

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		HAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-218.00.4
1. FROM (Agency or establishment) Department of Defense		DATE RECEIVED	11.10.99
2. MAJOR SUBDIVISION Joint Staff, Joint Secretariat		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Information Management Division, Rec Mgmt & Auto Spt Br.		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER Sterling S. Smith, Jr. Joint Staff Records Manager	5. TELEPHONE (703) 697-6906	DATE	ARCHIVIST OF THE UNITED STATES
		7-17-02	<i>[Signature]</i>

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 8 Nov 1999	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 GRS OR SUPERSEDED JOB CITATION	10.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 - 0300 series, Intelligence and Security 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> 0300 Intelligence and Security Records.</p> <p><i>cc: Agency, NR, NWMD, NWMWA, NWCTM</i> RMAS/900/930/CINC/MASTER2/115-0000.FIL</p>		

0300 SERIES--INTELLIGENCE AND SECURITY

0301 SECURITY POLICY

0301-01 Records reflecting the formulation and establishment of policy, planning, training, coordinating actions, procedural standard operating procedures (SOPs), and any other similar information governing security matters Which are maintained as the official record copy or maintained by any other JS/combatant command activity for reference as the official record copy per FO/JS telephone 5-20-02

Permanent: Cut off annually at end of CY, hold 4 years, retire to inactive storage facility, transfer 25 years after cutoff to NARA after declassification review. Authority.

0301-02 Which are maintained by any activity for reference (nonrecord)

Destroy/delete when superseded, obsolete, or no longer needed for reference

0302 SECURITY ADMINISTRATIVE CORRESPONDENCE

0302-01 Correspondence, reports, and other records relating to the administration of security classification, control, and accounting for classified documents; and files relating to administration and operation of facilities security and protective service program

Which are maintained by any JS/combatant command activity

Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: GRS 18 item 1

0303 DOCUMENT RECEIPT

0303-01 Forms reflecting the issue and receipt for classified documents SECRET and below only JS Forms 14, 47, 74, or any other substitute records used for this purpose. Also includes material hand receipts, transactions, supply correspondence item registers, daily inventories, and related records.

Which are maintained by any JS/combatant command activity

Cut off annually at end of CY, hold 2 years, then destroy/delete. Except when used for control and accountability. Then, for Secret documents, place receipt in inactive file when related document is destroyed, downgraded, declassified, or transferred from custody. Authority: Cut off inactive file annually, hold 2 years, then destroy/delete. Authority: for Top Secret documents, see 306-1. Authority: GRS 18 item 2

0304 DESTRUCTION CERTIFICATES

0304-01 Certificate of destruction for classified material

Documentary evidence reflecting appropriate destruction of classified material JS Forms 63, 48, and 74 or any other substitute record or form used for this purpose

Which are maintained by any JS/combatant command activity

Cut off annually at end of CY, hold 2 years, then destroy/delete Authority: GRS 18 item 3

0305 ACCESS RECORDS

0305-01 TOP SECRET access record used to record names of individuals who have had access to a particular TOP SECRET document (SD Form 194 or similar access record)

These records are permanently affixed to TOP SECRET documents until documents are destroyed, downgraded, or transferred from the JS/combatant command (0305-04) Requests and authorization for individuals to have access to classified files, pickup and deliver classified materials, and to act as official couriers JS Forms 7 and 42, or any other substitute record used for this purpose

Which are maintained by any JS/combatant command activity

Place in inactive file when related document is destroyed, downgraded, declassified, or transferred from JS/combatant command t off inactive file annually at end of CY, hold 2 years, then destroy/delete. Authority GRS 18 item 6

0305-02 Disclosure records

A record of all JS/combatant command personnel who have been authorized access to classified information of the JS/combatant command during their assignment

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

Cut off annually at end of CY, hold 3 years, then destroy/delete. Authority NCI-218-84-1, item 190

0305-03 Special and general access lists

Billet rosters and alphabetical access rosters listing the names of personnel authorized access to specific classified information, i.e., SI/SAO, SIOP/ESI, Critical Nuclear Weapons Design Information (CNWDI), Military Space Programs Includes Control Points that reflect individuals authorized to receipt for TOP SECRET documents and below

Which are: maintained by any JS/combatant command activity

Destroy/delete when updated or superseded Authority. NCI-218-84-1, item 191

0305-04 Reserved

0305-05 Access control log

Documents relating to JS/combatant command Guard Posts sign-in logs, Military Security Force Blotters, Night Security Team Inspection Surveys, etc.

