

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		AVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-218.00.5</i>	
1. FROM (Agency or establishment) Department of Defense		DATE RECEIVED <i>11-10-99</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>9-10-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>8 Nov 1999</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Sterling S. Smith, Jr.	TITLE Chief, Records Mgmt & Automation Spt Br Records Administrator	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	RECORDS OF THE JOINT STAFF AND CINC HEADQUARTERS This records disposition authority request covers the records of the Joint Staff and the combatant commanders - 0400 series, Information and Legal 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 0400 Information and Legal Records.		
	RMAS/900/930/CINC/MASTER2/115-0000.FIL <i>cc Agency, NR, NWM, NWMWA</i>		

1 October 2000

CJCSM5760-01vol-II DispSch0400 doc

0400 SERIES--INFORMATION AND LEGAL

0401 WHITE HOUSE CORRESPONDENCE

0401-01 White House correspondence relating to substantive policy-related matters

Which are maintained by ^{any JS/CC activity} as the official record copy ^{per S. Smith e-mail 2-25-02}

- ① Permanent Cut off annually at end of CY, hold 2 years, then retire to inactive storage facility 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review Authority NCI-218-84-1, item 236

0401-02 Correspondence of a routine non-policy nature with no long-term value

Which are maintained by any JS/combatant command activity

- ② Cut off annually at end of CY, destroy/delete 2 years old or when no longer needed for reference, whichever is longer Authority NCI-218-84-1, item 237

0402 CONGRESSIONAL CORRESPONDENCE

0402-01 Correspondence of a substantial nature with historical significance

Congressional inquires originated by Armed Forces personnel, the public, or members of Congress that are forwarded to the JS/combatant command for reply. They are primarily originated by Congress and pertain to substantial policy issues such as plans, objectives, or responsibilities

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

- ③ Permanent Cut off when case is closed out, hold 1 year, then retire to inactive storage facility 25 years after cutoff, transfer in 5 year blocks to NARA after declassification review Authority NCI-218-84-1, item 238

0402-02 Correspondence of a routine nature with no historical value

Congressional inquiries originated by Armed Forces personnel, the public, or members of Congress that are forwarded to the JS/combatant command for reply Examples include letters regarding rejection for military service, and purchase of military equipment

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

- ④ Cut off annually at end of CY, hold 1 year, then retire to inactive storage facility, 7 years after cutoff, destroy/delete by CY block Authority NCI-218-84-1, item 239 ^{per S. Smith e-mail 2-25-02}

0402-03 CJCS Memorandum of invitation before congressional committee (annual)

Which are maintained by the OCJCS as the official JS record copy

- ⑤ Permanent Cut off at expiration of CJCS tour of duty, hold 2 years, then transfer entire block through R&A Br to the JS RHA 25 years after cutoff, transfer entire block to NARA after declassification review Authority NCI-218-84-1 item 240

0402-04 Congressional correspondence received or created by directorate or agency heads, including congressional inserts (DD Form 2136)

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

- ⑥ Cut off when case is closed out, hold until the end of the current directorate or agency head's tour of duty, hold 1 additional year, then destroy/delete Authority NCI-218-86-1, item 063

0402-05 Which are at offices of legislative officers or persons designated to coordinate and control congressional correspondence at the JS/combatant command

Destroy/delete after 3 years, if used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a)

- ⑦ Destroy/delete after 5 years or life of the disclosed file, whichever is later Authority

0402-06 Which are at offices of persons designated to coordinate and control congressional correspondence at lower echelons

Destroy/delete after 2 years, if used as a record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a), Destroy/delete after 5 years or life of the disclosed file, whichever is later Authority

- ⑧
- ⑨
- ⑩

0402-07 Which are maintained by other JS/combatant command activities for reference (nonrecord)

