

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEA: BLANK (NARA USE ONLY)

JOB NUMBER: R  
N1-218.00-2

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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: 4-5-02 ARCHIVIST OF THE UNITED STATES: *John W. Paul*

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

1. FROM (Agency or establishment)  
Department of Defense

2. MAJOR SUBDIVISION  
Joint Staff, Joint Secretariat

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

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

5. TELEPHONE  
(703) 697-6906

### 6. AGENCY CERTIFICATION

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

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

DATE 27 Oct 99	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Sterling S. Smith, Jr.	TITLE Chief, Records Mgmt & Automation Spt Br Records Administrator
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>RECORDS OF THE JOINT STAFF AND CINC HEADQUARTERS</u> This records disposition authority request covers the records of the Joint Staff and the combatant commanders - 0100 series, Organization and Manpower 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. These disposition authorities will not be implemented until 1 January 2001</p> <p><u>SERIES TITLE</u> 0100 Organization and Manpower records.</p> <p><i>Items lined out are previously approved or non-record and do not require the Archivist's approval.</i></p> <p>RMAS/900/930/CINC/MASTER2/115-0000.FIL <i>cc Agency</i></p>		

0100 SERIES--ORGANIZATION AND MANPOWER

0101 ORGANIZATION PLANNING

0101-01 Documents relating to the establishment of and changes in organization functions and relationships of directorate and/or agencies Included are documents relating to overall functions and missions, copies of organization and functions plans, manuals, and charts, copies of published directives implementing establishment or changes, and coordination papers with the agency head (e g CJCS , DJS, CINC, D/CINC) and the personnel office indicating their approval for organization changes

Which are maintained as the official record copy

- ① *Permanent Cut off annually, except that plans, charts, and manuals thereof will not be cut off until superseded or rescinded At that time, 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 103*

*For microforms, transfer one silver halide microform set and one diazo or vesicular copy*

0101-02 Requests from directorates or agencies of the JS or combatant command for organizational changes Background papers, coordination, proposed inputs, drafts, charts, and related papers

Which are received by the personnel office, for staffing and approval for publication in agency organizational document

- ② *Destroy/delete 2 years after publication in agency organizational document Authority NC1-218-84-1, item 104*

~~0101-03 Which are maintained by any activity for reference (nonrecord)~~

~~*Destroy/delete when superseded or obsolete*~~

- ③ 0101-04 Consisting of original documents in which all data has been converted to microform Which are maintained by any activity

*Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents*

~~0101-05 Which are other microform copies held by any activity as reference (nonrecord)~~

~~*Destroy when no longer needed for current operations*~~

0102 ORGANIZATION CHARTER

0102-01 Documents that authorize and define the scope of authority, primary functions, and organization relationship of directorates or agencies of the JS and combatant command

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

- ④ *Permanent Cut off when superseded or rescinded, hold for 1 year, then retire to inactive storage facility 25 years after cutoff, transfer in 5-year blocks NARA after declassification review Authority NC1-218-84-1, item 106*

~~0102-02 Which are maintained by any activity as reference (nonrecord)~~

~~*Destroy/delete when superseded or obsolete*~~

0103 ORGANIZATION STRUCTURE

0103-01 Documents, charts, publications and background materials pertaining to the OCJCS, JS, or the combatant command organizational structure

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

- ⑤ *Permanent Cut off when superseded or rescinded, hold for 1 year, then 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 108*

~~0103-02 Which are maintained by any activity as reference (nonrecord)~~

~~*Destroy/delete when superseded or obsolete*~~

0103-03 Civilian position structure

Consisting of information reflecting the civilian position structure of each organizational segment Included are individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar information

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

6 Cutoff when superseded or obsolete, hold 2 years then destroy/delete when no longer needed for reference Authority:

0104 MANPOWER MANAGEMENT

0104-01 Decision Package Sets received from OSD or other activity establishing manpower authorizations for the JS and the combatant command

Consisting of documents received from OASD (MRA&L) and/or other activities providing approval of individual requests for increasing or decreasing manpower authorizations within the JS and combatant commands directorates and agencies

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

7 Cut off annually at end of CY, hold 1 year, then retire to inactive storage facility 10 years after cutoff, destroy. Authority NCI-218-84-1, item 110

0104-02 Chronological file (audit trail) of documents which approve the addition, redistribution, and/or deletion of manpower authorizations for the JS, combatant command

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

8 Cut off annually at end of CY, hold 1 year, then retire to inactive storage facility 2 years after cutoff, destroy Authority N1-218-89-1, item 001

0104-03 Documents/forms requesting changes in directorate or agency manning positions

Includes requests for billet adjustment, memorandums, working papers, justifications, and related documents used to document changes to billets Used to effect change in Unit Manning Document Positions