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

Destroy/delete after 1 years Authority: NCI-218-84-1, Item 193

2 per S. Smith e-mail 6-14-02

0305-06 Reserved

0305-07 Classified or classifiable information nondisclosure appropriate service for agreements

Copies of nondisclosure agreement, such as SF 312. Classified Information Nondisclosure Agreement, signed by employees with access to information that is classified or classifiable under standards put forth by Executive Order 12958. These forms should be maintained separately from personnel security clearance files

Which are: obtained by personnel security offices

JS forward to OSD and/or inclusion in appropriate official security files. All other offices include in appropriate official security files Authority:

Combatant Command - Retain in accordance with combatant command security directives

0305-08 Physical Access Information System File (PAIS)

This system consists of three subsystems: Visitor Information Subsystem (VIMS) and PAIS, including Access Information (ZAMS) This system supports access Control to JS restricted areas and maintains the JS Master Security Roster

This database is used for controlling access to JS restricted areas and to maintain the JS Master Security Roster and Visitor Information file

Which are: maintained by any JS activity

Data files updated daily Delete data 12 months after termination of access Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority. NI-218-89-2, item 20

Note See 0337 for combatant command feeder systems

0305-09 Combatant command classified information nondisclosure agreement (NDA)

Consisting of: signed Standard Forms 312 or 189 (Classified NDA/NDA) or similar forms on all military and DoD civilian personnel, including employees of contractors, licensees, or grantees This includes files covering signed Sensitive Compartmented Information NDA (SCI/NDA), and when appropriate, an addendum NDAs are executed by all personnel as a condition precedent to being authorized access to classified or classifiable information under standards put forth by Executive Order 12958, or signed by personnel who are cleared for access to national security information Privacy act system

Which are maintained by any JS/combatant command activity

When 70 years old per S. Smith e-mail 12-14-2001
~~Destroy/delete 50 years after retirement, resignation, separation, or discharge date of execution Authority: GRS 18 item 25a~~

0306 TOP SECRET REGISTER

0306-01 Records that identify all TOP SECRET material generated or received by a directorate or agency Which are maintained by any JS/combatant command activity
Place in inactive file when all copies of the documents recorded therein have been destroyed or otherwise permanently disposed of (transferred outside the agency or downgraded) Cut off inactive file annually at end of CY, hold 5 years, then destroy/delete Authority GRS 18 item 5a

Note. Master files and databases created in central data processing facilities to supplement or replace the records covered by this item are not authorized for disposal under the above disposition authority Such files must be scheduled through the JS/combatant command Record Management Office to NARA on an SF 115.

0306-02 Forms reflecting the transfer and receipt for Top Secret materials transmitted through the Defense Courier Service (DCS)

Which are maintained by any activity

~~Destroy/delete when 2 years old Authority~~

0308-03 see p. 55

0307 COMMUNICATIONS SECURITY (COMSEC)-GENERAL

0307-01 Routine administrative records relating to the proper distribution, control, security and accountability of COMSEC material used to provide cryptographic security for national security related information The COMSEC system consists of systems, procedures, equipment, keying material and facilities

Which are maintained by any JS/combatant command activity

5 Destroy/delete when 2 years old or when no longer needed for operations, whichever is later Authority

0308 PHYSICAL SECURITY CONTAINER INFORMATION

0308-01 Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows and activating alarms

Included are such forms as SF 701, Activity Security Checklist, SF 702, Security Container Check Sheet, and STU III data and keys

Which are maintained by any JS/combatant command activity

Destroy/delete 3 months following the last entry on the form Authority GRS 18 item 7b

Note Forms involved in investigations will be retained until completion of the investigation

0308-02 Up-to-date records of all JS/combatant command office safes and vaults and padlock combinations, together with other information necessary to identify and locate the safes, vaults, or containers and the individuals having knowledge of the combination

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

Destroy/delete when superseded by new form or listing, or upon turn in of container Authority GRS 18 item 7a