NON RECORD

October 2000

~~Destroy/delete when no longer needed for reference~~0403 LEGISLATIVE TESTIMONY

0403-01 Legislative programs file

Documents pertaining to the legal status of the OCJCS, JS, CINCs, combatant command such as the National Security Act. Comments on changes to proposed legislation Letters from and to congressional committees or individual members, monitoring of the programs and coordinating legislative activities

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

- ⑩ *Permanent Cut off at the completion of program, hold 3 years, then transfer entire block to inactive storage facility 25 years after cutoff, transfer entire block to NARA after declassification review Authority NCI-218-84-1, item 241*

0403-02 Testimony (Statement) before congressional committee and transcript

The designation and appearance of witnesses and coordination of action relating to congressional consideration

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

- ⑪ *Permanent Cut off annually or 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 242*

~~0403-03 Which are maintained by other JS/combatant command activities for reference (nonrecord)~~

~~NONRECORD~~~~Destroy/delete when no longer needed for reference~~0404 PUBLIC AFFAIRS RECORDS

0404-01 Documents concerning the general program policy of the JS/combatant command as related to the public affairs mission They consist of policy directives and procedures governing relations with the news media and the public Examples are policy related to freedom of information, participation by the Armed Forces in public events, and the release of news

Which are maintained by the OCJCS as the official JS record copy

- ⑫ *Permanent Cut off when superseded or obsolete, hold-1 year, then transfer through R&A Br to JS RHA 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review Authority NCI-218-84-1, item 243*

0404-02 Which are maintained by any combatant command activity as the official record copy

- ⑬ *Permanent Cut off annually or 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*

0404-03 Public affairs releases

Press releases, publications, transcripts of press conferences, official speeches, or other presentations, including graphics or exhibits, television or radio scripts, and other formally presented publicity or informational material Which are maintained by any JS/combatant command activity as the official record copy

- ⑭ *Permanent Retire to inactive storage facility when 7 years old Transfer to NARA when 25 years old Authority*

0404-04 Public affairs correspondence

Comments on or contributions to news release or other media furnished by information officers to publicize and promote the mission or functions

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

- ⑮ *Destroy/delete after 2 years or on discontinuance, whichever is first, however, documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current file Authority NCI-218-84-1 item 244*

0404-05 Distinguished visitor program documentation

Consisting of. messages and other correspondence, guest lists, invitations, schedules, airlift requests, authority to use commercial airports, etc

Which are maintained by protocol or public affairs offices

- ⑯ *Destroy/delete 5 years after completion or when no longer needed for reference, whichever is longer Authority*

October 2000

0404-06 News media visitor documentation

Consisting of messages and other correspondence, guests lists, invitations, schedules, results of visits
Which are maintained by protocol or public affairs offices

(18) Destroy/delete 5 years after completion or when no longer needed for reference, whichever is longer Authority

0404-07 Special events planning

Consisting of correspondence, minutes of meetings, photographs, plans, layouts, drawings, manpower requirements, progress reports, and similar records used in planning military ceremonies, retirements, funerals, dedications, special holidays, parades, etc

Which are maintained by protocol or public affairs offices

(19) Destroy/delete after 4 years, or when no longer needed, whichever is sooner Authority

0404-08 Community affairs

Consisting of correspondence, memorandums, reports, information, and other records relating to community activities such as providing guest speakers, public school interactions, community events, and other related activities
Which are maintained by the combatant command

(20) Destroy/delete 2 years after completion of event, or when no longer needed for reference, whichever is longer Authority

~~0404-09 Key personnel biographies~~

~~Consisting of personal and professional information on key personnel generated for public dissemination
Which are maintained by any JS/combatant command activity (nonrecord)~~

~~Destroy/delete when superseded or no longer needed for reference, whichever is longer.~~

NON RECORDED

0405 Reserved

0406 SPEECHES AND PUBLIC RELATIONS

0406-01 Speeches, talks, interviews, photographs, and written articles of key officials of JS and combatant command such as CJCS, CINC, DJS, and directorate heads

