

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-218-00-003

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records.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

item 42, Electronic systems at combatant command that serve as a feeder system to the joint systems where feeder system data is transferred to the joint system.

## **SUPERSEDED AND OBSOLETE ITEMS**

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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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

N1-218-10-005 supersedes item 1-39.

DAA-GRS-2016-0016-0002 supersedes item 40.

DAA-GRS 2017-0003-0001 supersedes item 41.

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

LEAVE BLANK (NARA USE ONLY)

JOB NUMBER

*NI-218-00-3*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

*7-26-02*

*John W. Paul*

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

**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

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

*29 Oct 99*

*Sterling S. Smith, Jr.*

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)

RECORDS OF THE JOINT STAFF AND CINC HEADQUARTERS  
This records disposition authority request covers the records of the Joint Staff and the combatant commanders - 0200 series, Personnel/Payroll 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

SERIES TITLE  
0200 Personnel/Payroll Records.

RMAS/900/930/CINC/MASTER2/115-0000.FIL

*cc Agency, NR, NWMD, NWMTA*

1 October 2000

0200 SERIES--PERSONNEL/PAYROLL0201 PERSONNEL CORRESPONDENCE SUBJECT

0201-01 Correspondence, reports, memorandums, and other records relating to the general administration and operation of civilian and military personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels

Which are maintained by agency personnel function as the official record copy

*Cut off annually at end of CY, hold 3 years, then destroy/delete Authority GRS 1 item 3*

GRS

0201-02 Which are maintained by other activities (non-record)

*Cut off annually at end of CY, hold 1 year, then destroy/delete*

NON RECORD

0201-03 Personnel policy and precedent case files

Which are maintained by JS activities only

*Review annually at the end of CY, destroy/delete when obsolete for use as policy guidance or precedent reference*

*Authority NI-218-86-1 item 026*

PREVIOUSLY APPROVED

0202 OFFERS OF EMPLOYMENT

0202-01 Correspondence, letters, and telegrams offering appointment to potential employees

Which are accepted offers

*Destroy/delete when appointment is effective Authority GRS 1 item 4a,*

GRS

0202-02 Which are declined offers, when name is received from certificate of eligible

*Return to Office of Personnel Management (OPM) with reply and application Authority GRS 1 item 4b(1),*

GRS

0202-03 Which are temporary or excepted appointment

*File inside application Authority GRS 1 item 4b(2)*

GRS

0202-04 Which are all others (non-record)

*Destroy/delete immediately Authority GRS 1 item 4b(3)*

GRS

0203 GENERAL CIVILIAN EMPLOYMENT RECORDS (EXCLUDE RECORDS REQUIRED TO BE FILED IN OFFICIAL PERSONNEL FOLDER (OPF))

0203-01 Request for personnel action (SF-52)

SF-52 and related papers pertaining to actions not consummated

Which are maintained by the requesting office

*Destroy/delete 30 days after action terminated Authority*

①

0204 POSITION CLASSIFICATION FILES

0204-01 Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency

Which are maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete Authority GRS 1 item 7a(1),*

GRS

0204-02 Positions descriptions

Files describing established positions including information on title, series, grade, duties and responsibilities

Which are maintained by any activity as reference copy (non-record)

*Destroy/delete when position is abolished or description superseded Authority NC1-218-84-1 item 129*

NON RECORD

October 2000

## 0204-03 Inspection, audit, and survey

Files consisting of correspondence, memorandums, reports, and other records relating to inspections, surveys, desk audits, and evaluation

Which are maintained by any JS/combatant command activity

Destroy/delete when obsolete or superseded Authority GRS 1 item 7c(2)

GRS

## 0204-04 Appeals files

Case files relating to classification appeals

Which are maintained any activity as reference copy (non-record)

Destroy/delete 1 year after case is closed Authority NC1-218-84-1 item 132

NON RECORD

## 0204-05 Appeals files relating to certificates of classification issued by OPM

Which are maintained by any JS/combatant command activity

Destroy/delete after affected position is abolished or superseded Authority GRS 1 item 7d(2)

GRS

0205 PAYROLL CORRESPONDENCE

0205-01 Correspondence between agency and payroll processor regarding general, routine administrative issues, to include wage grade job matters, that do not relate to individual payments

Which are maintained by any JS/combatant command activity

Destroy when 2 years old Authority GRS 2 item 24

GRS

## 0205-02 Information for a merit pay unit listing covered employees

Included are initial salary, computation of funds for the unit, salary increases granted automatically, merit pay increases granted based on points received from a performance appraisal rating, and similar information Privacy act system

Which are maintained by any JS/combatant command activity

Destroy/delete 7 years after date of computation of pay increase Authority

2

## 0205-03 Differential and allowances

Information to assist overseas civilian personnel offices to document employee eligibility for foreign post differential and foreign quarters and post allowances Included are SF 1190 (Foreign Allowances Application, Grant, and Report) and similar information

Which are maintained by any JS/combatant command activity

Destroy/delete 3 years after end of FY in which all allowances granted have been terminated Authority

3

0205-04 Pay records governing the establishment and maintenance of domestic and overseas allowances and differentials, agencies, and employees affected

Which are maintained by any JS/combatant command activity

Destroy/delete when 6 years old Authority

4

0206 EMPLOYEE RECORDS CARDS

0206-01 Employee records cards used for informational purposes outside personnel offices

Which are maintained by any JS/combatant command activity

Destroy/delete on separation or transfer of employee Authority GRS 1 item 6

GRS

0207 EMPLOYEE PERFORMANCE FILE SYSTEM RECORDS

0207-01 Non-senior executive service (SES) appointees (as defined in 5 USC 4301(2)) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected and all related documents