0309 INVENTORY REPORTS

0309-01 TOP SECRET inventory records

Records accumulated in connection with annual inventory of TOP SECRET materials

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

6 Cut off annually at end of CY, hold 5 years, then destroy/delete Authority NCI-218-84-1, item 198

0309-02 TOP SECRET inventory

Which are: maintained by document custodian

(7) *Cut off annually at end of CY, hold 5 years, then destroy/delete Authority NI-218-86-1, item 050*

0309-03 Which are maintained by control points

(8) *Destroy/delete 2 years after next comparable inventory Authority. NI-218-86-1, item 051*

0310 CLASSIFICATION GUIDES

0310-01 Official JS/combatant command record copy of the current edition of each classification guide, which includes copy of printed guide, each change, and documents showing coordination, comments, and approval
Which are at the issuing activity or OPR

(9) *Destroy/delete 10 years after the system or program is terminated or phased out of the inventory. Authority NC1-218-84-1, item 201*

0310-02 Information copies of classification guides regardless of originator

Which are maintained by any JS/combatant command activity

(10) *Destroy/delete when superseded, obsolete, or no longer needed for reference, or on inactivation, whichever is sooner. Authority. NC1-218-84-1, item 202*

0310-03 Security classification files

Consisting of information relating to the security classification or grading system involving the classification or downgrading of information Included are correspondence or memorandums and reports on security classification
It excludes other files described in this record series

Which are at offices in charge of issuance

(11) *Destroy/delete 10 years after final declassification action Authority*

0310-04 Which are at other offices

(12) *Destroy/delete after 3 years Authority*

0310-05 Original classification authority delegations

Which are maintained by any JS/combatant command activity

(13) *Destroy/delete when superseded, or no longer needed for reference whichever is longer*

0311 ACCREDITATION

0311-01 Documents pertaining to room or vault accreditation that validates area for classified storage and/or work

Which are maintained by any JS/combatant command activity

(14) *Destroy/delete when superseded, obsolete, or no longer needed for current operations Authority NC1-218-84-1, item 203*

0311-02 Automated Information System (AIS) security accreditation package

AIS accreditation package consisting of request for accreditation, plans, analyses, evaluations, certifications and control program files, documentation to support assignment of appropriate AIS security officer positions required for recommendation from the ASM for or against accreditation approval

Which are maintained by any JS/combatant command activity

(15) *Destroy/delete when superseded, obsolete, or no longer needed for current operation/system*

0312 TECHNICAL SURVEYS

0312-01 Documents dealing with technical security surveys for validating security of cleared areas

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

Destroy/delete after 3 years or upon discontinuance of facility, whichever is sooner. Authority. GRS 18 item 9

0312-02 Which are: maintained by any JS/combatant command activity as reference copy (nonrecord)
Destroy/delete when no longer needed for reference.

0313 PROPERTY PASS

0313-01 Documents relating to the authorized removal of property or material from the JS and/or combatant command

Which are: maintained by any JS/combatant command activity

Destroy/delete 3 months after expiration or revocation Authority GRS 18 item 12

0314 PERSONNEL SECURITY PROGRAM RECORDS

0314-01 Documentation reflecting training, security orientation briefing or debriefing, and relevant data, to include annual security required training and/or reading materials

Which are maintained by any JS/combatant command activity

(16) *Destroy/delete when 2 years old or no longer needed for current operations Authority:*

0314-02 Documents containing information on the security clearances of JS/combatant command individual personnel and the accreditation of access to classified files Completed personal history statements, personnel security questionnaires, or comparable forms, including lists, rosters, suspense, or status files

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

Destroy/delete 5 years after transfer or separation of individual concerned Authority. GRS 18 item 22a

0314-03 Which are maintained by other JS/combatant command activities for reference (nonrecord)

Destroy/delete when no longer needed for reference

0314-04 Documents containing information on the security clearance and authorization for non-JS/combatant command personnel for classified matters

Which are maintained as the official record copy

Destroy/delete 30 days after loss of access of individual concerned Authority: GRS 18, item 22a
5 years *per S. Smith e-mail 2-14-02*

0314-05 Which are maintained by any JS/combatant command as reference copy (nonrecord)