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

(21) Permanent JS - Cut off at expiration of CJCS tour, transfer entire block through R&A Br to the JS RHA 25 years after cutoff, transfer entire block to NARA after declassification review Authority NCI-218-84-1, item 245

(22) 0406-02 Which are maintained by combatant command activities as the official record copy

Combatant command - Cut off at expiration of CINC's tour, transfer entire block to inactive storage facility 25 years after cutoff, transfer entire block to NARA after declassification review Authority

PERMANENT
per S. Smith
e-mail 2-25-02

~~0406-03 Which are maintained by ODJS as the official JS record copy~~

~~Cut off annually at end of CY, hold 6 months, then transfer by CY block to R&A Br for disposition in accordance with 010-1 Authority NCI-218-84-1 item 246~~

Instruction

0406-04 Which are maintained by directorate or agency heads

Cut off at end of the current directorate or agency head's tour of duty; hold 1 year, then destroy/delete Authority NI-218-86-1 item 065

PREVIOUSLY
Approved

0406-05 Correspondence on acceptance or declination of speaking engagement, attendance at public affairs, seminars, conferences, etc

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

(23) Cut off annually at end of CY, hold 2 years, then destroy/delete Authority NCI-218-86-1, item 066

~~0406-06 Any speeches, talks, interviews, written articles, etc~~

~~Which are maintained by any JS/combatant command activity for reference (nonrecord)~~

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

NON RECORDED

0407 INFORMATION REQUESTS

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0407-01 Request for information or copy of reply thereto, involving no administrative actions, no policy decisions, no reference to the Freedom of Information Act or Privacy Act, and no special compilations or research and requests for and transmittals of publications, photographs, and other information literature

Which are maintained by any activity.

(24) ~~Destroy/delete when 3 months old or when no longer needed, whichever is sooner Authority NCI-218-84-1, item 248~~

0408 ACKNOWLEDGMENT

~~0408-01 Acknowledgment and transmittals of inquires and requests that have been referred elsewhere for reply~~

~~Which are maintained by Public Affairs~~

~~Destroy/delete 3 months after acknowledgment and referral Authority NCI-218-84-1, item 249~~

Previously approved

0409 GENERAL LAWS AND LEGAL MATTERS RECORDS

0409-01 Legal planning and policy records

Consisting of records that reflect the overall development and accomplishment of plans, policies, programs, procedures, and legal processes governing all phases of assigned legal responsibilities

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

(25) ~~Permanent Retire to inactive storage facility when 10 years old Transfer to NARA when 25 years old after declassification review Authority~~

~~0409-02 General files~~

~~Consisting of reports and correspondence that relate to the routine internal operation and administration of the office~~

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

~~Destroy/delete when 2 years old Authority GRS 23 item 1~~

GRS

0409-03 Legal opinions

Consisting of opinions establishing precedent

Which are at originating offices (record)

(26) ~~Permanent Retire to inactive storage facility when 10 years old Transfer to NARA in 5-year blocks when latest document is 25 years old Authority~~

0409-04 Consisting of opinions based on established precedent

Which are at originating offices (record)

(27) ~~Destroy/delete when 5 years old Authority~~

~~0409-05 Which are maintained by any JS/combatant command as information copies (nonrecord)~~

~~Destroy/delete when no longer needed~~

NON RECORD

0409-06 Trials of US personnel in foreign countries

Consisting of reports on exercise of criminal jurisdiction by foreign tribunals over US personnel, all enclosures and accompanying records, reports of personnel confined in foreign penal institutions, and other comparable reports and supporting documents submitted to DoD concerning the exercise of foreign criminal jurisdiction over military personnel, civilian personnel serving with, employed by, or accompanying the combatant command who are US nationals, and dependents of all such military and civilian personnel, that have precedential value or where there has been Congressional, press or public concern - particularly where questionable whether basic rights of accused were violated by foreign court