Which are maintained by any JS/combatant command activity

Destroy/delete after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice Authority GRS 1 item 23a(1)

GRS

0207-02 Performance records superseded through an administrative, judicial, or quasi-judicial procedure  
Which are maintained by any JS/combatant command activity  
*Destroy/delete when superseded Authority GRS 1 item 23a(2)*

0207-03 All other performance plans and ratings  
Which are maintained by any JS/combatant command activity  
*Destroy/delete when 4 years old Authority GRS 1 item 23a(3b)*

0207-04 All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based  
Which are maintained by any JS/combatant command activity  
*Destroy/delete 4 years after date of appraisal Authority GRS 1 item 23a(4)*

0207-05 Supporting documents  
Which are maintained by any JS/combatant command activity  
*Destroy/delete 4 years after date of appraisal Authority GRS 1 item 23a(5)*

0207-06 SES appointees (as defined in 5 USC 3132A(2))  
Performance records superseded through an administrative, judicial, or quasi-judicial procedure  
Which are maintained by any JS/combatant command activity  
*Destroy/delete when superseded Authority GRS 1 item 23b(1)*

all  
GRS

0207-07 Performance-related records pertaining to a former SES appointee  
Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating  
Which are maintained by any JS/combatant command activity  
*Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to National Personnel Records Center (NPRC) if employee leaves Federal Service Authority GRS 1 item 23b(2)(a)*

0207-08 All other performance ratings and plans  
Which are maintained by any JS/combatant command activity  
*Destroy/delete when 5 years old, or when no longer needed, whichever is sooner Authority GRS 1 item 23b(2)(b)*

0207-09 All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, excluding those for SES appointees serving on a Presidential appointment (5 CFR 214)  
Which are maintained by any JS/combatant command activity  
*Destroy/delete 5 years after date of appraisal Authority GRS 1 item 23b(3)*

0207-10 SES members' performance records  
SES evaluation summary and objective performance record sheets  
Which are maintained by any JS/combatant command activity  
*Destroy/delete 5 years after date of appraisal Authority GRS 1 item 23b(4)*

0207-11 SES, scientific and technical (ST), and Supergrade files  
Consisting of information concerning SES, ST, and supergrades generated according to 5 USC 3104, 3131, and 3324 Included are copies of position descriptions, position evaluations, and data on present position incumbent such as individual's qualifications, promotions, and awards Privacy act system  
Which are at office with responsibility to monitor and control SES career related records  
General position documentation

⑤ *Destroy/delete in current file area 5 years after cancellation of position Authority GRS 1 item 23b(3)  
per S. Smith e-mail  
11-30-01*

0207-12 Information relating to current position incumbent

⑥ Which are maintained by any JS/combatant command activity  
*Destroy/delete in current file area 5 years after transfer or separation of employee Authority GRS 1 item 23b(3)  
per S. Smith e-mail  
11-30-01*

0208 PROMOTION AND INTERNAL PLACEMENT RECORDS

0208-01 Notification of Personnel Action (SF 50)

Consisting of files documenting promotions and transfers (in and out)  
Which are chronological file copies maintained in the personnel office  
*Destroy/delete when 2 years old Authority GRS 1 item 14a*

GRS

0208-02 Which are all other copies maintained in the personnel office  
*Destroy/delete when 1 year old Authority GRS 1 item 14b*

GRS

(0209) INTERVIEW RECORDS

0209-01 Interview records

Correspondence, reports, and other records relating to interviews with employees  
Which are maintained by any JS/combatant command activity  
*Destroy/delete 6 months after transfer or separation of employee Authority GRS 1 item 8*

GRS

0210 DONATED LEAVE PROGRAM CASE FILES

0210-01 Donated leave cases

Consisting of case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records  
Which are maintained by any JS/combatant command activity  
*Beginning in January 1994, destroy/delete 1 year after the end of the year in which the file is closed Authority GRS 1 item 37*

GRS

0211 FEDERAL EMPLOYEES' RETIREMENT RECORDS (FERS/CSRS)

0211-01 General correspondence and subject files

Files relate to general administration and operation of FERS/CSRS (including coverage, basic annuity, death benefits and refunds, disability, and debt collection)  
Which are maintained by any JS/combatant command activity  
*Destroy/delete when 3 years old Authority*

7

0211-02 Records and forms pertaining to an employee's transfer to FERS, participation in the thrift savings plan and eligibility to retire  
Which are maintained by any JS/combatant command activity  
*File on permanent side of OPF Authority*

Instruction

0211-03 Appeals pertaining to FERS error corrections

Which are maintained by any JS/combatant command activity  
*Destroy/delete 6 years after decision Authority*

8

0211-04 Retirement assistance files

Consisting of correspondence, memorandums, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits  
Which are maintained by any JS/combatant command activity  
*Destroy/delete when 1 year old Authority GRS 1, item 039*

GRS

0212 CORRESPONDENCE AND FORMS

Records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule

0212-01 Correspondence and forms relating to pending personnel actions  
Which are maintained by any JS/combatant command activity as the official record copy  
Destroy/delete when action is completed Authority GRS 1 item 17a

GRS

0212-02 Retention registers from which reduction-in-force actions have been taken  
Consisting of information showing retention groups of employees according to tenure, length of service,  
performance ratings, and veterans preference  
Which are maintained by any JS/combatant command activity as the official record copy  
Cut off annually at end of CY, hold 2 years, then destroy/delete Authority ~~NCI-218-84-1 item 140~~