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

9 Cut off at end of CY in which changes were requested. Documents remaining in a suspense file will be held until action is completed, then filed and cutoff at end of CY Hold 2 years, then destroy/delete Authority NCI-218-84-1 item 112

~~0104-04 Which are maintained by any other activity (nonrecord)~~

~~Cut off annually at end of CY, hold 1 year, then destroy.~~

0104-05 Manpower authorization

Consisting of computer data for unit and position manpower authorizations for all fiscal periods in the current manpower program

Which are as of the last day of each calendar month

10 Destroy/delete after 1 year Authority

0104-06 Which are as of the last day of each fiscal quarter

11 Destroy/delete after 5 years Authority

0104-07 Which are as of the last day of each fiscal year (FY)

12 Permanent Cutoff at end of FY, hold 1 year then transfer to NARA at end of FY Authority:

0104-08 Civilian position statements

Consisting of statements prepared for all civilian positions and individually for vacated positions before they may be filled

Which are maintained by the personnel office as the official record copy

13 Destroy/delete after 3 years Authority

~~0104-09 Which are maintained by any other activity for reference (nonrecord)  
Destroy/delete after 1 year.~~

0105 UNIT MANNING DOCUMENTS (UMDs)

~~0105-01 UMD Manpower document and monthly strength report forwarded to OSD and other activities  
Which are maintained by personnel office as the official record copy  
Cut off every 3 months, hold 3 months, then destroy/delete Authority N1-218-89-1 item 002~~

~~0105-02 Which are maintained by any activity for reference (nonrecord)  
Destroy/delete when superseded by new UMD~~

~~0105-03 Which are microfilm copies of UMD and strength report maintained by any activity for reference  
(nonrecord)  
Destroy/delete when no longer needed for reference~~

0105-04 Input documents that affect changes to the UMDs  
These documents include duty assignment memorandums, duplicate request forms, SF 52s, cut sheets,  
memorandums, and other correspondence

(14) Which are maintained by any JS/combatant command as the official records copy  
Cut off annually at end of CY, hold 1 year, then destroy/delete Authority N1-218-89-1 item 003

0105-05 Manpower reports  
Consisting of: information and feeder reports used to report workforce actual strength utilization data and expense  
data. Included are work reports, consolidations, extracts or tabulations thereof, and similar reports

(15) Which are year-end reports  
Destroy/delete after 10 years Authority

0105-06 Which are other reports held by any activity (e.g. personnel statistical reporting)  
Destroy/delete after 2 years

(16)

0106 MANPOWER AND PRODUCTIVITY ENHANCEMENT STUDIES

0106-01 Documents created in connection with manpower surveys and studies covering personnel authorizations,  
manning levels, manpower analysis and requirements, workload and performance measures, staffing standards with  
related documentation

(17) Which are maintained by any JS/combatant command activity as the official record copy  
Destroy/delete when superseded by a like survey or study, or when no longer needed for reference whichever is  
later Authority NCI-218-89-1 item 004

~~0106-02 Which are maintained by any other activity for reference (nonrecord)  
Destroy/delete when no longer needed for reference~~

0106-03 Manpower requirements criteria development files for combat support.  
Consisting of: information reflecting the development of workforce requirements for combat support and combat  
service support positions under tables of organization and equipment. Included are study schedules, program  
reports, data collection, final workforce requirements criteria studies, associated correspondence and printouts, and  
similar information

(18) Which are maintained as the official record copy  
Permanent Cut off at end of CY, hold for 5 years, then retire to inactive storage facility 25 years after cutoff,  
transfer in 5-year blocks to NARA after declassification review. Authority

~~0106-04 Which are held by any other office for reference (nonrecord)  
Destroy/delete when standards are finalized~~

0107 JOINT MANPOWER PROGRAM (JMP)

0107-01 Documentation reflecting an activity's mission, function, organization, current and projected manpower needs and, when applicable, its required mobilization augmentation

A recommended joint manpower program also identifies and justifies any changes proposed by the commander or director of a joint activity for the next 5 FYs

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

*Incorporate into the official JCS case file for disposition in accordance with 001-01 Authority N1-218-86-1 item 023*

0107-02 Which are maintained for staffing and approval

*Cut off upon completion of JMP action, hold 5 years, then destroy/delete if no longer needed for reference*

*Authority. N1-218-86-1 item 024*

0107-03 Which are maintained by other activities for reference (nonrecord)