Destroy/delete when no longer needed for reference

0314-06 Position sensitivity files

Information relating to the designation of sensitive and nonsensitive personnel positions an Agency Included are requests and results of final actions taken

Consisting of approved requests

Which are maintained by any JS/combatant command activity

(17) *Destroy/delete when position is abolished, redesignated, or no longer needed for reference, whichever is later Authority*

0314-07 Personnel security inspections and surveys

Information on inspections and surveys conducted by Personnel Security Offices relating to position sensitivity and personnel security clearances Included are reports, recommendations, and related information

Which are maintained by any JS/combatant command activity

(18) *Destroy/delete after next comparable inspection or survey Authority*

0314-08 Nuclear Weapons Personnel Reliability Program (PRP)

Consisting of Personnel Reliability Certificate and Notification of Personnel Reliability Program Decertification Action

Which are for PRP certification and permanent decertification

(19) *Cutoff when superseded or obsolete, hold 5 years, then destroy/delete Authority*

0315 IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS

0315-01 Records relating to applications for and issuance of permanent and temporary identification badges, cards, decals, and passes Includes receipts, inventories, and related information

Which are maintained by any JS/combatant command activity

Destroy/delete ~~1 year~~ ² after return of identification item to issuing office Authority

per S. Smith e-mail 6-14-02

0315-02 Which are maintained in any other office (nonrecord)

Destroy/delete when verification is accomplished or badge or pass has been prepared and delivered

0316 REPORT OF INVESTIGATION (ROI)

0316-01 Investigative reports and related papers furnished to JS/combatant command by investigative organizations for use in making security suitability determination

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

Destroy/delete in accordance with investigating activity instructions or when no longer required for making a security determination Authority. GRS 18 item 22b

0317 SECURITY VIOLATIONS/INCIDENTS

0317-01 Documentation pertaining to alleged security violations, unauthorized divulgence of classified information, results of findings, and final corrective action taken

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

Destroy/delete 2 years after completion of final action or when no longer needed, whichever is sooner. Authority. GRS 18 item 24b

0317-02 Which are for NATO security incidents

See 0319-14

0317-03 Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Defense for prosecutive determination

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

Destroy/delete 5 years after close of case Authority GRS 18 item 24a

0317-04 Which are maintained for reference (nonrecord)

Destroy/delete when no longer needed for reference

0318 SECURITY INSPECTIONS AND AUDIT

0318-01 Documents relating to the internal inspection of physical security, documents control and security, and other routine security type inspections and surveys

Which are maintained by inspecting activity as the official record copy

Cut off annually at end of CY, hold 4 years, then destroy/delete Authority GRS 18 item 10

0318-02 Which are maintained by any JS/combatant command activity

Destroy/delete after the next comparable survey or inspection Authority: NI-218-86-1, item 057

0318-03 Inspections conducted of TOP SECRET accountability

Which are maintained by any JS/combatant command activity

Cut off annually at end of CY hold 1 year, then destroy/delete Authority NC1-218-86-1, item 058

0318-04 AIS Audit records ISSOs or TASOs weekly audit records of audit actions performed on all AISs, as required by appropriate policy

Which are maintained by any JS/combatant command activity

(23) *Cut off monthly, hold 1 month, then destroy/delete Authority.*

0318-05 SCI Processing Log, JS/combatant command Form 147 used to records SCI processing session, as required by appropriate policy

Which are: maintained by any JS/combatant command activity

(24) *Cut off annually, hold 2 years, then destroy/delete Authority*

0319 INTERNATIONAL SECURITY

0319-01 Destruction certificates, receipts, registers, and disclosure records for COSMIC TOP SECRET

Which are maintained by the JS Subregistry or by combatant command registry/subregistry function

(25) *Destroy/delete 10 years after the material has been destroyed or permanently transferred to another registry or sub-registry. Authority. NC1-218-84-1, item 215*

0319-02 Which are maintained at JS/combatant command Control Points

(26) *Destroy/delete 10 years after the material has been returned to the JS Subregistry or combatant command registry/subregistry function Authority NC1-218-84-1, item 216*

0319-03 Destruction certificates, receipts, registers, and disclosure records for ATOMAL material

Which are maintained by the JS Subregistry or by combatant command registry/subregistry function