GRS 1, item 17b(1)  
per S. Smith e-mail  
11-30-01

0212-03 Retention registers from which no reduction-in-force actions have been taken  
Which are maintained by any JS/combatant command activity as the official record copy.  
Destroy/delete when superseded or obsolete Authority GRS 1 item 17b(2), GRS

0212-04 Displaced Employee Program (DEP)  
Consisting of information and rosters reflecting application and registration of individuals eligible to participate in  
the DEP Privacy act system

Which are maintained by any JS/combatant command activity as the official record copy  
Destroy/delete 3 months after employee's DEP eligibility expires Authority

9

0212-05 All other correspondence and forms  
Which are maintained by any JS/combatant command activity  
Destroy/delete when 6 months old Authority GRS 1 item 17c, GRS

0213 JOB OPPORTUNITY ANNOUNCEMENTS (JOAs)

0213-01 Announcements of vacancies  
Which are maintained by any JS/combatant command activity  
Destroy/delete after announcement closing date NCI-218-84-1, item 144

10

0214 EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS

0214-01 EEO complaint cases  
Consisting of information reflecting complaints of personnel and job applicants concerning EEO cases resolved  
within the agency by Equal Employment Opportunity Commission or by a US Court Included are complaints,  
transmittal letters, investigative data and summaries, findings of fact statements, exhibits, reports, copies of decisions,  
final disposition reports, records of hearings and meetings, acceptance statements, withdrawal notices, and similar  
information

Which are at office having agency-wide responsibility  
Destroy/delete 4 years after final resolution of case Authority GRS 1 item 25a GRS

0214-02 Complaint case  
Duplicate case files or documents pertaining to complaints  
Which are maintained by the civilian personnel office as the official record copy  
Destroy/delete 1 years after resolution of case Authority GRS 1 item 25b GRS  
per S. Smith e-mail 11-30-01

0214-03 Which are at other offices  
Destroy/delete 2 years after final resolution of case Authority GRS 1 item 25c(1) GRS

0214-04 EEO general files  
General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the  
EEO Act of 1972, and any pertinent future legislation, and agency EEO Committee meeting and records including  
minutes and reports

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

0214-03 Preliminary and Background  
Background records not filed in the Official Discrimination Complaint Case  
Files B-29 Enclosure B  
Which are: maintained by any JS/CIVIC activity  
per S. Smith e-mail 11-30-01

*Destroy/delete when 3 years old or when superseded or obsolete, whichever is applicable Authority GRS 1 item 25g, GRS*

0214-05 Which are maintained by any activity as reference copy (non-record) *NON RECORD*  
*Destroy/delete when superseded or obsolete*

0214-06 EEO Affirmative Action Plan (AAP)  
Consolidated AAP and related feeder documents  
Which are maintained by any JS/combatant command activity as the official record copy  
*Destroy/delete 5 years from date of plan Feeder plan can be destroyed/deleted sooner if administrative purposes have been served Authority GRS 1 item 25h(1)&(2), GRS*

0214-07 EEO surveys  
Consisting of surveys on implementation and effectiveness of EEO programs Included are reviews, appraisals, recommendations, final survey reports, and similar information.  
Which are maintained by any JS/combatant command activity  
*Cut off at the end of the current year, destroy/delete when 5 years old*

11

0214-08 Which are *report of on-site reviews of AAP maintained by any JS/CINE activity*  
*at office with agency-wide responsibility as official record copy*  
*Destroy/delete 7 years after cutoff Authority GRS 1 item 25d(1) 25-h(3) Per S. Smith e-mail 11-30-01*

0214-09 Which are at other offices  
*Destroy/delete after 2 years Authority NON RECORD*

0215 PERSONNEL COUNSELING RECORDS

0215-01 Reports of interviews, analyses, and related records  
Which are maintained by supervisors  
*Destroy/delete 3 years after termination of counseling Authority GRS 1 item 26a GRS*

0216 STANDARDS OF CONDUCT

0216-01 Correspondence, memorandums, and other records relating to code of ethics and standards of conduct  
Which are maintained by any JS/combatant command activity  
*Destroy/delete when obsolete or superseded Authority GRS 1 item 27 GRS*

0217 ADMINISTRATIVE GRIEVANCE, DISCIPLINARY, AND ADVERSE ACTIONS FILES

0217-01 Grievance, appeals (5CFR771)  
Records relating to grievances raised by agency employees, except EEO complaints These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request  
Which are maintained by other activities (non-record)  
*Destroy/delete 1 year after case is closed Authority NCI-218-84-1 item 153 NON RECORD*

Note Official copy maintained by servicing civilian personnel office

0218 ADVERSE ACTION Adverse Action Files (5 CFR 752) and Performance-Based Actions (5 CFR 432)

0218-01 Case files and related records created in reviewing any adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction in force) against an employee  
The file includes a copy of the proposed adverse action with supporting papers, statements of witnesses, employee's reply, hearing notices, report and decisions, reversal of action and appeal records, excluding letters of reprimand  
Which are maintained by JS/combatant command  
*Destroy/delete 2 years after resolution of case Authority NI-218-86-1 item 033*

12



October 2000

0218-02 Which are maintained by any activity for reference (non-record)  
*Destroy/delete 1 year after case is closed*

NON RECORD

Note: Official record copy covered by GRS is maintained by servicing civilian personnel office

0219 CIVILIAN LEAVE APPLICATION

0219-01 Application for leave, SF 71 or equivalent and supporting papers relating to requests for and approval of taking leave

Which are maintained by any activity as the official record copy and the time card has been initialed by the employee  
*Destroy/delete at the end of the applicable pay period Authority GRS 2 item 6a* GRS