~~Note Applies to records created after January 1990~~

Which are at any combatant command activity

(28) ~~Destroy/delete 5 years after final adjudication or when no longer needed for reference, whichever is longer Authority~~ PERMANENT. Retire to inactive storage when 10 years old, Transfer to NARA in 5 year blocks when latest documents are 25 years old after declassification review per S. Smith telecon & e-mail

7-29-02

0409-07 Politico-military matters

Consisting of records concerning politico-military matters, such as negotiation and drafting of treaties and other

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agreements involving military considerations, military rights in foreign countries, and military planning and policy aspects of national and international civil aviation

Which are at any JS/combatant command activity

29 Permanent Retire to inactive storage when 10 years old Transfer to NARA in 5-year blocks when latest document is 25 years old after declassification review Authority

0409-08 Consisting of reports on violations of the law of armed conflict

Which are at the JS/combatant command

30 Permanent Retire to inactive storage when 5 years old Transfer to NARA when 25 years old after declassification review Authority

~~0409-09 Consisting of information copies of all above items~~

~~Which are at any other JS/combatant command for reference (nonrecord)~~

~~NONRECORD~~

~~Destroy/delete when no longer needed~~

0410 MILITARY JUSTICE RECORDS

0410-01 General correspondence files

Files include reports (excluding records of trial and decisions rendered in Article 15, Uniform Code of Military Justice (UCMJ) (non-judicial punishment) appeals) relating to the internal administration of military justice accumulated by JS/combatant command

Which are maintained at any combatant command activity

31 Destroy/delete when 3 years old Authority

0410-02 Military justice administration

Correspondence, memorandums, statistical reports and summaries, summaries of activity, narrative reports, instructions, briefs, and other records relating to military justice not covered under general correspondence and legal opinions

Which are maintained at any combatant command activity

32 Destroy/delete after 3 years or when no longer needed, whichever is longer Authority

0410-03 Files relating to pretrial matters (military justice)

Include Article 32 investigations not resulting in General Courts-Martial

Which are maintained at any combatant command activity

33 Destroy/delete when 3 years old or purpose is served, whichever is longer Authority

0410-04 General courts-martial

Consisting of trial records of general courts-martial, military commissions, and courts of inquiry Included are original records of the trial, copies of charge sheets and related information, reviews by staff judge advocates, court-martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdiction Privacy act system

Which are maintained at any combatant command activity

34 Permanent Retire to inactive storage facility 3 years after completion of appellate processing Transfer to NARA when 25 years old Authority

0410-05 Special courts-martial

Consisting of trial records of special courts-martial including bad conduct discharges, whether or not suspended, which have been approved by the officer exercising general court-martial jurisdiction over the command Included are original records of the trial, copies of charge sheets and related information, reviews by staff judge advocates, court-martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdictions and convening authorities Privacy act system

Which are maintained by the combatant command activity

35 Permanent Retire to inactive storage facility 3 years after completion of appellate processing Transfer to NARA when 25 years old Authority

0410-06 Summary courts-martial

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These files consist of formal record copies of trial of military personnel by summary court-martial, formal record of special courts-martial and attachments, and related correspondence Privacy act system
Which are maintained at any combatant command activity

(36) Destroy/delete 75 years after final action by supervisory authority Authority

0410-07 Nonjudicial punishments

Consisting of information and forms gathered for the Record of Proceedings under Article 15, UCMJ, retained for monitoring nonjudicial punishment. Privacy act system
Which are maintained at any combatant command activity

(37) Destroy/delete 2 years after case is closed and all appeals are exhausted or individual has departed station Authority

~~0410-08 Line of duty (LOD) determination file~~

~~Consisting of original copy of DD Form 261, Report of Investigation LOD and Misconduct Status
Which are at any JS/combatant command activity (nonrecord)~~

NON RECORD

~~Destroy/delete when report is issued and all appeals are exhausted~~

~~0411 FINANCIAL DISCLOSURE REPORTS~~

Reserved

~~0411-01 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~~

Deleted

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

per

~~Destroy/delete 6 years 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 Joint~~

