

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-218-00-006

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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 28, Civil defense operations feeder systems of the combatant command to IDS

Item 74, GLOBAL COMMAND AND CONTROL SYSTEM (GCCS)/WORLD-WIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS)

Item 131, 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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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 items 1-27, 29-73, and 75-128.

DAA-GRS-2016-0016-0002 supersedes item 129.

DAA-GRS 2017-0003- 0001 supersedes item 130.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	<i>NI-218.00.6</i>
1. FROM (Agency or establishment) Department of Defense		DATE RECEIVED	<i>12.8.99</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	ARCHIVIST OF THE UNITED STATES
		<i>6-26-02</i>	<i>John W. Carl</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 1 Dec 1999	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 - 0500 series, Operations, Planning, Command and Control 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 0500 Operations, Planning, Command and Control Records.		
<i>cc Agency, NR, NWMD, NWCTM, NWMWA</i>			

0500 SERIES—OPERATIONS, PLANNING, COMMAND AND CONTROL

0501 OPERATIONS POLICY

0501-01 Documents concerning the general policy of the JCS/combatant command as related to the operations and command and control missions

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

- ① Permanent. After revision, supersession, or cancellation, hold 1 year then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1, item 276.

~~0501-02 Which are: maintained by other JS/combatant command activities for reference (non-record)
Destroy/delete when superseded, obsolete, or no longer needed for reference.~~

non-record

0502 OPERATIONS SUMMARY

0502-01 Weekly and/or special reports prepared on status of forces and military operations for distribution to OSD and other government activities

Which are: maintained by any Joint Staff activity as the official record copy

- ② Permanent. JS - Cut off annually at end of CY; after 7 years, transfer by CY block to the JS RHA. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1, item 278.

0502-02 Which are: maintained by any combatant command activity as the official record copy

- ③ Permanent. Combatant command - Cut off at end of CY, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer entire block to NARA after declassification review Authority:

~~0502-03 Which are: maintained by other JS/combatant command activities for reference (non-record)
Destroy/delete when 90 days old.~~

non-record

0502-04 Various reports, logs, memorandums, etc., that serve as background for preparation of Operations Summaries

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

- ④ Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: NCI-218-84-1 item 280

0502-05 Periodic operation logs and supporting documents

Consisting of: records of all significant events occurring within a combatant command and its area of operational responsibility that require CINC attention

Which are: maintained by the combatant command as the official record copy and does not serve as a feeder report

- ⑤ Permanent. Cut off at end of CY, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer entire block to NARA after declassification review. Authority:

0503 OPERATIONS (CODEWORD NICKNAME)

0503-01 Records concerning specific operations that include plans, approval, execution, decisions, reports, messages, briefings, summaries, directives, background papers, etc., that follow to conclusion of the operation

Which are: maintained by any Joint Staff activity as the official record copy

- ⑥ Permanent. JS - Cut off at conclusion of the operation, hold 2 years, then transfer to R&A Br. When 7 years old, transfer to the JS RHA. 25 years after cutoff, transfer entire block to NARA after declassification review.

NCI-218-84-1, item 281

0503-02. Which are: maintained by any combatant command activity as the official record copy

- ⑦ Permanent. Combatant command - Cut off at conclusion of the operation, hold 5 years, then retire to inactive storage area. 25 years after cutoff, transfer entire block to NARA after declassification review. Authority:

per S. Smith e-mail 3-8-02

~~0503-03 Which are: maintained for reference by any JS/combatant command activity (non-record)
Destroy/delete 90 days after conclusion of the operation.~~

non-record

0503-04 Which are: held by JS/combatant command in SCI channels

8 Permanent. Retain record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority: NI-218-86-1, item 069.

0503-05 Records protected in Focal Point Communications Systems (FPCS) concerning specific operations that include plans, approval, execute, decisions, reporting, messages, briefings, summaries, directives, background papers, etc., that follow to conclusion of the operation

Which are: maintained by any Joint Staff activity as the official record copy

9 Permanent. JS - Cut off at conclusion of the operation; review annually for removal from FPCS; after removal, hold 2 years, then transfer to R&A Br. 7 years after cutoff, transfer to the JS RHA. 25 years after cutoff transfer entire block to NARA, after declassification review. Authority: NI-218-86-1, item 070.