(27) *Destroy/delete 10 years after the material has been destroyed or permanently transferred to another registry or sub-registry Authority. ~~NC1-218-84-1, item 217~~ per S. Smith e-mail 2-14-02*

0319-04 Receipts and disclosure records for ATOMAL material

Which are maintained at the JS/combatant command Control Points and Division level and below

(28) *Destroy/delete 10 years after the material has been returned to the JS Subregistry or combatant command registry/subregistry function. Authority: ~~NC1-218-84-1, item 218~~ per S Smith email 2-14-02*

0319-05 Destruction certificates, receipts, registers, and disclosure records for NATO Secret, NATO Confidential, NATO Restricted and NATO Unclassified

Which are maintained by any JS/combatant command activity

(29) *Destroy/delete 2 years after the material has been destroyed or transferred to another registry or subregistry Authority NI-218-86-1, item 059*

0319-06 Which are maintained at JS/combatant command Control Points

(30) *Destroy/delete 2 years after the material has been destroyed or returned to the JS Subregistry or combatant command registry/subregistry Authority NC1-218-84-1, item 220*

0319-07 Destruction certificates, receipts, registers, and disclosure records for NATO Secret, NATO Confidential, NATO Restricted, and NATO Unclassified

Which are maintained at the division level and below by any JS/combatant command activity

(31) *Place in inactive file after the material has been returned to directorate control point Cut off inactive file annually at end of CY, hold 2 years, then destroy Authority NI-218-86-1, item 060*

0319-08 Records of establishment or disestablishment of JS/combatant command Control Points

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

(32) *Destroy/delete 1 year after termination of JS/combatant command Control Point concerned Authority NC1-218-84-1, item 222*

0319-09 Inventory reports

Semi-annual and annual reports on COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, and NATO CONFIDENTIAL ATOMAL

Which are maintained by Registry, Subregistry, and Control Points

33

34

Cut off annually at end of CY, hold 3 years, then destroy/delete unless a discrepancy has occurred. Destroy/delete 3 years after the records have been cleared. Authority. NCI-218-84-1, item 223

0319-10 Inspection reports

Semi-annual inspections of established JS/combatant command Control Points concerning security protection of NATO information and compliance with applicable directives and administrative instructions

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

35 *Cut off annually at end of CY, hold 3 years, then destroy/delete. Authority. NCI-218-84-1, item 224*

0319-11 Which are maintained by the JS/combatant command Control Points

36 *Destroy/delete after receipt of next inspection report Authority NCI-218-84-1, item 225*

0319-12 Access lists

Which are maintained by JS/combatant command on Control Points as well as individual access to NATO information and access list maintained by the JS/combatant command Control Points for individual access

37 *Destroy/delete when revised Authority. NCI-218-84-1, item 226*

0319-13 General correspondence, document distribution, custody receipts, etc.

Which are maintained by any JS/combatant command activity

38 *Cut off annually at end of CY. Hold 2 years, then destroy/delete unless usage dictates otherwise, then destroy/delete when no longer needed Authority: NCI-218-84-1, item 227*

0319-14 Security violations and investigations

Which are maintained by any JS/combatant command activity

39 *Cut off annually at end of CY, destroy/delete 3 years after completion of corrective or disciplinary action Authority: NCI-218-84-1, item 228*

0320 INTELLIGENCE POLICY AND PLANNING FILES

0320-01 Documents concerning the general intelligence policy (includes directives, communications, and related planning records) of the JS/combatant command

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

40 *Permanent Cut off when superseded or obsolete, 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 229*

~~0320-02 Which are maintained by other JS/combatant command activities for reference (nonrecord)~~

~~*Destroy/delete when no longer needed for reference*~~

0321 INTELLIGENCE ESTIMATES

0321-01 National Intelligence Estimates (NIEs), Special National Intelligence Estimates (SNIEs), and National Intelligence Analytical Memorandums (NIAMs) and other intelligence estimates

Strategic estimate of capabilities, vulnerability, and probable course of action of foreign nations that is produced at the national level by the intelligence community

Which are maintained by any JS/combatant command activity

41 *Destroy/delete when obsolete, superseded, or no longer needed for reference Authority: NCI-218-84-1, item 231*

0321-02 Semi-annual consolidated listing of NIEs, SNIEs, and NIAMs provided to JS/combatant command by Defense Intelligence Agency (DIA)

Which are maintained by any JS/combatant command activity

42 *Destroy/delete when no longer needed for reference Authority: NCI-218-84-1, item 232*

~~0321-03 Which are: information copies (nonrecord)
Destroy/delete when superseded, obsolete, or no longer needed~~

0322 INTELLIGENCE REPORTS AND STUDIES

0322-01 Intelligence country studies, and/or reports prepared by DIA and/or the intelligence community
Includes specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations, and appraisals, including both general and technical intelligence and intelligence concerning their combat applications
Which are maintained by any JS/combatant command activity.