0219-02 Which are maintained by any activity as the official record copy and the time card has not been initialed by the employee

*Destroy/delete after General Accounting Office (GAO) audit or when 3 years old, whichever is sooner Authority GRS 2 item 6b,* GRS

0220 LABOR MANAGEMENT RELATIONS RECORDS

0220-01 Labor management relations general and case files

Correspondence, memorandums, reports, and other records relating to the relationship between management and employee unions or other groups

Which are office negotiating agreement

*Destroy/delete 5 years after expiration of agreement Authority GRS 1 item 28a(1)* GRS

0220-02 Which are maintained by other offices

*Destroy/delete when superseded or obsolete Authority GRS 1 item 28a(2)* GRS

0220-03 Labor arbitration general and case files

Consisting of correspondence, memorandums, reports, unit certifications, negotiated agreements, and case files (such as unfair labor practice charges, negotiability disputes, unit clarification or decertification petitions) relating to labor arbitration cases

Which are maintained by any JS/combatant command activity

*Destroy/delete 5 years after final resolution of case Authority GRS 1 item 28b* GRS

0220-04 Memorandum of agreement under labor management relations

Consisting of initial union proposals, counter proposals, working documents, and approved agreement

Which are maintained by any JS/combatant command activity

*Destroy/delete 5 years after superseded or obsolete*

0220-05 Annual report of union recognitions

Consisting of report, and all backup material

Which are maintained by any JS/combatant command activity

*Destroy/delete when 5 years old Authority*

0220-06 Unfair labor practice complaints

Consisting of initial complaint, case record, and decision

Which are at Central Personnel Files (CPF)

*Destroy/delete 4 years after resolution Authority*

(0221) RETIREMENT ASSISTANCE

13

14

15

October 2000

0221-01 Correspondence, memorandums, annuity estimates, and other records used to assist retiring employees claim insurance or retirement benefits

Which are maintained by any JS/combatant command activity as the official record copy  
Cut off annually at end of CY, hold 1 year, then destroy/delete Authority GRS 1 item 39,

GRS

#### 0222 WAGE SURVEY FILES

0222-01 Wage area surveys

Wage change survey computation forms, specifications, recommendations, and related correspondence

Which are maintained by any JS/combatant command activity

Destroy/delete after completion of second succeeding wage survey Authority GRS 1 item 38

GRS

#### 0223 SUPERVISOR'S EMPLOYEE RECORDS

0223-01 Records of civilian employee's job history, training, personnel actions, etc., that are not appropriate for the official personnel folder or are duplicates of same

Which are maintained by supervisors

Review annually and destroy/delete superseded or obsolete documents, or destroy/delete all documents relating to an individual employee 1 year after separation or transfer Authority NI-218-86-1 item 040

GRS 1, item 18 a  
per S. Smith e-mail  
11-30-01

0223-02 Duplicate and non-record materials

Which are maintained by any activity for reference (non-record)

Destroy/delete upon transfer of the personnel, or when no longer needed for reference

NON RECORD

#### 0224 WITHHOLDING OF WITHIN-GRADE INCREASE (WGI) RECORDS

0224-01 Files consisting of an employee's performance rating of record with work examples which establish less than fully successful performance, notice of withholding of WGI, employees request for reconsideration of denied WGI, and decision concerning such a reconsideration request

Which are maintained by any JS/combatant command activity

(16) Destroy/delete 3 years after WGI is granted or after separation, whichever is earlier Authority

#### 0225 INCENTIVE AWARDS PROGRAM REPORTS

0225-01 Reports pertaining to the operation of the Incentive Awards Program

Which are maintained by any JS/combatant command activity

Destroy/delete when 3 years old Authority GRS 1 item 13

GRS

#### 0226 EMPLOYEE AWARDS FILES

0226-01 General awards records

EXCLUDING those relating to department-level awards

Consisting of case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and noncash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance

Which are maintained by any JS/combatant command activity

Destroy/delete 2 years after approval or disapproval Authority GRS 1 item 12a(1)

GRS

October 2000

0226-02 General awards records consisting of correspondence pertaining to awards from other Federal agencies or non-Federal organizations

Which are maintained by any JS/combatant command activity

Destroy/delete when 2 years old Authority GRS 1 item 12a(2)

GRS

0226-03 Length of service and sick leave awards files consisting of correspondence, reports, computations of service and sick leave, and lists of awardees

Which are maintained by any JS/combatant command activity

Destroy/delete when 1 year old Authority GRS 1 item 12b

GRS

0226-04 Correspondence relating to the administration of awards to employees for suggestions, acts, or superior accomplishments that have contributed to outstanding efficiency and economy in the operation of an agency, letter of appreciation or commendation for individual or an organizational element

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

Cut off annually at end of CY, hold 2 years, then destroy/delete Authority NCI-218-84-1 item 167 GRS 1, item 12C  
per S. Smith e-mail 11-30-01

0226-05 Which are maintained by other agency activities

Cut off annually at end of CY, hold 1 year, then destroy/delete Authority NCI-218-84-1 item 168 Previously Approved

0226-06 Awards board/committee member appointments, records relating to establishments and policy of the committee or boards that are temporary in nature, and committee or board proceedings

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

Cut off at termination of board/committee, hold 2 years, then destroy/delete Authority NI-218-89-1 item 7

- Previously Approved

0226-07 Which are maintained by other activities

Cut off annually at end of CY, hold 1 year, then destroy/delete

(17)

0226-08 Lists of or indexes to agency award nominations

Consisting of lists of nominees and winners and indexes of nominations

Which are maintained by any JS/combatant command activity

Destroy/delete when superseded or obsolete Authority GRS 1 item 12d

GRS

0226-09 Decorations to foreign nationals and US citizens not employed by US Government