0503-06 Which are: maintained by any combatant command activity as the official record copy

10 Permanent. Combatant command - Cut off at conclusion of the operation; review annually for removal from FPCS; after removal, hold 5 years, then retire to inactive storage area. 25 years after cutoff, transfer entire block to NARA, after declassification review. Authority:

~~Note: See 0542 for combatant command feeder systems~~

Delete per S. Smith e-mail 3-8-02

~~0503-07 Which are: FPCS reference copies maintained by any JS/combatant command activity (non-record)
Destroy/delete when superseded, obsolete, or no longer needed.~~

NONRECORD

0504 READINESS AND OPERATIONS

0504-01 Policies, procedures, and technical guidance relating to the readiness of US forces

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

11 Permanent. After revision, supersession, or cancellation, 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 283

~~0504-02 Which are: maintained by other JS/combatant command activities for reference (non-record)~~

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

NONRECORD

0504-03 Readiness reports

Information relating to reporting actual readiness conditions of agency forces. Included are individual and consolidated unit readiness reports, personnel status reports, logistic readiness reports, records concerning the actual readiness conditions of agency forces, and similar information

Which are: at office having agency-wide responsibility

12 Permanent. Cut off annually hold 1 year, then retire to inactive storage facility. 25 years after cutoff transfer to NARA after declassification review. Authority:

0504-04 Which are: at other offices

13 Destroy/delete after 2 years. Authority:

0505 SPECIAL OPERATIONS

0505-01 Documents pertaining to special operations, unconventional warfare, psychological operations, reconnaissance, and certain other sensitive operations

Which are: held by Joint Reconnaissance Center (JRC), SOD, JOD, and any other JS activity in special control channels other than SCI as the official record copy

14 Permanent. JS - Cut off annually at end of CY; hold 5 years, then transfer to R&A Br. After 2 years, transfer by CY block to the JS RHA. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review.

Authority: NCI-218-84-1, item 286.

15 0505-02 Which are: maintained by any combatant command activity as the official record copy
Permanent. Combatant command - Cut off annually at end of CY; hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority:

Permanent 16 0505-03 Which are: held by any JS/combatant command activity in SCI channels
Retain JS/combatant command record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA as permanent records. Authority:

~~0505-04 Which are: maintained by other JS/combatant command activities (non-record)
Destroy/delete when superseded, obsolete, or no longer needed.~~

0505-05 Unconventional warfare (UW) planning files

Information relating to the development of the UW part of war plans. These files relate to the use of such techniques as guerrilla warfare and internal resistance in hostile areas. They also form a part of, or are preliminary to, the development of the operational parts of war plans. Included are estimates, annexes, directives, and similar information

17 Which are: maintained by any JS/combatant command activity as the official record copy
Permanent. Place in inactive file on finalization of related plans and cut off at the end of that year. Retire to inactive storage facility when 10 years old. Transfer to NARA when 25 years old after declassification review. Authority:

0505-06 Psychological operations plans and information

Information on the development of the psychological operations part of war plans. This information relates to the use of such techniques as propaganda, and political, military, economic, and ideological actions planned and conducted to create in neutral or foreign friendly groups the emotions, attitudes, or behavior to support the achievement of national objectives. It also forms a part of, or is a preliminary to, the development of the operational parts of war plans. Included are estimates, annexes, directives, or similar information

18 Which are: maintained by any JS/combatant command activity as the official record copy
Permanent. Place in file on finalization of related plans and cut off at the end of that year. Retire to inactive storage facility when 10 years old. Transfer to NARA when 25 years old after declassification review. Authority:

07 per S. Smith e-mail 3-25-02
0505-06 Psychological operations informational materials

Information relating to the development and distribution of informational materials. These materials are designed to influence the opinions, emotions, attitude, and behavior of enemy, neutral, or friendly groups to support the achievement of national objectives. Included are flyers, posters, leaflets, and similar information produced from source data, and related requests for publication and distribution

19 Which are: maintained by any JS/combatant command activity
Destroy/delete after 2 years, except that ^{one copy each of} representative samples, especially any of unique significance illustrating psychological warfare techniques, are permanent. Authority: ^{published informational materials will be filed and maintained under 0505-06 above per S. Smith e-mail 3-25-02}

0506 COVER AND DECEPTION OPERATIONS

0506-01 Cover and deception files

Consisting of: information relating to the development of cover and deception plans

Which are: maintained by any JS/combatant command activity

20 Permanent. Retain JS/combatant command record copy for 30 years. At the end of 30 years, review for removal from special control channels. When removable from special control channels, transfer to NARA after declassification review. Authority:

0506-02 General correspondence files

Files relating to the routine administration of cover and deception matters

Which are: maintained by any JS/combatant command activity

21 Destroy/delete when 2 years old.

0507 GENERAL PURPOSE OPERATIONS

0507-01 Land forces

Reviews and analyses of Active and Reserve land forces, combat and support, weapons systems requirements, and alternative mixes and levels of land forces structures

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

(22) *Permanent. Cut off when superseded, hold 5 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 288.*

0507-02 Naval forces

Reviews and analyses of Naval forces, including antisubmarine warfare, amphibious, fire support, mine countermeasures, replenishment, fleet escort and shipbuilding programs

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

(23) *Permanent. Cut off when superseded, hold 5 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 289.*

0507-03 Tactical air forces

Reviews and analyses of Active and Reserve tactical air forces, including land- and sea-based aircraft for air-ground support operations, air-to-air combat, interdiction, reconnaissance, and other support missions. Reviews and analyses of theatre and fleet air defense forces