43 Destroy/delete when obsolete, superseded, or no longer needed for reference.

0323 SCI DOCUMENTS

~~0323-01 Copies of documents in SCI control channels that are not covered in specific subject items elsewhere in this disposition schedule~~

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

~~Disposition in accordance with Intelligence Community directives for SCI documents. Obtain guidance from SSO.
Ultimate disposition is that of the particular subject or case file Authority. N1-218-86-1, item 061~~

0323-02 SCI billet files

Consisting of information relating to the approval and maintenance of SCI billet structures and SCI billets

Which are maintained by any JS/combatant command activity

44 Destroy/delete 1 year after transfer or deletion of billet Authority.

0324 CONTROLLED MATERIAL (OTHER THAN SCI)

0324-01 Documents in special control channels other than SCI, e.g., limited distribution papers, that are not covered in specific subject items elsewhere in this disposition schedule

Which are maintained by any JS/combatant command activity

Review annually for removal from control channels; when removable, incorporate in appropriate functional file with disposition that of the appropriate mission or subject file Authority NCI-218-84-1, item 234

0325 CONTROLLED MATERIAL (SPECIAL SCI/SAR)

0325-01 Documents in special control channels, i.e., limited distribution papers concerning special technical operations, that are not covered in specific subject items elsewhere in this disposition schedule

Which are maintained by the special technical operations function as the official record copy

Review annually for removal from control channels Disposition in accordance with Intelligence Community directives for these documents Ultimate disposition is that of the particular subject or case file Authority N1-218-86-1, item 062

0326 SECURITY/COUNTERINTELLIGENCE INVESTIGATIONS

Individual case files and information pertaining to adverse actions, reports and adjudicated documentation in arriving at security clearance determinations

0326-01 Significant incidents or adverse actions

Investigations resulting in an adverse personnel action or court-martial or other investigation required for long-term or legal use

Which are the official record copy having historical value or widespread Congressional value or interest (e.g. extensive media attention, congressional investigation, sets precedent)

45 Permanent Transfer to the National Archives after 25 years after declassification review Authority.

0326-02 Which are: official record copy determined not to have permanent historical value or no widespread value or Congressional interest

(46) *Destroy/delete 25 years after the date of the last action Authority:*

0326-03 Personnel security investigation requests

Consisting of: unit requests for investigation, clearance, or unescorted entry

Which are: maintained by any JS/combatant command activity

(47) *Destroy/delete when no longer needed.*

0327 INTELLIGENCE GENERAL CORRESPONDENCE FILES

0327-01 Correspondence, messages, reports and other records relating to intelligence reports, publications, supporting agreements, interpreting general release policies, and substantiating requirements or the recipients of intelligence products and other related records and information

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

(48) *Retire to inactive storage facility when 2 years old. Destroy/delete when 10 years old. Authority*

0328 INTELLIGENCE LOGS

0328-01 A record of the daily intelligence events occurring during each watch at intelligence centers The logs also serve as a security register of personnel and visitors. Logs include the watch commander, personnel matters concerning the watch team, and an hourly listing of events

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

(49) *Permanent. Retire to inactive storage facility when 2 years old Transfer to NARA when 25 years old after declassification review Authority*

0329 COLLECTION RECORDS

0329-01 Intelligence collection planning and policy records

Proposals, guidance, and requirements for the collection of intelligence source materials

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

(50) *Permanent Cut off when superseded or obsolete Retire to inactive storage facility, transfer to NARA when 50 years old, after declassification review Authority*

0329-02 Intelligence collection records

Source material such as photographs, messages, and other intelligence accumulated by originators