S. Smith

~~Ethics Regulation, chap 7, para 7-207b~~

e-mail

7-17-02

~~0411-02 Employment and financial interest statements~~

(Duplicate

~~Consisting of information showing Government employment, private employment, and financial interest of military and civilian 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~~

of 0242)

~~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)~~

0411-03 Consisting of other records

Which are maintained by any JS/combatant command activity

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

0412 STANDARDS OF CONDUCT

~~0412-01 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

0413 PATENT, INVENTION, COPYRIGHT, AND TRADEMARK RECORDS

0413-01 General correspondence relating to the handling of patent, invention, copyright, trademark and royalty payment matters, requests, authorizations to use or reproduce copyrighted materials Also includes matters relating to decisions, opinions, determinations, and recommendations

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Which are maintained by any JS/combatant command activity
Cut off after completion of final action Destroy/delete when 50 years old Earlier destruction is authorized for routine materials not needed for legal purposes Authority

38

0414 LAW LIBRARIES

0414-01 Library Acquisition (Centrally Funded). Consisting of requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records which are control records accumulated by librarians for material procured from centrally funded sources.

GRS

Which are maintained by any activity 3 months
Destroy completed orders after 6 years, [GRS 3, item 3a(1)] per S. Smith e-mail 2-25-02

0414-02 Law Library Acquisition Records Consisting of requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records which are control records accumulated by librarians for material procured from locally funded appropriated or non-appropriated funds, or received from other sources

GRS

Which are maintained by any activity
Destroy completed orders after 3 years. [GRS 3, item 3a(2)]

0415 INFORMATION AND LEGAL ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0415-01 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

39

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

0415-02 Which are copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

40

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

0416 INFORMATION AND LEGAL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0416-01 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

41

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

0416-02 Which are joint system is unscheduled
Submit SF 115 to NARA for feeder and/or joint systems

Instruction

0400 SERIES--INFORMATION AND LEGAL

0401 WHITE HOUSE CORRESPONDENCE

0401-01 White House correspondence relating to substantive policy-related matters

Which are maintained by as the official record copy

Permanent. Cut off annually at end of CY, hold 2 years, then retire to inactive storage facility 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review Authority NC1-218-84-1, item 236

0401-02 Correspondence of a routine non-policy nature with no long-term value

Which are maintained by any JS/combatant command activity

Cut off annually at end of CY, destroy/delete 2 years old or when no longer needed for reference, whichever is longer Authority NC1-218-84-1, item 237

0402 CONGRESSIONAL CORRESPONDENCE

0402-01 Correspondence of a substantial nature with historical significance

Congressional inquiries originated by Armed Forces personnel, the public, or members of Congress that are forwarded to the JS/combatant command for reply They are primarily originated by Congress and pertain to substantial policy issues such as plans, objectives, or responsibilities

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

Permanent Cut off when case is closed out, hold 1 year, then retire to inactive storage facility. 25 years after cutoff, transfer in 5 year blocks to NARA after declassification review. Authority NC1-218-84-1, item 238

0402-02 Correspondence of a routine nature with no historical value

Congressional inquiries originated by Armed Forces personnel, the public, or members of Congress that are forwarded to the JS/combatant command for reply Examples include letters regarding rejection for military service, and purchase of military equipment

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 retire to inactive storage facility 7 years after cutoff Destroy/delete by CY block Authority: NC1-218-84-1, item 239

0402-03 CJCS statement before congressional committee (annual)

Which are maintained by the OCJCS as the official JS record copy

Permanent Cut off at expiration of CJCS tour of duty, hold 2 years, then transfer entire block through R&A Br to the JS RHA 25 years after cutoff, transfer entire block to NARA after declassification review Authority NC1-218-84-1 item 240

0402-04 Congressional correspondence received or created by directorate or agency heads, including congressional inserts (DD Form 2136)