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

(24) *Permanent. Cut off when superseded, hold 5 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 290.*

0507-04 Space forces

Reviews and analyses of military space forces detailing weapon systems requirements, combat support requirements and activities, including command and control centers operations and general overall structure of Defense Department military space mission and organization

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

(25) *Permanent. Cut off when superseded, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority:*

0507-05 Mobility forces

Reviews and analyses of mobility programs, including airlift and sealift forces, equipment pre-positioning programs, emergency use of civil transportation resources, indirect support aircraft forces, and mobility support forces

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

(26) *Permanent. Cut off when superseded, hold 5 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 291.*

~~0507-06 Land, naval, air, space, and mobility forces reviews and analyses~~

~~Which are: maintained as reference copies (non-record)~~

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

NON RECORD

0507-07 Civil defense operations

Emergency planning documents relating to planning for and providing military assistance to civil authorities as a result of emergency conditions resulting from civil unrest, violation of federal law, natural disaster, and emergency conditions that may result from enemy attack. Include consolidated or summary reports of tests conducted under emergency civil defense plans

Which are: maintained by any JS/combatant command activity

(27) *Permanent. Cut off annually at end of CY; hold 5 years then retire to inactive storage facility. Destroy/delete when superseded or obsolete. Authority: Transfer to NARA when 25 years old after declassification review. Per S. Smith e-mail 5-9-02*

~~0507-08 Joint Deployment System (JDS)~~

~~This system assists the Joint Deployment Agency (JDA) in its role as a single point of contact for the NCA/JCS and the Joint Deployment Community (JDC) for coordination of deployment activities: it will be the focus for JDC-Generated Deployment information. The JDS supports the JDC in time-sensitive planning and execution and~~

complements peacetime deliberate planning, which uses Joint Operation Planning System (JOPS). The load of a JOPS TPPDD file into the JDS deployment database links deliberate planning with time-sensitive planning and execution. The JDS provides procedures and Automated Data Processing (ADP) support for planning, coordinating, and monitoring movements and deployment of forces, nonunit personnel, and material necessary to meet military objectives.

Which are: maintained by DISA and managed jointly by J-3/CSOD and J-4

Delete when related master file or database has been deleted. Authority: NI-218-89-2 item 041

previously approved

(28) 0507-09 Which are: feeder systems of the combatant command to JDS
Delete when data is transferred to JDS or when superseded, obsolete, or no longer needed, whichever is longer.

Note: See 0543 for combatant command feeder systems

0508 EXERCISES

0508-01 JS/combatant command policies and directives related to exercises

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

(29) Permanent. Cut off when superseded or cancelled, hold 5 years, then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer to NARA after declassification review. Authority: NI-218-86-1, item 075.

0508-02 Other headquarters policies and directives related to exercise

Which are: maintained by any JS/combatant command activity.

(30) Destroy/delete when superseded, obsolete, or no longer needed for reference. NI-218-86-1, item 076

0508-03 Instruction, procedures, messages, reports, briefs, etc, pertaining to specific exercises, including NATO exercise documents

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

(31) Cut off annually at end of FY, destroy/delete after 2 years or when no longer needed for reference, whichever is later. Exception: the official JS/combatant command NATO COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, and NATO CONFIDENTIAL ATOMAL documents must be returned to NATO-Subregistry immediately upon publication of final exercise report. Authority: NI-218-86-1, item 077.

0508-04 Recurring exercise reports, including inputs, significant monthly reports, current situation book inputs, CJCS briefer inputs, etc.

Which are: maintained by any JS/combatant command activity.

(32) Destroy/delete when no longer needed for reference. NI-218-86-1, item 078

0508-05 Exercise message traffic during the actual JS/combatant command-sponsored exercise (nickname)

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

(33) Cut off at conclusion of exercise, destroy/delete when no longer needed for reference after publication of final exercise report. Authority: NI-218-86-1, item 079.

0508-06 Schedules and developmental records of significant exercises

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

(34) Cut off annually at end of FY and destroy/delete after 2 years or when no longer needed for reference, whichever is later. Authority: NI-218-86-1 item 080

0508-07 Schedules and developmental records of JS/combatant command-directed and JS/combatant command-coordinated exercises

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

(35) Cut off annually at end of FY and destroy/delete after 2 years or when no longer needed for reference, whichever is later. Authority: NI-218-86-1, item 081.