Consisting of case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents

Which are maintained by any JS/combatant command activity

Permanent Transfer 2 years after completion of case to inactive storage area Transfer to the National Archives in 5-year blocks when latest record is 25 years old Authority

(18)

0226-10 Records reflecting the origin of the award, copies of General Orders, the citation, the recommendation, and the approval of the award, proceedings of the agency's awards board

Which are maintained by the personnel office as the agency's official record copy

Cut off annually at end of CY, hold 2 years, then destroy/delete

GRS 1, item 12a(1)  
per S. Smith e-mail 11-30-01

0226-11 Which are maintained by other activities (non-record)

Destroy/delete when obsolete or no longer needed, not to exceed 1 year

NON RECORD

[Note Additional records relating to department-level awards must be scheduled by submitting a SF 115, Request for Records Disposition Authority, through the JS to NARA ]

## 0227 OFFICIAL MILITARY PERSONNEL RECORDS

1 October 2000

0227-01 Official military personnel records that are created as the result of detail or assignment to the JS or combatant command that normally would be made part of the individual's personnel file and other pertinent and related correspondence

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

Forward all records that are considered by the appropriate Service as records for inclusion in the individual's personnel file to that Service not later than 30 days after release of duty from the JS or combatant command Authority NCI-218-84-1 item 171

INSTRUCTION

0227-02 Duplicate and non-record materials, and materials that are not required as part of the official military personnel records

Which are: maintained by any JS/combatant command activity (non-record)

Destroy/delete 1 year after individual departs or when requisition is cancelled, or when no longer needed for reference.

NOW RECORD

0227-03 Records that relate to leave of military personnel.

Which are: maintained by personnel office

Destroy/delete individual leave authorization when adjustments are made. Authority NCI-218-84-1 item 173

PREVIOUSLY APPROVED

0227-04 Which are: maintained by any activity for reference (nonrecord)

Destroy/delete upon transfer of personnel or when no longer needed for reference

NOW RECORD

0227-05 Armed Forces liberty passes

Consisting of: forms issued to personnel to authorize absences from official duties, or for absences during normal off-duty hours

Which are: maintained by any JS/combatant command activity

19 Destroy/delete on reaccomplishment of a new pass, or on reassignment or separation of individual Authority

0227-06 Privilege card applications

Consisting of: documents reflecting applications for privilege cards and ration cards. Included are DD Forms 1172 (Application for Uniformed Services Identification and Privilege Card) and similar documents. Privacy act system

Which are: maintained by any JS/combatant command activity

20 Destroy/delete when no longer needed for current operations

0227-07 Out-processing files

Consisting of: documents used to control and account for Military Personnel Record Jackets (MPRJ) during processing for transfer or separation. Included are logs, registers, and sign-out sheets

Which are: maintained by any JS/combatant command activity

21 Destroy/delete after 1 year or 1 year after last entry on log or register, whichever is later Authority

#### 0228 PROMOTION AND DEMOTION RECORDS

0228-01 Promotion eligibility rosters

Consisting of: documents relating to individuals eligible for consideration for promotion. Included are recommendations, lists, and similar information. Privacy act system

Which are: maintained by any JS/combatant command activity

22 Destroy/delete 30 days after promotion list is published. Authority

0228-02 Centralized and semi-centralized selection board reporting files

Consisting of: documents relating to consideration and selection of officers, warrant officers, and enlisted personnel for promotion, reduction, removal from promotion lists, and elimination. Included are selection lists, board proceedings, appointments of board members, voting results, and similar or related documents. Privacy act system

Which are: at other offices

23 Destroy/delete 30 days after completion of board unless needed longer for records Authority

(0229) JCS IDENTIFICATION BADGE

0229-01 General/special orders, amendments, and memorandums issuing the permanent award of the JCS Badge  
Which are maintained by the personnel office, as the official record copy

*Cut off annually at end of CY, hold 5 years, then destroy/delete Authority. NI-218-89-1 item 5 previously approved*

0229-02 Exceptions to policy JS Forms 84, copies of orders, and related documents

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

*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority NCI-218-84-1 item 174 previously approved*

0229-03 Which are: maintained by any activity for reference (non-record)

*Cut off annually at end of CY, hold 1 year, then destroy/delete*

NON RECORD

0230 MILITARY AWARDS

0230-01 Joint and service component personal awards

Documents relating to recommendation, review, and approval or disapproval of military awards for individuals.

Included are requests and related information. Privacy act system

Consisting of: approved and disapproved awards

Which are: joint awards

*(24) Retire to inactive storage facility after 2 years Destroy/delete after 25 years Authority.*

0230-02 Which are: service component awards

*(25) Cut off upon receipt of approval/disapproval Destroy/delete 2 years after cutoff. Authority.*

0230-03 Unit awards

Documents relating to recommendation, review, and approval or disapproval of military awards for units Included are requests and related information.

