~~0028-01 Policy, procedures, and guidance relating to the jurisdiction, functions, responsibilities, and organization structure of the JROC~~

~~Which are: maintained by the JS/combatant command as the official record copy~~

~~Permanent. Cut off annually at end of CY, hold 6 years, then transfer by CY block to inactive storage facility. 25 years old, transfer to NARA after declassification review. Authority:~~

~~0028-02 Routine administrative support documents relating to the JROC~~

~~Which are: maintained by the JS/combatant command as the official record copy~~

~~Destroy/delete when 6 years old, or when no longer needed for reference, whichever is later. Authority:~~

~~0028-03 Which are: reference copies of all above items held by any activity (nonrecord)
Destroy/delete when obsolete, superseded, or when no longer needed for reference.~~

0029 JOINT WARFIGHTING CAPABILITIES ASSESSMENT (JWCA) AND REQUIREMENTS GENERATION SYSTEM (RGS) PROCESS RECORDS

Superseded by:

~~N1-218-10-005/000/04Y~~
DATE (MM/DD/YYYY):

01/17/2012

Superseded by:

~~N1-218-10-005/000/04Z~~
DATE (MM/DD/YYYY):

01/17/2012

Superseded by:

~~N1-218-10-005/000/08E~~
DATE (MM/DD/YYYY):

01/17/2012

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1 October 2000

Superseded by:

~~0029-01 Policies, procedures, and guidance relating to the JWCA and RGS process, their organizational structure, and relationship to the JROC~~

~~NI-218-10-005/000/04A~~
DATE (MM/DD/YYYY)

Which are: maintained by the JS/combatant command as the official record copy

31 Permanent. Cut off annually at end of CY, hold 6 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer to NARA after declassification review. Authority:

01/17/2012

~~0029-02 Chairman's program recommendation (CPR) memorandum and chairman's program assessment (CPA)~~

Superseded by:

Which are: maintained by the JS/combatant command as the official record copy

~~NI-218-10-005/000/04A~~
DATE (MM/DD/YYYY)

32 Permanent. Cut off annually at end of CY, hold 6 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA after declassification review. Authority:

01/17/2012

~~0029-03 Official JROC decisional correspondence (Joint Requirements Oversight Council Memorandums (JROCM))~~

Superseded by:

Which are: maintained by the JS/combatant command as the official record copy

~~NI-218-10-005/000/04A~~
DATE (MM/DD/YYYY)

33 Permanent. Cut off annually at end of CY, hold 6 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer to NARA after declassification review. Authority:

01/17/2012

~~0029-04 Official JROC pre-decisional internal staffing and tasking correspondence (Joint Requirements Oversight Council Staff Memorandums (JROCSM))~~

Superseded by:

Which are: maintained by the JS/combatant command as the official record copy

~~NI-218-10-005/000/04A~~
DATE (MM/DD/YYYY)

34 Destroy/delete when 6 years old or when no longer needed for reference whichever is later

01/17/2012

~~0029-05 Files relating to individual JWCAs and specific requirements generated to include mission need statement (MNS), capstone requirements document (CRD), operational requirements document (ORD), and briefings and other materials supporting those documents~~

Superseded by:

Which are: maintained by the JS/combatant command as the official record copy

~~NI-218-10-005/000/04A~~
DATE (MM/DD/YYYY)

35 Permanent. Cut off upon final approval, hold 6 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer to NARA after declassification review. Authority

01/17/2012

~~0029-06 Documentation reflecting JS/J-6 certification of MNSs, CRDs, and ORDs for conformance with Joint C4/C4I policy and doctrine, architectural integrity, and interoperability standards for all DoD C4I acquisitions~~

Superseded by:

Which are: maintained by the JS/combatant command as the official record copy

~~NI-218-10-005/000/04A~~
DATE (MM/DD/YYYY)

36 Permanent. Cut off upon final approval, hold 6 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer to NARA after declassification review. Authority:

01/17/2012

~~0029-07 Documentation reflecting JS/J-4 certification of MNSs, CRDs, and ORDs for aviation munitions for cross-service interoperability and for all munitions for conformance with insensitive munitions design requirements~~

Superseded by:

Which are: maintained by the JS/combatant command as the official record copy

~~NI-218-10-005/000/04A~~
DATE (MM/DD/YYYY)

37 Permanent. Cut off upon final approval, hold 6 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer to NARA after declassification review. Authority:

01/17/2012

0030 JOINT EXPERIMENTATION RECORDS

~~0030.01 Policies, procedures, and guidance relating to the Joint Experimentation Program~~

Superseded by:

38 Permanent. Cut off annually at end of CY, hold 6 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer to NARA after declassification review. Authority:

~~NI-218-10-005/000/04A~~
DATE (MM/DD/YYYY)