0508-08 Significant Military Exercise Briefs (SMEBs)

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

(36) Cut off annually at end of FY, hold 2 years, then destroy/delete. Authority: NI-218-86-1 item 082

0508-09 Annual Joint Exercise Scheduling Conference records
Which are: maintained by any JS/combatant command activity as the official record copy

(37) Cut off annually at end of FY, hold 3 years, then destroy/delete. Authority: NI-218-86-1 item 083

0508-10 General exercise message traffic and miscellaneous exercise correspondence
Which are: maintained by any JS/combatant command activity as the official record copy

(38) Cut off annually at end of FY, hold 4 years, then destroy/delete. Authority: NI-218-86-1 item 084

0508-11 Documents pertaining to test and evaluation, gaming and simulation, and special analyses
Which are: maintained by any JS/combatant command activity as the official record copy

(39) Destroy/delete when superseded, obsolete, or no longer needed for reference. Authority: NI-218-86-1 item 085

0508-12 Exercise evaluation reports, including NATO exercise reports
Which are: maintained by any JS/combatant command activity as the official record copy

(40) Permanent. Cut off annually at end of FY that exercise reports were published, hold for 5 years, then transfer by FY block to inactive storage facility. 25 years after cutoff, transfer to NARA after declassification review. Exception: NATO COSMIC TOP SECRET COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, and NATO Confidential ATOMAL documents must be returned to NATO-Subregistry immediately after publication of final exercise reports. For other NATO documents, cut off at end of FY during which exercise reports were published,

(41) hold 5 years, then destroy/delete. Authority: NI-218-86-1 item 086

0508-13 Exercise correspondence, messages, schedules, reports, briefings, instructions, etc., that are retained as extra or reference copies

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

NON RECORD

Destroy/delete when no longer needed for reference. Exception: NATO COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, and NATO CONFIDENTIAL ATOMAL documents must be returned to Documents-Subregistry section per 0800-series.

0508-14 Exercise Message Analysis System (EMAS)

EMAS assists the JS/combatant command and NCA in the analysis of information flow during major exercises and analysis and evaluation of major exercise message traffic. A database is accumulated and coordinated during the exercise. This database is manipulated for analytical purposes after the exercise is completed in order to make comparisons, calculations, and correlations. EMAS is used primarily as a keyword system for data retrievals.

Which are: maintained by DISA and managed by J-7/JETD

Destroy/delete when 2 years old. Authority: NI-218-89-1, item 025.

Previously approved

Note: See 0543 for combatant command feeder systems

0509 LESSONS LEARNED

0509-01 Documents relating to lessons learned on operations, crises, incidents, combat, contingencies, exercises, and emergencies and published as a report with transmittal memo

Which are: maintained by any Joint Staff activity as the official record copy

(42) Permanent. JS - Cut off annually at end of CY, after 7 years, transfer by CY block to the JS RHA. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review.

0509-02. Which are: maintained by any combatant command activity as the official record copy

Combatant command - Cut off at end of CY, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer entire block to NARA after declassification review Authority:

0509-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

Destroy/delete when no longer needed for reference. Note: Verify copy before destroying.

NON RECORD

0510 CODEWORD/NICKNAME TERMS

0510-01 Policy for assigning, using, and managing codewords, nicknames, and operation/exercise terms
Which are: maintained by any JS/combatant command activity as the official record copy

(44) *Permanent. Cut off when superseded, hold 3 years, retire to inactive storage facility after 25 years transfer to NARA after declassification review. Authority:*

0510-02 Documents pertaining to procedures for assigning, using, and managing codewords, nicknames, and operation/exercise terms

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

(45) *Cut off when superseded, hold 3 years, then destroy/delete. Authority:*

0510-03 Which are: maintained by other JS/combatant command activities

(46) *Destroy/delete when superseded or no longer needed for reference. Authority:*

0511 OPLAN/CONPLAN

0511-01 OPLAN or CONPLAN prepared by JS for a single or series of operations
The OPLAN/CONPLAN is assigned a series of numbers as a short title (e.g., JS OPLAN 0100)

Which are: maintained by any Joint Staff activity as the official record copy

Cut off when superseded or cancelled and incorporate into official JS case files for disposition in accordance with 0001-01. Authority: NC1-218-84-1 item 305

Instruction

0511-02 OPLAN or CONPLAN prepared by combatant command/subordinate command for single or series of operations and forwarded to JS for approval.

OPLAN/CONPLAN is assigned a series number as short title (e.g., CINCPAC OPLAN 9999).

Which are: maintained by any Joint Staff activity as the official record copy

Cut off when superseded or cancelled and incorporate into official JS case files for disposition in accordance with 0001-01. Authority: NC1-218-84-1 item 306

Instruction

0511-03 Combatant command OPLAN/CONPLAN

Which are: maintained at the combatant command

(47) *Permanent. Cut off when superseded or obsolete, whichever is later. Hold 5 years then retire to inactive storage facility. Transfer to NARA 25 years after cutoff, after declassification review. Authority:*

0511-04 JS/combatant command/subordinate command OPLANs/CONPLANs

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

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

Non record

0511-05 Plans Integration Partitioning System (PIPS)

PIPS provides the JS/combatant command with an automated tool for examining multiple OPLANs to identify resources that have been allocated to more than one OPLAN for the same timeframe

Which are: maintained by DISA and maintenance responsibilities and J-3/CSOD with JS/combatant command office of primary responsibilities

Data files updated daily. 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 023.

