

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

**TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)**  
**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

LE BLANK (NARA use only)

**JOB NUMBER**  
N1-218-00-1

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**DATE**

**ARCHIVIST OF THE UNITED STATES**

9-24-02

*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**  
21 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 GRS OR SUPERSEDED JOB CITATION	10.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, NWME, NWCTM*

4 October 2000

CJCSM5760-01vol-II DispSch0000 doc

Section 2. Disposition Detail Descriptions and Authorities0000 SERIES—CORPORATE JOINT STAFF (JS) AND HEADQUARTERS COMMANDER IN CHIEF (CINC) RECORDS0001 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

*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*

~~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*~~

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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 agenda pack

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*

0005-02 Which are received and maintained by the JS action officer  
*Review annually, purging exteaneous papers and duplicate copies Those background materials pertaining to official 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*

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)

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

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*

⑧ 0006-02 Which are received and maintained by R&A and pertain to a JS paper  
*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*

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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 CMCs 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

⑨ Permanent Cut off at expiration of CJS'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

⑩ 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 RHA 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

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 47 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 48 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 the program

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

~~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

13 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

~~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 N1-218-86-1 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 N1-218-86-1 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, JAIs, 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~~

(14)  
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 25 years after e-mail cutoff, transfer originals to NARA Authority NCI-218-84-1 item 79 after declassification review 977-01

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~~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

(16)

~~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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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*

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*

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 historial office

*Permanent Cut off annually at end of CY, after 7 years transfer by CY block to JS RHA, transfer to NARA when 25 years old after declassification review*

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 1228.266 C 2 + E 1 + 2.*

1 October 2000

0021-11 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 yrs old after declassification review.  
PERMANENT. 266A-E

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 NC1-218-84-1 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 NC1-218-84-1 item 101*

0024-02 Which are held by offices within the directorate for guidance and reference  
*Destroy/delete when superseded or rescinded Authority NC1-218-84-1 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)

0027-01 NSC documents and related materials concerning NSC matters

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

(22) *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

(23) *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

(24) *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

(25) *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

(26) *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

(27) *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

(28) *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

(29) *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*

0028-02 Routine administrative support documents relating to the JROC

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

(30) *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

1 October 2000

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

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*

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

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

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*

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

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

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*

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

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

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

0029-05 Files relating to individual JWCA's 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

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

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*

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

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

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*

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

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

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*

#### 0030 JOINT EXPERIMENTATION RECORDS

0030 01 Policies procedures, and guidance relating to the Joint Experimentation Program

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*

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

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

0030 03 Files relating to operational activities and events regarding the development and execution of the Joint Experimentation Campaign Plan

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

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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*

~~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~~

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

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

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

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

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*

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, operations, and activities of the command or agency, prepared in compliance with CJCSI 5320.01

Which are maintained as the official combatant command record copy

*46* *WITHDRAWN* *Destroy/delete when no longer needed for reference Authority*

0035-02 Which are maintained by other combatant command activities for reference (nonrecord)

*Destroy/delete when no longer needed for reference*

0035-03 Which are <sup>copies of those (per S. Smith telecon 8-14-02)</sup> sent to JS in response to CJCSI 5320 01

*48* *Permanent Cut off and transfer to NARA when 25 years old, after declassification review Authority*

0035-04 Special historical studies prepared by the combatant command

Which are maintained as the official record copy

*49* *Permanent Cut off and transfer to NARA when 25 years old, after declassification review Authority*

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*

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

*50* *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*

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)

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

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 declassification review, 266 A-E

0035-12 Oral historical records

Which are All other items maintained by any activity,

Destroy when 25 years old Authority

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

~~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,

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

(56) Destroy/delete when dissemination, revision, or updating is completed Authority

#### 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 wherein all feeder system data is transferred to the joint system

Which are joint system is scheduled

(57) Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later Authority

1 October 2000

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

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

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

*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 N1-218-86-1 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*

0001-05 Which are held by R&A Br in Sensitive Compartmented Information (SCI) channels for the SJS 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 into the official JS case file for disposition in accordance with 0001-01 Authority NC1-218-84-1 item 5*

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 NC1-218-84-1 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*

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 agenda pack

*Incorporate into JS record case file pertaining to the JS paper for disposition in accordance with 0001-01 or 0017-01. Authority NCI-218-84-1 item 17*

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

*Place in action officer's case file for disposition in accordance with 0916-01 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)

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

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*

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

*Incorporate into the official JS case file for disposition in accordance with 0001-01 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 NC1-218-84-1 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 NC1-218-84-1 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 NC1-218-84-1 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  
*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 NC1-218-84-1 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  
*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*

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 NC1-218-84-1 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 NC1-218-84-1 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 NC1-218-84-1 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 NC1-218-84-1 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 RHA 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. NC1-218-84-1 item 38*

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 NC1-218-84-1 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 NC1-218-84-1 item 41*

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 47*

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 48*

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 NC1-218-84-1 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 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 NC1-218-84-1 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 NC1-218-84-1 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 NC1-218-84-1 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 N1-218-86-1 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 NC1-218-84-1 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)

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 the program

*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*

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-218-84-1 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 cancelled, 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*

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 N1-218-86-1 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 N1-218-86-1 item 144*

#### 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, JAIs, 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*

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 cutoff, transfer originals to NARA. Authority NCI-218-84-1 item 79*

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 NC1-218-84-1 item 81*

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

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 N1-218-86-1 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 N1-218-86-1 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 NC1-218-84-1 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 NC1-218-84-1 item 91*

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 NC1-218-84-1 item 92*

0021-09 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: NC1-218-84-1 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 NC1-218-84-1 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 NC1-218-84-1 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 NC1-218-84-1 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  
*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 NC1-218-84-1 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*

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*

0027 NATIONAL SECURITY COUNCIL (NSC)

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 NC1-218-84-1 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. NC1-218-84-1 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. NC1-218-84-1 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 NC1-218-84-1 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 NC1-218-84-1 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 NC1-218-84-1, 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. When 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**

**0029-01 Policies, procedures, and guidance relating to the JWCA and RGS process, their organizational structure, and relationship to 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. When 25 years old, transfer to NARA after declassification review Authority*

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

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. When 25 years old, transfer in 5-year blocks to NARA after declassification review. Authority*

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

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. When 25 years old, transfer to NARA after declassification review Authority*

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

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*

**0029-05 Files relating to individual JWCA's 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**

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

*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*

**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**

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

*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*

**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**

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

*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*

**0030 JOINT EXPERIMENTATION RECORDS**

**0030 01 Policies procedures, and guidance relating to the Joint Experimentation Program**

*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.*

**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**

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

0030 03 Files relating to operational activities and events regarding the development and execution of the Joint Experimentation Campaign Plan

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

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*

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

*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

*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

*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

0033-01 Instructions containing policies, procedures, and guidance for CINC activity

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

*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  
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*

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, operations, 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*

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

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*

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*

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.*

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*

**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

*Apply appropriate General Records Schedule (GRS)*

**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 maintained by historical offices

*Permanent Transfer first draft, final draft and original recorded interview to NARA after declassification review*

*Transfer audio-visual records in accordance with archival standards (36 CFR 1228 184) All other items, destroy when 25 years old Authority*

**0035-11 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*

**0035-12 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

*Destroy/delete within 180 days after the recordkeeping copy has been produced Authority,*

**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*

**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 wherein all 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*

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