01/17/2012

~~0030.02 Files relating to oversight and assessment of joint experimentation that explore and access Joint Vision concepts and desired operational capabilities in a future joint environment.~~

Superseded by:

39 Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:

~~NI-218-10-005/000/04A~~
DATE (MM/DD/YYYY)

01/17/2012

~~0030.03 Files relating to operational activities and events regarding the development and execution of the Joint Experimentation Campaign Plan.~~

Superseded by:

40 Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:

~~NI-218-10-005/000/04A~~
DATE (MM/DD/YYYY)

01/17/2012

1 October 2000

Superseded by:

41 0030.04 Routine and administrative activities and events relating to the Joint Experimentation Program. ~~Destroy/delete when 6 years old or when no longer needed for reference whichever is later~~ *NON RECORDED per S. Smith e-mail 9-17-01* N1-218-10-005/0000/036
DATE (MM/DD/YYYY): 01/17/2012

~~0030-05 Which are: reference copies of all above items held by any activity
Delete/delete when superseded, obsolete, or no longer needed for reference~~

0031 CINC/DCINC/COS CORRESPONDENCE

0031-01 Memorandums issued/signed by the Commander/Deputy Command-In-Chief/Chief of Staff of the Combatant command, Command Policy Memorandums serially numbered, and Command Numbered Memorandums, correspondence, messages, briefings, reports, and all related background material. *Which are: held by the designated office of record as the official record copy* N1-218-10-005/0000/04CC
DATE (MM/DD/YYYY): 01/17/2012

42 ~~Permanent. Cut off annually, hold until end of CINC/DCINC/COS tour of duty, then retire to inactive records storage area after 2 years, transfer to NARA 25 years after cutoff, after declassification review. Authority:~~

~~0031-02 Which are: held by any office for reference (nonrecord)
Destroy/delete when superseded, obsolete, or no longer needed.~~

~~0031-03 Which are: held by action officer for reference
Place in appropriate 916-01 file. Authority:~~

0032 COMBATANT COMMAND ELECTRONIC DECISION-MAKING AND SUSPENSE SYSTEMS

0032-01 Combatant command electronic system that tracks and controls actions until completed
Which are: retained by the CINC/SJS or Bridge Administrative Section

43 ~~Cut off upon completion of action, hold until end of CY, destroy/delete one year after cutoff or no longer needed for reference. Authority:~~

Note: Automated tracking that could be used as a finding aid for permanent records need to be submitted on a SF 115 for NARA's final disposition approval.

0032-02 Combatant command electronic staffing
Electronic system used for suspending, tracking, coordinating, and/or approving actions
Which are: maintained by the tracking and/or tasking office.

44 ~~Cut off upon completion of action, hold until end of CY, destroy/delete one year after cutoff or no longer needed for reference. Authority:~~

Special Note: Decision-making electronic systems need to be submitted on a SF 115

~~0032-03 Which are: held by any activity for reference (nonrecord)
Destroy/delete upon completion of action and is no longer needed for reference. Authority:~~

0033 CINC INSTRUCTIONS

Superseded by:

~~0033-01 Instructions containing policies, procedures, and guidance for CINC activity
Which are: maintained by any IS/combatant command activity as the official record copy~~

N1-218-10-005/0000/040D
DATE (MM/DD/YYYY): 01/17/2012

45 ~~Permanent. Cut off when superseded or cancelled, hold for 2 years, retire to inactive storage, 25 years after cutoff transfer to NARA after declassification review. Authority:~~

~~0033-02 Which are: held by any activity for reference (nonrecord)
Destroy/delete when superseded, cancelled, or no longer needed for reference.~~

0034 COMBATANT COMMAND ELECTRONIC REFERENCE LIBRARY SYSTEMS

~~0034-01 Electronic reference library systems~~

1 October 2000

Automated centralized library containing information on and images of combatant command actions used for research purposes. This database is used for searching for information and viewing the document on the same terminal. Provides users an automated capability to identify, retrieve, and print abstracts of documents and entire documents at a terminal through the use of key words and unique identifiers.

Which are: data maintained by the combatant command and their support sections
Delete when item is no longer needed for reference. Authority:

46
WITHDRAWN

0034-02 Which are: output documents maintained by the combatant command and their support sections
Destroy/delete when research action is completed. Authority:

Note: Activities wishing to use the system for record copies must submit SF 115 through JS

0035 COMBATANT COMMAND HISTORICAL RECORDS

0035-01 Recurring command histories prepared by the combatant command on the missions, functions, and activities of the command or agency, prepared in compliance with CJCSI 5320.01.

Which are: maintained as the official combatant command record copy
Destroy/delete when no longer needed for reference. Authority:

Superseded by:
N1-218-10-005/0000/06E
DATE (MM/DD/YYYY):
01/17/2012

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0035-02 Which are: maintained by other combatant command activities for reference (nonrecord)
Destroy/delete when no longer needed for reference.