Previously approved

Note: See 0543 for combatant command feeder systems

0511-06 Operational planning files

Information relating to the preparation, coordination, and approval of operational war, campaign, defense, and other comparable plans which are applicable to or involve the resources and mission of the overall department, agency, command, installation, activity, or unit. These files do not relate to plans described elsewhere in this regulation or to plans confined to specific functional areas which are not a segment of, or an annex to, the overall plan. Included are

copies of the approved plans, comments, recommendations, contributions, approvals, and disapprovals regarding the plans, and other directly related information.

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

48

Permanent. Place in file on supersession or obsolescence and cut off at the end of that year, hold 5 years then retire to inactive storage facility. Transfer to NARA 25 years after cutoff, after declassification review. Authority:

0511-07 Which are: held for reference (non-record)

Destroy/delete copies of plans on suppression or obsolescence, and destroy/delete other information after 2 years.

0512 CRISIS INCIDENT ACTION BOOKS

0512-01 Documents, reports, directives, briefings, and incoming and outgoing message traffic pertaining to crises or incidents from beginning to completion thereof. Primary responsibility in maintaining the complete set of documentation (in folders or books) until the crisis or incident is officially concluded. Also, the final report prepared after the conclusion of the crisis or incident, with lessons learned, recommendations, and after-actions required

Which are: maintained by any Joint Staff activity as the official record copy

49

Permanent. JS - Cut off at conclusion of action, hold 2 years, then transfer to R&A Br. 7 years after cutoff, transfer set to JS RHA. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1, item 287.

0512-02 Which are: maintained by any combatant command activity as the official record copy.

50

Permanent. Combatant command - Cut off at end of CY, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer entire block to NARA after declassification review Authority:

0512-03 Which are: held by any JS/combatant command activity in SCI channels

51

Permanent. Retain JS/combatant command record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority:

0512-04 Which are: maintained by other JS/combatant command activities for reference (non-record)

NON RECORD

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

0512-05 Status of Actions File Maintenance and Retrieval Systems (SOAF)

These files are used to maintain administrative tracking of ongoing or pending actions, primarily in support of crisis. The system is established to support the management and tracking of JS/combatant command crisis actions, and related records

Which are: maintained by support agencies and managed by JS/combatant command

Data files updated as required. 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 093.

Previously approved

Note: See 0542 for combatant command feeder systems

0513 RECONNAISSANCE AND SURVEILLANCE PROGRAMS AND PLANS

0513-01 Policy-related documents that apply to JS/combatant command reconnaissance mission

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

Permanent. Retain JS/combatant command record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA as permanent records. Authority: NCI-218-84-1, item 322.

Permanent

52

0513-02 Documents relating to the preparation, coordination, and approval of reconnaissance/surveillance programs

Which are: maintained by JRC in SCI channels as the official JS record copy

Permanent. Retain JS record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels, transfer by CY block to NARA after declassification review. Authority: NCI-218-84-1 item 310

Previously approved

53 0513-03 Which are: maintained by combatant command in SCI channels as the official record copy
Permanent. Retain combatant command record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority:

0513-04 Documents related to the formation of planning guidance concerning reconnaissance support for nuclear weapon employment

54 Which are: maintained by any JS/combatant command activity as the official record copy
Permanent. Retain JS/combatant command record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority: NCI-218-84-1, item 321.

~~0513-05 Papers concerning reconnaissance in NATO countries~~

~~Which are: maintained by JRC in SCI channels as the official record copy
Permanent. Retain JS record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority: NCI-218-84-1 item 323~~

Previously approved

55 0513-06 Which are: maintained by combatant command in SCI channels as the official record copy
Permanent. Retain combatant command record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority:

~~0513-07 Various supporting documents and plans provided by the commanders of combatant command for the execution of approved reconnaissance programs~~

~~Which are: maintained by JRC in SCI channels as the official record copy
Permanent. Retain JS record copy for 30 years in accordance, with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority: NCI-218-84-1, item 311.~~

Previously approved

56 0513-08 Which are: maintained by combatant command in SCI channels as the official record copy
Permanent. Retain combatant command record copy for 30 years in accordance, with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority:

0513-09 Documents related to the formulation of joint reconnaissance planning guidance

57 Which are: maintained by JRC in special control channels other than SCI as the official record copy
Permanent. Cut off when superseded, 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 312

~~0513-10 Historical Mission File (HRCONA)~~

~~This file contains historical information describing the scheduling and completion of reconnaissance missions between 1975 and the month previous to the oldest data on the Reconnaissance Information System (RIS) Mission file (RCONA). HRCONA is part of the Joint Reconnaissance Information System (JRIS) database.~~

~~Which are: maintained by DISA and managed by J-3/JRC
Data updated monthly--batch processing. Retain for 2 years, then transfer to historical file--PROCONA. Authority: NI-218-89-2 item 036~~