Consisting of: approved and disapproved awards

Which are: at approval and disapproval authority

*(26) Retire to inactive storage facility after 2 years Destroy/delete after 25 years. Authority.*

0230-04 General/special orders, amendments, and memorandums issuing the awards

Which are: maintained by Mil Per Br, J-1, as the official JS record copy

*Permanent Cut off annually at end of CY, hold 2 years, then transfer in CY block to R&A Br for incorporation into 0001-01. Authority NI-218-89-1 item 6*

INSTRUCTION

0230-05 Which are: maintained by the combatant command as the official record copy

*(27) Permanent Cut off annually at end of FY, hold 2 years, then transfer in FY block to inactive storage facility Transfer to NARA 35 years after cutoff, after declassification review Authority*

0230-06 Outstanding personnel programs, e g , outstanding Noncommissioned Officer (NCO)/Enlist award, Junior Officer of the Quarter, outstanding Manager of the Year

Consisting of personal data, letters of nomination, photographs, and related papers

Which are: selected nominees, nonselected nominees and minutes of meetings

*(28) Destroy/delete 2 years after issue of award. Authority*

0230-07 Which are: reference copies of all the above item (non-record)

NON RECORD

0231 GENERAL/FLAG OFFICER (GFO) NOMINATION

0231-01 Papers and related documents from OSD and the Military Services on the nominations and Position Billets of General and Flag officers submitted to Secretary of Defense (SECDEF) through the JS and the CINCs accordance with DoD directive for approval by the SECDEF or transmittal to the President

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

October 2000

Change per S. Smith e-mail

11-30-01

Destroy 20

Previously approved

~~Permanent JS - Cut off annually at end of CY; after 7 years, transfer by CY block to the JS RHA. When 25 years old, transfer in 5-year blocks to NARA. Authority: NCI-218-84-1, item 177~~

0231-02 Which are maintained by CINC activities as the official record copy

20

~~Permanent. Cut off annually at end of CY; after 7 years, retire to inactive storage facility. When 25 years old, destroy.~~

~~transfer in 5-year blocks to NARA. Authority-~~

per S. Smith e-mail 11-30-01

0231-03 GFO management files

Copies of tasking documents, reports, JS papers, and related background materials pertaining to GFO matters

Includes copies of inputs from contributing agencies and other related correspondence.

Which are used for periodic review by action officers, for continuing policy guidance and background information maintained as the official record copy

Review annually. Transfer completed action to appropriate GFO file. Delete all other nonessential information or

destroy/delete when no longer needed for reference. Authority: NI-218-89-1 item 8 previously approved

0231-04 GFO working nominations

Consist of nomination records being processed for approval or disapproval by higher authority

Which are: maintained by DJS/GFO as the official record copy

Upon completion, transfer to 0231-01.; Authority: NI-218-89-1 item 9

Instruction

0231-05 Major Command Information Files. Papers and related information pertaining to joint general/flag officer billets and CINC activities, used for periodic review and background information.

Which are: maintained the official record copy

Instruction

Renew annually at end of CY. When no longer needed for reference by GFO, transfer to Permanent JS. Review annually, at end of CY. If no longer needed for reference, transfer to JS RHA. When 25 years old, transfer in 5-year blocks to NARA. R+A for disposition in accordance with 0231.01 per S. Smith e-mail 7-3-02

0231-06 GFO Action Documents Documents of interest to the Joint Staff. Responses to taskers and queries

Which are maintained by other activities as reference copies (non-record)

Instruction

Review annually, if no longer needed for reference, transfer to JS RHA, When 25 years old transfer in 5-year blocks to NARA, at end of CY when by GFO R+A for disposition in accordance with 0231.01 per S. Smith e-mail 7-3-02

0231-07 Which are maintained by other activities as reference copies (non-record)

Destroy/delete when no longer needed for reference

NON RECORD

0232 MILITARY ASSIGNMENT DOCUMENTS

0232-01 Policy matters pertaining to military assignments

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

Destroy/delete 5 years after supersession. Authority: NCI-218-84-1 item 178

0232-02 Requisitions documents

Which are: held by personnel office as the official record copy

Cut off annually at end of CY, hold 3 years, then destroy/delete. Authority: NCI-218-84-1 item 179 previously approved

0232-03 Nomination packets

Which are: held by the personnel office as the official record copy

Destroy/delete 1 year after individual departs. Authority: NCI-218-84-1 item 180 previously approved

0232-04 Miscellaneous military assignment documents, to include incoming personnel nomination packages or files

Which are: maintained by any activity (non-record)

Destroy/delete when purpose has been served or when no longer needed for reference

NON RECORD

0233 MILITARY TRAINING PROGRAM RECORDS

EXCLUDING records of formally established schools which train agency personnel in specialized program areas, such as law enforcement and national defense. (Submit SF 115 through JS)

0233-01 General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabi, textbooks, and other training aids developed by the agency

Correspondence, memorandums, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences

Which are: maintained by any JS/combatant command activity

GRS

*Destroy when 5 years old or 5 years after completion of a specific training program. Authority: GRS 1 item 29a(1)*

0233-02 Background and working files

Which are: maintained by any JS/combatant command activity

GRS

*Destroy when 3 years old Authority: GRS 1 item 29a(2)*

0233-03 Personnel training

Correspondence, memorandums, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-Government institutions

Which are: maintained by any JS/combatant command activity

*Destroy when 5 years old or when superseded or obsolete, whichever is sooner. Authority: GRS 1 item 29b* GRS

0234 INDIVIDUAL MILITARY TRAINING RECORDS

0234-01 Individual military training records

Consisting of: on-the-job training records, qualification training, ancillary training, upgrade training, and related records

Which are: maintained in accordance with the Service training program

Instruction

*Apply service-specific disposition guidance*

0235 GENERAL TRAINING AND EDUCATION RECORDS

0235-01 Training and education program files

Consisting of: records relating to the overall organization, development, policy, planning, management and administration of military personnel training and education programs, including the establishment, approval, and revision of courses and curricula, the evaluation of methods and results of instruction. Also included are publications and overall statistical data.