*Destroy/delete when superseded or no longer needed for reference*

0108 MANPOWER PERSONNEL INFORMATION SYSTEM (MAPIS)

MAPIS provides centralized source of program, planning, and budgeting information on which to make decisions concerning effective utilization of military and civilian manpower personnel; personnel security, financial management, and supply accounting procedures. MAPIS is designed to support the J-1/JSSSO in the management of JS manpower, personnel, security, financial, and material resources. It provides basis for development of JS annual budget and the establishment of requirements for personnel from the military services

0108-01 MAPIS Master File

This file contains personnel assets of the JS and records of assigned within the JS

Which are managed by J-1 and maintained by DISA

*Delete or erase when no longer needed for JS Operation Authority N1-218-89-2 item 048*

0108-02 Manpower Date File (MDF)

This file contains current and previous manpower authorizations, FY authorizations, requirements, and transactions (including North Atlantic Treaty Organization (NATO))

Which are managed by J-1 and maintained by DISA

*Delete or erase when no longer needed for JS Operation Authority N1-218-89-2 item 050*

0109 COMMITTEE AND BOARD RECORDS

0109-01 Records relating to the establishment, organization, membership, and policy of committees/boards that are permanent in nature, including charters, terms of reference, agreements, and directives pertaining to their operation. Consisting of case files of each approved committee, including but not limited to directive or charter establishing the committee, resume of major points of interest concerning committee hearings and its general operations; terminating directive and final committee report and findings, including minutes or recordings of meetings and other papers relating to the establishment, revision or termination of individual studies or projects

Which are maintained by the committee/board secretaries/recorder as the official record copy

*Permanent. Cut off annually at end of CY, hold 3 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 NC1-218-84-1 item 513*

Note: For JROC charter records see ~~0607~~ 0028 per S. Smith 9-20-01

0109-02 Same as above that pertain to committees/boards that are temporary in nature (not mandated by public law or executive order)

Which are maintained by the committee/board secretariat as the official record copy

*Cut off at termination of the committee/board, hold 2 years, then destroy Authority NCI-218-84-1 item 514*

0109-03 Which are members' records, not made a part of another records series or not covered elsewhere (nonrecord)

*Destroy/delete when no longer needed*

0109-04 Administrative support records

Consisting of records that facilitate and support the responsibilities of the chairman/recorder and staff activities designated as representatives on or for boards/committees, including copies of minutes, mailing lists, agendas, reports, correspondence, and other related papers reflecting the position taken on policy development or other board/committee deliberations

Which are chairman/recorder/members and responsible staff activity records not covered elsewhere in other tables (nonrecord)

*Destroy/delete when no longer needed*

0109-05 Committee management officers' control files

Consisting of monitoring and control case files which consist of records relating to the approval, establishment, review, and termination of individual boards/committees

Which are held as official records

*Destroy/delete 2 years after termination of the committee Authority GRS 16 item 8A*

0109-06 International Joint Board files

Information on the activities of the U.S sections of international boards, established by the International Joint Commission at the request of the Government of the United States and Canada or Mexico to conduct special studies and investigations concerning boundary waters Included are minutes of board meetings, public notices, transcripts of public hearings and proceedings, board progress reports to the International Joint Commission, instructions and policy statements, reports of inspection trips, supplemental reports, final reports of boards and the International Joint Commission, and related information

Which are maintained as the official record copy

*Permanent Retire on discontinuance of the board Transfer to NARA 25 years after termination of board after declassification review Authority*

0109-07 Which are at office of board chairperson or secretariat, whichever is office of record, and office of members in which a foreign government is secretariat

*Permanent. Cut off annually at end of CY, hold 5 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*

0109-08 Records pertaining to office participation in conferences, meetings, and similar activities, including agendas, meeting notes and like materials

Which are maintained by conference participants as the official record copy

*Cut off at termination of the conference and incorporate into applicable functional files for disposition in accordance with the instructions for that particular file Authority NCI-218-84-1 item 517*

#### 0110 ORGANIZATION AND MANPOWER GENERAL CORRESPONDENCE FILE

0110-01 General organization and functions correspondence files

Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility, program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions, routine or general requests for information and replies, informal reports with related information; general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature, and other information relating to organization and functions which cannot logically be filed with the detailed record series listed below

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

*Destroy/delete after 2 years Authority*

0110-02 Matters relating to organization and functions that are received for information only, on which no action is required

These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action

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

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*Destroy/delete when no longer needed for current operations Authority*

0111 ORGANIZATION AND MANPOWER ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0111-01 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

25

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

~~0111-02 Which are copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy (nonrecord)~~

~~*Destroy/delete when dissemination, revision, or updating is completed*~~

0112 ORGANIZATION AND MANPOWER COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0112-01 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

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

~~0112-02 Which are joint system is unscheduled~~

~~*Submit SF 115 to NARA for feeder and/or joint systems*~~