Instruction

Note: See 0542 for combatant command feeder systems

0513-11 International Civil Aviation Organization (ICAO) Reference File

The ICAO reference file contains information describing international civil aviation organization locations on a worldwide basis and is referenced wherever file update is performed. ICAO is a data file supporting the Joint Reconnaissance Information System (JRIS)

Which are: maintained by DISA and managed by J-3/JRC

Temporary—Reference files (subset of master or main file). Data files updated annually. 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 037

Note: See 0543 for combatant command feeder systems

0513-12 Message In File (MSGIN)

This file contains all incoming messages that are processed automatically by the RISK to update the databases

Messages may be rerouted for historical purposes (Mission—30 days)

Which are: maintained by DISA with maintenance responsibilities and J-3/JRC with JS/combatant command office of primary responsibility

Destroy/delete when 30-days old. Authority: NI-218-89-2, item 055.

Note: See 0543 for combatant command feeder systems

0513-13 Message Out File (MSGOUT)

Formatted messages for transmission

Which are: maintained by DISA and managed by J-3/JRC

Destroy/delete when 30 days old. Authority: NI-218-89-2, item 056

Note: See 0543 for combatant command feeder systems

all previously approved

0513-14 RIS Mission File (RCONA)

This file provides scheduling and completion of reconnaissance missions during a 4-month period. RCONA consists of seven record types that provide the following information: reconnaissance identification, mission schedules, remarks-schedules, remarks-mission, list of coordinated missions, incidents, and casualties. RCONA is part of the JRIS database.

Which are: maintained by DISA and managed by J-3/JRC

Data files updated daily. Retain for 30 days until previous month data verification is completed, then transfer to HRCONA. Authority: NI-218-89-2 item 080

Note: See 0543 for combatant command feeder systems

0513-15 Reconnaissance Information System (RTRKA)

This file contains active records describing the tracks traversed by reconnaissance mission. The RTRKA file is composed of four record types that provide the following information: leg or event information, orbit information, identification, and remarks pertaining to the reconnaissance. RTRKA is part of the JRIS database.

Which are: maintained by DISA and managed by J-3/JRC

Data files updated as required—on-line real time. Transfer inactive data monthly to HRTRKA file. Authority: NI-218-89-2 item 085

Note: See 0543 for combatant command feeder systems

0513-16 Proposed Track File (WTRK)

This file is a permanent work file organized as the JRIS track file (RTRKA). It is used to allow the review of proposed tracks before the track data becomes permanent information in the RTRKA. It describes tracks traversed by reconnaissance mission information. Included are leg or event data, orbit information, identification, and remarks.

Which are: maintained by DISA and managed by J-3/JRC

Data files updated daily. Retain proposed files until approved. Once approved, transfer to RTRKA file, if disapproved, then destroy/delete. Authority: NI-218-89-2 item 114

Note: See 0542 for combatant command feeder systems

0513-17 Error File (ERROR)

This file corrects messages for input to system

Which are: maintained by DISA and managed by J-3/JRC

Program—correct message updated as required. Authority: NI-218-89-2 item 026

previously
approved

Note: See 0543 for combatant command feeder systems

0514 Reserved

0515 JOINT OPERATIONS PLANNING AND EXECUTION SYSTEM (JOPES)

0515-01 Documents, reports, studies, etc., related to the operation of JOPES

Which are: maintained by JS directorates as the official record copy

Upon publication of the JS paper, transfer substantive background materials to the R&A Br for incorporation into official JS case files for disposition in accordance with 0001-01. Authority: NCI-218-84-1. item 313.

Instruction

58

0515-02 Which are: maintained by combatant command as the official record copy

Destroy/delete upon incorporation into OPLAN or final document. Authority:

0515-03 Which are: maintained by any combatant command activity for reference (non-record)

Destroy/delete when no longer needed for reference.

NON RECORD

0515-04 Aerial Ports and Air Operating Bases File (APORTS)

This file provides free world aerial port and air operating bases reference information as part of the JOPS. It is also used for input to the JOPS or transportation feasibility estimator (TFE). The data are required in the development and evaluation of JOPS.

Which are: maintained by DISA and managed by J-3/CSOD

Data updated quarterly. 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 2

previously
approved

0515-05 Service Facility-JS/combatant command Facility Category Code Conversion (CNVFL)

This file contains a list of valid Service facility codes and JS/combatant command facility codes that are to be converted. A percentile figure used to convert the category codes is included.

Which are: maintained by DISA and managed by J-4/LRD

Delete when related master file or database has been deleted. Authority: NI-218-89-2, item 022.

previously
approved

0515-06 Major Equipment File (MEQPT)

The MEQPT file contains the identification and description of reportable military equipment. Includes aircraft, bridging, communications, fire control, guns, launchers missiles, rockets, sensors, trailers, trucks, and vehicles.