Superseded by:
N1-218-10-005/0000/04EE
DATE (MM/DD/YYYY):
01/17/2012

0035-03 Which are: sent to JS in response to CJCSI 5320.01.
Permanent. Cut off and transfer to NARA when 25 years old, after declassification review. Authority

48

0035-04 Special historical studies prepared by the combatant command
Which are: maintained as the official record copy
Permanent. Cut off and transfer to NARA when 25 years old, after declassification review. Authority

Superseded by:
N1-218-10-005/0000/04FF
DATE (MM/DD/YYYY):
01/17/2012

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0035-05 Which are: JS history maintained by other JS activities for reference (nonrecord)
Destroy/delete when no longer needed for reference.

0035-06 Miscellaneous historical research and reference materials collected and used in preparation of histories, studies, reports, and historical inquiries
Which are: maintained by any activity for reference (nonrecord)
Destroy/delete when no longer needed for reference.

Superseded by:
N1-218-10-005/0000/04FF
DATE (MM/DD/YYYY):
01/17/2012

Note: These should not be record copies

0035-07 Historical documents in SCI and other special control channels
Which are: held by any activity as the official record copy
Permanent. Retain record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents and special control documents. At the end of 30 years, review for removal from SCI and other special control channels. When removable from SCI and special control channels, retire to inactive storage facility. Transfer to NARA after declassification review. Authority:

50

0035-08 Donated personal papers and other materials
Correspondence, logs, photographs, and other documents donated to the Joint History Office or combatant command history offices
Which are: maintained by historical offices
Dispose of in accordance with deed of gift. Authority:

0035-09 Historical property accounts
Funding, contracting, audit, accessioning, display, and other documents on books, journal, art, artifacts, models, and other items under the purview of historians
Which are: maintained by historical offices

1 October 2000

Apply appropriate General Records Schedule (GRS)

Superseded by:

NI-218-10-005/0000/04 FF
DATE (MM/DD/YYYY):

~~0035-10 Oral historical records~~

~~Original recorded interview, first-draft transcription, final draft, correspondence with interviewees, release-to-publish forms, and other documents related to historical interviews~~

~~Which are: first draft, final draft, original recorded interview, correspondence with interviewees, and release to publish forms and maintained by CINC historical offices~~

51

~~Permanent. Cut off annually at end of CY, after 7 years transfer by CY block to inactive storage facility, Transfer to NARA after declassification review in accordance with 36 CFR 1228.266 C2 when 25 yrs old~~

Superseded by:

NI-218-10-005/0000/04 FF
DATE (MM/DD/YYYY):

~~0035-11 Oral historical records~~

~~Which are: audio-visual records maintained by JS historical office.~~

~~Transfer in accordance with archival standards (36 CFR 1228.184) to NARA when 25 years old after 266 A-E declassification review~~

52

PERMANENT.

01/17/2012

~~0035-12 Oral historical records~~

~~Which are All other items maintained by any activity.~~

~~Destroy when 25 years old. Authority:~~

53

Superseded by:

NI-218-10-005/0000/06 K
DATE (MM/DD/YYYY):

01/17/2012

~~0035-13 Command emblem and heraldry~~

~~Drawing and documents describing and chronicling the creation and evolution of the command emblem, flag, patches, and other heraldic items~~

~~Which are: maintained by office of primary responsibility~~

~~Permanent. Cut off annually, hold 20 years. Transfer to NARA. Authority:~~

54

Superseded by:

NI-218-10-005/0000/04 FF
DATE (MM/DD/YYYY):

01/17/2012

~~0035-14 Which are held by other offices for reference (nonrecord)~~

~~Destroy/delete when no longer needed.~~

0036 CORPORATE JS AND HQ CINC ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

~~0036-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination~~

~~Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy~~

55

~~Destroy/delete within 180 days after the recordkeeping copy has been produced. Authority:~~

Superseded by:

DA-GRS-2016-0016-0002
DATE (MM/DD/YYYY):

07/2017

~~0036-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy~~

~~Destroy/delete when dissemination, revision, or updating is completed. Authority:~~

56

0037 CORPORATE JS AND COMBATANT COMMAND RECORDS ELECTRONIC FEEDER SYSTEMS

~~0037-01 Electronic systems at combatant command that serve as a feeder system to the joint systems where feeder system data is transferred to the joint system~~

~~Which are: joint system is scheduled~~

~~Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later. Authority:~~

57

Superseded by:

DA-GRS-2017-0003-0001
DATE (MM/DD/YYYY):

07/2017

1 October 2000

~~0037-02 Which are joint system is unscheduled
Submit SF 115 to NARA for feeder and/or joint systems~~