Which are: maintained by any JS/combatant command activity

31 *Permanent Retire to inactive storage facility when no longer required for research or reference Transfer to NARA when 25 years old after declassification review. Authority*

Note: See 0900 series for audiovisual

0236 CIVILIAN TRAINING PROGRAM RECORDS

0236-01 Information on establishing, managing, and evaluating local training programs for civilian employees.

Included are minutes of training and development committee meetings, training plans, reviews of training requirements, apprentice training program registrations with Department of Labor, higher echelon approvals, annual reports, and similar information EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency

Which are: at operating personnel offices

*Destroy/delete after 5 years, or 5 years after completion of a specific training program Authority GRS 1 item 29a(1)*

GRS

0236-02 Background and working files

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 3 years old Authority: GRS 1 item 29a(2) GRS*

0236-03 Employee training

Correspondence, memorandums, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other Government agencies or non-Government institutions  
Which are: maintained by any JS/combatant command activity

*Destroy/delete when 5 years old or when superseded or obsolete, whichever is sooner. Authority GRS 1, 29b GRS*

0236-04 Which are background and working files

*Destroy/delete when 3 years old Authority: GRS 1 item 29a(2) GRS*

0236-05 Individual apprentice training

Consisting of: Information on apprenticeship training. Included are apprenticeship applications, apprenticeship agreements, notices of authorization for training and subsistence allowance, Department of Veterans Affairs certificates of eligibility and entitlement, Veterans Affairs notices of expiration of entitlement, daily progress records, monthly progress reports, and similar information. Privacy act system

Which are: maintained by any JS/combatant command activity

*Destroy/delete 5 years after completion of prescribed training course. However, when apprentice does not complete training, destroy/delete 6 years after he or she drops out of training Authority: GRS 1 item 29b GRS*

0236-06 Foreign training approvals

Consisting of: information on approving the use of foreign governmental facilities or international organization facilities for training civilian employees. Included are recommendations for use of such facilities, approvals, and similar information.

Note: Excluded are contractual information and personnel assignment information

Which are: at office responsible for approval

*32 Destroy/delete 5 years after withdrawal of the facility for training purposes Authority*

0236-07 Which are: at recommending offices (non-record)

*Destroy/delete on determination that services of the foreign facility are no longer required. NON RECORD*

0236-08 Which are: at other offices (non-record)

*Destroy/delete after 2 years NON RECORD*

0236-09 Civilian personnel retraining

Consisting of: reports of retraining resulting from base closure, transfer or consolidation of functions

Which are: maintained by ~~record~~ any JS/combatant command activity

*33 Destroy/delete after 4 years Authority: per S. Smith 11-30-01*

0236-10 Records relating to the presidential management intern program established by Executive Order 12008 in August 1977

Files relating to the general administration and operation of the Presidential Management Intern Program including special career programs and executive development programs

Which are: maintained by any JS/combatant command activity

*34 Destroy/delete when 3 years old. Authority*

0237 CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE

0237-01 Casualty/missing-in-action/captured reporting, notification, and assistance records

The file copies of casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or



transfer of casualty assistance, record of emergency data, casualty assistance summary, assignment of survival assistance officer, and related correspondence provided to the Services

Which are: maintained by the combatant command

35

~~Destroy/delete when 6 years old - Authority:~~

to inactive storage facility, Transfer

PERMANENT. Cut off annually, hold for 6 years, then transfer to NARA when 25 years old after declassification review per S. Smith e-mail

0238 INDIVIDUAL EMPLOYEE PAY RECORD

7-7-99+  
7-3-02

0238-01 Pay record for each employee as maintained in an electronic database

This database may be a stand-alone payroll system or part of a combined personnel/payroll system

Which are: maintained by any JS/combatant command activity

Update elements and/or entire record as required. Authority GRS 2 item 1a GRS

0238-02 Individual pay record, containing pay data on each employee within an agency

This record may be in paper or microform but not in machine readable form

Which are: maintained by any JS/combatant command activity

Transfer to NPRC. Destroy when 56 years old. Authority: GRS 2 item 1b GRS

0239 TIME AND ATTENDANCE RECORDS

0239-01 Time and attendance source records

All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as OF 1130); flextime records; leave applications for jury and military duty; and authorized premium pay or overtime; maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form

Which are: maintained by any JS/combatant command activity

Destroy/delete after GAO audit or when 6 years old, whichever is sooner Authority: GRS 2 Item 7 GRS

0239-02 Time and attendance input records

Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor

Which are: maintained by any JS/combatant command activity

Destroy/delete after GAO audit or when 6 years old, whichever is sooner Authority GRS 2 item 8 GRS

0239-03 Overtime authorization requests

Documents used at all activities to officially order the approval of overtime

Which are: maintained by any JS/combatant command activity

36

Destroy/delete when 4 years old. Authority,

0239-04 Alternate work schedule records

Documents showing alternative work schedules such as flextime and compressed schedules

Which are: maintained by any JS/combatant command activity

37

Destroy/delete when 2 years old Authority,

0240 PERSONAL INJURY FILES

0240-01 Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor

Which are: maintained by any JS/combatant command activity

GRS

Cut off on termination of compensation or when deadline for filing a claim has passed Destroy/delete 3 years after cutoff Authority. GRS 1 item 31

0241 OCCUPATIONAL INJURY AND ILLNESS FILES

October 2000

0241-01 Reports and logs (including Occupational Safety and Health Administration (OSHA) Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment

Which are: maintained by any JS/combatant command activity

Destroy/delete when 5 years old. Authority: GRS 1 item 34

GRS

#### 0242 FINANCIAL DISCLOSURE REPORTS

0242-01 Ethics in Government financial disclosure statements

Information pertaining to individual employees required to file under the Ethics in Government Act of 1978, Public Law 95-521. Each file is maintained by employee name and includes SF 278 (Financial Disclosure Statement for Executive Branch Personnel); SF 278A (Financial Disclosure Statement), official position description; disqualification statements, if applicable; and similar information. Privacy act system