Which are: maintained by DISA and managed by J-4/LRD

Data updated quarterly or as required. 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 051

previously
approved

0515-07 Ports Characteristics Files (PORTS)

This ports database is a standard source from which data on seaports can be obtained, verified, and expanded upon.

This file is only updated by the appropriate JOPS file maintenance system. The PORTS contains information on the physical and operating characteristics of free world seaports. It describes harbors within a port, contains cargo handling information, identifies entrances to harbors, and contains data regarding berths. It identifies harbor craft available and describes the material handling equipment (MHE) available at the port

Which are: maintained by DISA and managed by J-3/CSOD

Data as required. (In 1988 data files will be updated semi-annually). 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 077

all previously approved

0515-08 Standard Distance File (SDF)

This file is maintained using module T03. It can contain standard route distance for both air and sea routes used in deployment operations. Values in the file are site unique

Which are: maintained by DISA with maintenance responsibilities and J-3/CSOD with JS OPR

Delete or erase when master file or database has been deleted. Authority: NI-218-89-2 item 087

0515-09 Summary Reference File (SRF)

This database consists of a major repository of summarized or detailed information relating to specific records in the Time-Phased Force Deployment Data File (TPFDD) file or other general information relating to a specific OPLAN

Which are: maintained by DISA and managed by J-3/CSOD

Data files updated annually. Data updated upon publication of revised OPLAN. Transferred to tape and retained for 2 years. Authority: NI-218-89-2 item 096

0515-10 Time-Phased Force Deployment Data File (TPFDD)

The TPFDD contains description, routing, and aggregated unit cargo characteristics of forces identified for a specific OPLAN and the nonunit related sustainment (cargo and personnel) necessary to support the deployed forces for the duration of the OPLAN.

Which are: maintained by DISA and managed by J-3/CSOD

Data updated with OPLANs. Data is maintained until OPLAN is superseded—normally yearly. Authority: NI-218-89-2 item 102

0515-11 Type Unit Characteristics (TUCHA)

This file contains movement characteristics of each deployable unit type that depends on common user transportation when it deploys in support of an operation plan; that is, of standard deployable type units with fixed composition.

TUCHA also contains valid unit type codes for nondeployable units.

Which are: maintained by DISA and managed by J-3/CSOD

Data files updated quarterly. 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 104

0515-12 Type Unit Characteristics (TUDET)

This TUDET file provides the physical characteristics of certain items of equipment which include: all nonpalletized wheeled and tracked vehicles whether self-propelled or towed (including amphibians), non-self-deployed aircraft that are uncrated, floating craft, hazardous cargo, and any item greater than 35 feet in any dimension.

Which are: maintained by DISA and managed by J-3/CSOD

Data files updated quarterly. 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 105

0515-13 Status of Resources and Training System (SORTS)

SORTS file contains the identify of world-wide organization resources and selected data elements keyed to the unit identification code (UIC).

Which are: maintained by DISA and managed by J-3/CSOD

Data files updated daily. Data transferred to historical tape and maintained for 2 years. Authority: NI-218-89-2 item 106

*WITHDRAWN
per tele com
S. Smith
2-21-02*

0516 EMERGENCY PLANNING

0516-01 Documents that describe evacuation, relocation, vital records program, continuity of operation, personnel assignments, and related procedures

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

Permanent. Cut off when superseded, hold 3 years, then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1 item 315

59

0516-02 Which are: maintained by other JS/combatant command activities for reference (non-record)
Destroy/delete when superseded, cancelled, or no longer needed for reference.

Nonrecord

60 0516-03 Documents or papers relating to various contingency actions and to the testing of various emergency plans
Which are: maintained by JRC in SCI channels as the official record copy
Permanent. Retain JS/combatant command record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority: NCI-218-84-1, item 317.

0516-04 Evacuation File (EVAC)

EVAC consists of data extracted from Department of State messages pertaining to American personnel stationed or living abroad. This data will subsequently be used if evacuation plans for these personnel have to be implemented. The EVAC database contains citizens overseas host country, type of US employee (Department of State, DOD, private business). Student status, and mission, once entered into the EVAC file. The data can be selectively modified, recalled, and reviewed on the terminal.

Which are: maintained by DISA and managed by J-3/JOD

Data updated semi-annually. 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 027

previously approved

0516-05 Universal Transverse Mercator-Geo Conversion (UTM-GEO)

This file consists of coordinates and GRID values used in converting locations to specific data requirements

Which are: maintained by DISA and managed by J-3/CSOD at the JS and by the appropriate CINC activity

Data files updated as required. 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 109

previously approved

Note: See 0543 for combatant command feeder systems

0517 WAR GAMES

0517-01 Annual SIOP/ Red Integrated Strategic Offensive Plan (RISOP) War Games

Action officer file used for background information, dynamic simulation (briefing text, slide, film and list of persons briefed) brief, relevant to machine-readable records, and report on probable effects of SIOP execution and continuing policy and guidance

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

61 *Permanent. Cut off annually at end of CY then retire to inactive storage facility. 25 years after cutoff, transfer by CY block to NARA after declassification review. Authority:*