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

(51) *Permanent Cut off when superseded or obsolete Retire to inactive storage facility, transfer to NARA when 50 years old, after declassification review Authority*

0329-03 Intelligence exploitation records

Consisting of analysis and finished reports created from intelligence source materials

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

(52) *Permanent Cut off when superseded or obsolete Retire to inactive storage facility, transfer to NARA when 50 years old, after declassification review Authority*

0330 INTELLIGENCE DISSEMINATION RECORDS

0330-01 Intelligence disclosure files

Consisting of policy and guidance on the dissemination and distribution of finished intelligence, intelligence reports, scientific and technical information, and intelligence summaries (INTSUM) to include disclosure to foreign governments and other matters addressed by the National Military Information Disclosure Policy Committee (NDPC)

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

53 Permanent Cut off when superseded or obsolete. Transfer to NARA in 5-year blocks when 50 years old, after declassification review Authority

0331 INTELLIGENCE PRODUCTION RECORDS

0331-01 Intelligence/counterintelligence reports
Intelligence Reports (IRs) and Unevaluated Intelligence Information Reports (IIRs) received from military/defense attaches and other intelligence gathering activities
Consisting of Agency-produced IRs and Attaché Reports

54 Which are maintained by any JS/combatant command activity as unique reports not transmitted to DIA
Permanent. Retire to inactive storage facility when 5 years old Transfer to NARA when 50 years old after declassification review. Authority

55 All reports transmitted to DIA (the record copy is maintained by DIA and will be transferred to NARA as a permanent record) Copies maintained by any activity Destroy/delete when 2 years old unless needed longer for reference

0332 COUNTERINTELLIGENCE RECORDS

0332-01 Counterintelligence program planning and policy records relating to the establishment of the program, including directives, plans, collection operations, reports, briefings, studies, and related files
Which are maintained by JS/combatant command as official record copy

56 Permanent. Cut off when superseded and retire to inactive storage facility. Transfer to NARA in 5-year blocks when 25 years old after declassification review. Authority.

0332-02 Routine administrative files not needed to document program, policy, monitoring and other mission-related counterintelligence program activities including surveys, inspections, security, special operations, communications, debriefings, interrogations, related references

57 Which are maintained by any JS/combatant command activity
Destroy/delete when 3 years old Authority

0333 FOREIGN NATIONALS

0333-01 Foreign national visits
Requests for visit, accreditations, foreign national protocols, and related records
Which are maintained by any JS/combatant command activity

58 Destroy/delete when superseded, or when 2 years old, whichever is later Authority
3 per S. Smith e-mail 6-14-02

0334 PRISONER OF WAR RECORDS

0334-01 Prisoner of war and civilian internee records including status inquiries, complaints, investigations, strength reports, rosters, and related records
Which are maintained by JS/combatant command as official record copy

59 Permanent Retire to inactive storage facility upon termination of the prisoner of war program transfer to NARA when 25 years old after declassification review Authority

0335 SPECIAL ACCESS PROGRAM (SAP)

0335-01 SAP policy files relating to the establishment, operation, and monitoring of SAPs
Consisting of documents, plans, directives, policy, and related records
Which are maintained by JS/combatant command as official record copy

60 Permanent. Cut off when superseded and retire to inactive storage facility (not authorized for transfer to Federal Records Center (FRC)). Transfer to NARA in 5-year blocks after release from SAP control and declassification review (25 years). Authority.

0335-02 SAP administrative files relating to memorandums, correspondence, and other routine administrative and facilitative records
Which are maintained by any JS/combatant command activity

(b1) *Destroy/delete when 3 years old Authority:*

0336 INTELLIGENCE AND SECURITY ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0336-01 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

(b2) *Destroy/delete within 180 days after the recordkeeping copy has been produced Authority:*

0336-02 Which are copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

(b3) *Destroy/delete when dissemination, revision, or updating is completed*

0337 INTELLIGENCE AND SECURITY COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0337-01 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

(b4) *Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later. Authority:*

~~0337-02 Which are joint system is unscheduled
Submit SF 115 to NARA for feeder and/or joint systems~~

~~0306-03 Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data~~

~~Which are maintained by any activity~~

~~"Destroy when related document is downgraded, transferred, or destroyed GRS 18, item 5b~~