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Cut off when case is closed out, hold until the end of the current directorate or agency head's tour of duty, hold 1 additional year, then destroy/delete Authority NC1-218-86-1, item 063

0402-05 Which are at offices of legislative officers or persons designated to coordinate and control congressional correspondence at the JS/combatant command

Destroy/delete after 3 years, if used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a) Destroy/delete after 5 years or life of the disclosed file, whichever is later Authority

0402-06 Which are. at offices of persons designated to coordinate and control congressional correspondence at lower echelons

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0402-07 Which are maintained by other JS/combatant command activities for reference (nonrecord)
Destroy/delete when no longer needed for reference.

0403 LEGISLATIVE TESTIMONY

0403-01 Legislative programs file

Documents pertaining to the legal status of the OCJCS, JS, CINCs, combatant command such as the National Security Act Comments on changes to proposed legislation Letters from and to congressional committees or individual members, monitoring of the programs and coordinating legislative activities

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Permanent Cut off at the completion of program, hold 3 years, then transfer entire block to inactive storage facility 25 years after cutoff, transfer entire block to NARA after declassification review Authority NC1-218-84-1, item 241

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The designation and appearance of witnesses and coordination of action relating to congressional consideration

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Destroy/delete when no longer needed for reference

0404 PUBLIC AFFAIRS RECORDS

0404-01 Documents concerning the general program policy of the JS/combatant command as related to the public affairs mission They consist of policy directives and procedures governing relations with the news media and the public Examples are policy related to freedom of information, participation by the Armed Forces in public events, and the release of news

Which are maintained by the OCJCS as the official JS record copy

Permanent Cut off when superseded or obsolete, hold 1 year, then transfer through R&A Br to JS RHA 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review Authority NC1-218-84-1, item 243

0404-02 Which are maintained by any combatant command activity as the official record copy

Permanent Cut off annually or 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

0404-03 Public affairs releases

Press releases, publications, transcripts of press conferences, official speeches, or other presentations, including graphics or exhibits, television or radio scripts, and other formally presented publicity or informational material

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Permanent Retire to inactive storage facility when 7 years old Transfer to NARA when 25 years old. Authority

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0404-05 Distinguished visitor program documentation

Consisting of: messages and other correspondence, guest lists, invitations, schedules, airlift requests, authority to use commercial airports, etc.

Which are maintained by protocol or public affairs offices

Destroy/delete 5 years after completion or when no longer needed for reference, whichever is longer Authority.

0404-06 News media visitor documentation

Consisting of messages and other correspondence, guests lists, invitations, schedules, results of visits

Which are maintained by protocol or public affairs offices

Destroy/delete 5 years after completion or when no longer needed for reference, whichever is longer Authority

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Consisting of correspondence, minutes of meetings, photographs, plans, layouts, drawings, manpower requirements, progress reports, and similar records used in planning military ceremonies, retirements, funerals, dedications, special holidays, parades, etc

Which are maintained by protocol or public affairs offices

Destroy/delete after 4 years, or when no longer needed, whichever is sooner Authority

0404-08 Community affairs

Consisting of: correspondence, memorandums, reports, information, and other records relating to community activities such as providing guest speakers, public school interactions, community events, and other related activities

Which are maintained by the combatant command

Destroy/delete 2 years after completion of event, or when no longer needed for reference, whichever is longer. Authority

0404-09 Key personnel biographies

Consisting of personal and professional information on key personnel generated for public dissemination

Which are maintained by any JS/combatant command activity (nonrecord)

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

0405 Reserved

0406 SPEECHES AND PUBLIC RELATIONS

0406-01 Speeches, talks, interviews, photographs, and written articles of key officials of JS and combatant command such as CJCS, CINC, DJS, and directorate heads

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

Permanent JS - Cut off at expiration of CJCS tour, transfer entire block through R&A Br to the JS RHA 25 years after cutoff, transfer entire block to NARA after declassification review Authority. NCI-218-84-1, item 245