Consisting of: records on individuals filing per section 201b, PL 95-521 and not subsequently confirmed by the U.S. Senate

Which are: maintained by any JS/combatant command activity

Destroy/delete 1 year after nominee ceased being under consideration for appointment, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. Authority: GRS 1 item 24a(1)

GRS

0242-02 Employment and financial interest statements

Consisting of: information showing Government employment, private employment, and financial interest of civilian employees personnel required to file such statements. Included are statements of employment and financial interests, supplementary statements, reports of change, review comments, and related information. Privacy act system

Which are: maintained by any JS/combatant command activity

Destroy/delete after 6 years, except that information needed in an on-going investigation will not be destroyed/deleted until completion of the investigation. Authority: GRS 1 item 24a(2)

GRS

0242-03 Consisting of: other records

Which are: maintained by any JS/combatant command activity

Destroy/delete after 6 years, except that information needed in an ongoing investigation will not be destroyed/deleted until completion of the investigation. Authority: GRS 1 item 24b

GRS

#### 0243 FEDERAL WORKPLACE DRUG TESTING PROGRAM FILES

0243-01 Drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), excluding consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Public Law 100-71, 503(f). This authorization does not apply to oversight program records of the OPM

Consisting of: drug test plans and procedures, excluding documents that are filed in records sets of formal issuances (directives, procedures handbooks, operating manuals, and the like)

Agency copies of plans and procedures, with related drafts, correspondence, memorandums, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions

Which are: maintained by any JS/combatant command activity

Destroy/delete when 3 years old or when superseded, obsolete, or no longer needed, whichever is later (See note (2)) Authority: GRS 1 item 36a

GRS

0243-02 Consisting of: employee acknowledgement of notice forms

Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested

Which are: maintained by any JS/combatant command activity

Destroy/delete when employee separates from testing-designated position (See note (2)) Authority: GRS 1 item 36b

GRS

0243-03 Consisting of: selection/scheduling records

Records relating to the selection of specific employees/applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules

Which are: maintained by any JS/combatant command activity

Destroy/delete when 3 years old (See note (2)) Authority: GRS 1 item 36c GRS

0243-04 Consisting of: records relating to the collection and handling of specimens

Permanent record books. Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected

Which are: maintained by any JS/combatant command activity

Destroy/delete 3 years after date of last entry. (See note (2)) Authority: GRS 1 item 36d(1) GRS

0243-05 Chain of custody records

Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen

Which are: maintained by any JS/combatant command activity

Destroy/delete when 3 years old (See note (2)) Authority: GRS 1 item 36d(2) GRS

0243-06 Consisting of: test results

Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing

Positive results

Which are: maintained by any JS/combatant command activity

Destroy/delete when employee leaves the agency or when 3 years old, whichever is later. Authority: GRS 1 item 36e(1) GRS

0243-07 Negative results

Which are: maintained by any JS/combatant command activity

Destroy/delete when 3 years old Authority: GRS 1 item 36e(2) GRS

Note 2. Any records covered by items 36 a-e that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s)

0244 ALTERNATE WORKSITE RECORDS

0244-01 Approved requests or applications to participate in an alternate worksite program; agreements between the agency and the employee, and records relating to the safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act

Which are: maintained by any JS/combatant command activity

Destroy/delete 1 year after end of employees participation in the program Authority: GRS 1 item 42a GRS

0244-02 Unapproved requests

Which are: maintained by any JS/combatant command activity

Destroy/delete 1 year after request is rejected Authority: GRS 1 item 42b GRS

0244-03 Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program

Which are: maintained by any JS/combatant command activity

Destroy/delete when 1 year old, or when no longer needed, whichever is later. Authority: GRS 1 items 42c GRS

0245 FEDERAL CIVILIAN WORKFORCE INFORMATION SYSTEMS

Note. These automated systems must be inventoried and scheduled (SF 115) through the JS

October 2000

0246 POLITICAL ACTIVITY OF FEDERAL EMPLOYEES RECORDS

0246-01 Policy and procedures governing permissible and prohibited activities, political contributions, and exceptions of certain elections

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete*

0246-02 Holding state or local office records

Reports, correspondence and related material required to be filed by any civilian employee holding any state or local public office or appointment

Consisting of: any information concerning such office or appointment filed by another person or entity

Which are: maintained by any JS/combatant command activity

*Destroy/delete 2 years after employee leaves public office or appointment Authority;*

0247 DIRECTORY SERVICE

0247-01 Correspondence, forms, and other records relating to the compilation of directory service listings

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

*Destroy/delete 2 months after issuance of listing. Authority. GRS 11 item 3,*

GES

0247-02 Which are: maintained by other activities (nonrecord)

*Destroy/delete when no longer needed for reference*

NON RECORD

0247-03 Organization and locator files

Consisting of information providing the name, address, telephone number, and similar data for each civilian and military employee assigned to an organization

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded, obsolete, no longer needed for reference Authority: NI-218-86-1 Item 097*

Previously approved

0248 CIVILIAN AND MILITARY PERSONNEL ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0248-01 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*

0248-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Which are: maintained by any JS/combatant command activity

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

0249 CIVILIAN AND MILITARY PERSONNEL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0249-01 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*

~~0249-02 Which are joint system is unscheduled  
Submit SF 115 to NARA for feeder and/or joint systems~~

INSTRUCTION