0406-02 Which are maintained by combatant command activities as the official record copy

Combatant command - Cut off at expiration of CINC's tour, transfer entire block to inactive storage facility 25 years after cutoff, transfer entire block to NARA after declassification review Authority

0406-03 Which are maintained by ODJS as the official JS record copy

Cut off annually at end of CY, hold 6 months, then transfer by CY block to R&A Br for disposition in accordance with 010-1 Authority. NCI-218-84-1 item 246

0406-04 Which are maintained by directorate or agency heads

Cut off at end of the current directorate or agency head's tour of duty, hold 1 year, then destroy/delete Authority N1-218-86-1 item 065

0406-05 Correspondence on acceptance or declination of speaking engagement, attendance at public affairs, seminars, conferences, etc

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 NC1-218-86-1, item 066

0406-06 Any speeches, talks, interviews, written articles, etc

Which are maintained by any JS/combatant command activity for reference (nonrecord)

Destroy/delete when no longer needed for reference

0407 INFORMATION REQUESTS

0407-01 Request for information or copy of reply thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other information literature

Which are maintained by Public Affairs

Destroy/delete when 3 months old or when no longer needed, whichever is sooner Authority NC1-218-84-1, item 248

0408 ACKNOWLEDGMENT

0408-01 Acknowledgment and transmittals of inquires and requests that have been referred elsewhere for reply

Which are maintained by Public Affairs

Destroy/delete 3 months after acknowledgment and referral Authority NC1-218-84-1, item 249

0409 GENERAL LAWS AND LEGAL MATTERS RECORDS

0409-01 Legal planning and policy records

Consisting of records that reflect the overall development and accomplishment of plans, policies, programs, procedures, and legal processes governing all phases of assigned legal responsibilities

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

Permanent. Retire to inactive storage facility when 10 years old Transfer to NARA when 25 years old after declassification review Authority

0409-02 General files

Consisting of reports and correspondence that relate to the routine internal operation and administration of the office

Which are maintained by any JS/combatant command activity

Destroy/delete when 2 years old Authority GRS 23 item 1

0409-03 Legal opinions

Consisting of: opinions establishing precedent

Which are at originating offices (record)

Permanent. Retire to inactive storage facility when 10 years old Transfer to NARA in 5-year blocks when latest document is 25 years old Authority

0409-04 Consisting of opinions based on established precedent

Which are at originating offices (record)

Destroy/delete when 5 years old Authority

0409-05 Which are maintained by any JS/combatant command as information copies (nonrecord)

Destroy/delete when no longer needed

0409-06 Trials of US personnel in foreign countries

Consisting of reports on exercise of criminal jurisdiction by foreign tribunals over US personnel, all enclosures and accompanying records, reports of personnel confined in foreign penal institutions, and other comparable reports and supporting documents submitted to DoD concerning the exercise of foreign criminal jurisdiction over military personnel, civilian personnel serving with, employed by, or accompanying the combatant command who are US nationals, and dependents of all such military and civilian personnel, that have precedential value or where there has been Congressional, press or public concern - particularly where questionable whether basic rights of accused were violated by foreign court

Note Applies to records created after January 1990

Which are at any combatant command activity

Destroy/delete 5 years after final adjudication or when no longer needed for reference, whichever is longer Authority

0409-07 Politico-military matters

Consisting of records concerning politico-military matters, such as negotiation and drafting of treaties and other agreements involving military considerations, military rights in foreign countries, and military planning and policy aspects of national and international civil aviation

Which are: at any JS/combatant command activity

Permanent Retire to inactive storage when 10 years old Transfer to NARA in 5-year blocks when latest document is 25 years old after declassification review Authority

0409-08 Consisting of reports on violations of the law of armed conflict

Which are at the JS/combatant command

Permanent. Retire to inactive storage when 5 years old Transfer to NARA when 25 years old after declassification review Authority

0409-09 Consisting of information copies of all above items

Which are: at any other JS/combatant command for reference (nonrecord)

Destroy/delete when no longer needed

0410 MILITARY JUSTICE RECORDS

0410-01 General correspondence files

Files include reports (excluding records of trial and decisions rendered in Article 15, Uniform Code of Military Justice (UCMJ) (non-judicial punishment) appeals) relating to the internal administration of military justice accumulated by JS/combatant command

Which are maintained at any combatant command activity

Destroy/delete when 3 years old Authority

0410-02 Military justice administration

Correspondence, memorandums, statistical reports and summaries, summaries of activity, narrative reports, instructions, briefs, and other records relating to military justice not covered under general correspondence and legal opinions

Which are: maintained at any combatant command activity

Destroy/delete after 3 years or when no longer needed, whichever is longer Authority

0410-03 Files relating to pretrial matters (military justice)

Include Article 32 investigations not resulting in General Courts-Martial

Which are maintained at any combatant command activity

Destroy/delete when 3 years old or purpose is served, whichever is longer Authority

0410-04 General courts-martial

Consisting of trial records of general courts-martial, military commissions, and courts of inquiry. Included are original records of the trial, copies of charge sheets and related information, reviews by staff judge advocates, court-

martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdiction
Privacy act system

Which are: maintained at any combatant command activity

Permanent. Retire to inactive storage facility 3 years after completion of appellate processing Transfer to NARA when 25 years old Authority

0410-05 Special courts-martial

Consisting of trial records of special courts-martial including bad conduct discharges, whether or not suspended, which have been approved by the officer exercising general court-martial jurisdiction over the command Included are original records of the trial, copies of charge sheets and related information, reviews by staff judge advocates, court-martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdictions and convening authorities Privacy act system

Which are maintained by the combatant command activity

Permanent Retire to inactive storage facility 3 years after completion of appellate processing Transfer to NARA when 25 years old Authority

0410-06 Summary courts-martial

These files consist of formal record copies of trial of military personnel by summary court-martial, formal record of special courts-martial and attachments, and related correspondence Privacy act system

Which are: maintained at any combatant command activity

Destroy/delete 75 years after final action by supervisory authority Authority

0410-07 Nonjudicial punishments

Consisting of: information and forms gathered for the Record of Proceedings under Article 15, UCMJ, retained for monitoring nonjudicial punishment Privacy act system

Which are maintained at any combatant command activity

Destroy/delete 2 years after case is closed and all appeals are exhausted or individual has departed station Authority

0410-08 Line of duty (LOD) determination file

Consisting of original copy of DD Form 261, Report of Investigation LOD and Misconduct Status

Which are at any JS/combatant command activity (nonrecord)

Destroy/delete when report is issued and all appeals are exhausted

0411 FINANCIAL DISCLOSURE REPORTS

0411-01 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 6 years 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 Joint Ethics Regulation, chap 7, para 7-207b

0411-02 Employment and financial interest statements

Consisting of information showing Government employment, private employment, and financial interest of military and civilian 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)

0411-03 Consisting of other records

Which are maintained by any JS/combatant command activity

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

0412 STANDARDS OF CONDUCT

0412-01 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

0413 PATENT, INVENTION, COPYRIGHT, AND TRADEMARK RECORDS

0413-01 General correspondence relating to the handling of patent, invention, copyright, trademark and royalty payment matters, requests, authorizations to use or reproduce copyrighted materials Also includes matters relating to decisions, opinions, determinations, and recommendations

Which are maintained by any JS/combatant command activity

Cut off after completion of final action Destroy/delete when 50 years old Earlier destruction is authorized for routine materials not needed for legal purposes Authority

0414 INFORMATION AND LEGAL ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0414-01 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

0414-02 Which are copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

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

0415 INFORMATION AND LEGAL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0415-01 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

0415-02 Which are joint system is unscheduled

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