0517-02 RISOP

Notional plan produced by USSTRATCOM with oversight by the red planning board, chaired by JS

Which are: maintained at STRATCOM as the official record copy

62 *Permanent. Cut off annually at end of CY, hold for 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer by CY block to NARA after declassification review. Authority:*

0517-03 Theater Nuclear Force War Games

Action officer file used for background in developing a war game simulation and analysis of precursor events leading to total nuclear war

Which are: maintained by any Joint Staff activity as the official record copy

Permanent. JS - Cut off annually at end of CY, hold 15 years, then transfer to JS RFA. 30 years after cutoff, transfer by CY block to NARA after declassification review. Authority: NCI-218-84-1, item 319.

previously approved

0517-04 Which are: maintained by any combatant command activity as the official record copy

63 *Permanent. Combatant command - Cut off annually at end of CY, hold 15 years, then retire to inactive storage facility. 30 years after cutoff, transfer by CY block to NARA after declassification review. Authority:*

0517-05 Other RISOP and SIOP or RISOP related material
Which are: maintained by any JS/combatant command activity (non-record)
Destroy/delete when no longer needed for reference.

Non record

(64) 0517-06 Catalog of Wargaming and Military Simulation Models and biannual evaluation reports
Which are: maintained by any JS/combatant command activity as the official record copy
Cut off when superseded, hold 2 years, then destroy/delete. Authority: ~~NI-218-86-1 item 001~~

per S. Smith e-mail 4-5-02

0517-07 Politico-Military War Game
War game support materials and diaries consisting of copies of completed memorandums or requests, and other politico-military war games related documents

(65) Which are: maintained by any JS/combatant command activity as the official record copy
Cut off upon completion of project, hold 3 years, then destroy/delete. Authority: NI-218-89-1 item 013

0517-08 Politico-military war games final report
Consisting of a summary of politico-military war games proceedings that includes comments on points of major policy consensus derived from the game

(66) Which are: maintained by any JS/combatant command activity as the official record copy
Permanent. Cut off upon completion of project, hold 10 years, then retire to inactive storage facility. 25 years after cutoff, transfer to NARA in 5-year blocks after declassification review. Authority: NI-218-89-1 item 014

0517-09 Politico-military war games video tapes
Consisting of war game introduction, scenario introduction, and policy guidance

(67) Which are: maintained as the commands record copy
Permanent. Cut off upon completion of project, hold 10 years, then transfer to NARA after declassification review. Transfer of audiovisual materials will be in accordance with 36 CFR 1228.184. Authority: NI-218-89-1 item 015

0517-10 Miscellaneous wargaming files and related materials
Which are: maintained by any JS/combatant command activity for reference (non-record)
Destroy/delete when no longer needed for reference.

Non record

0517-11 Strategic Defense and Threat Assessment (SDTA) Database
This file provides data for Blue and Red target and arsenal information used for RISOP, SIOP, and force-balance assessments. The database is compatible and easily interfaces with existing JAD modules. Database contains space data for evaluation of space-based national and military assets. Data includes: location and capabilities of ground-based radars and control facilities; tables of typical ballistics missile TRAJECTORIES; tables of typical satellite orbits and satellite capabilities and intercept envelopes for proposed ABM, ASAT, and Space Defense weapons.
Which are: maintained by DISA and managed by J-8

Data updated as required. 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 088

previously approved

Note: See 0542 for combatant command feeder systems

0518-0520 Reserved

0521 JOINT STRATEGIC PLANNING SYSTEM DOCUMENTS (JPSP, JIFP, JLRSA, JOINT PROGRAM ASSESSMENT MEMORANDUM (JPAM), JOINT SECURITY ASSISTANCE MEMORANDUM (JSAM), JOINT STRATEGIC CAPABILITIES PLAN (JSCP), JOINT STAFF PLANNING DOCUMENT (JSPD), AND JSPSDD)

0521-01 Documents, reports, studies, etc, gathered to support formulation of the Joint Strategic Planning System recurring guidance published under the provisions of CJCSI 3110.01

Which are: maintained by JS directorates or agencies responsive to the JS as the official record copy
Upon publication of the JS paper, transfer substantive background materials to the R&A Br for incorporation into the official JS case files for disposition in accordance with 0001-01. Authority: NCI-218-84-1, item 324.

Instruction

0521-02 Which are: maintained by any JS/combatant command activity for reference (non-record)
Destroy/delete when no longer needed for reference.

NON-RECORD

0522 SIOP DOCUMENTS

0522-01 SIOP Decision Handbook (black book) and corrigendums

Which are: maintained by J-3 in special control channels as the official record copy

previously approved

Permanent. Transfer to NARA when 50 years old, if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then transfer to NARA. Authority: NI-218-90-2 item 1

0522-02 SIOP Decision Handbook revision actions

Input, data, information, concurrences, and approvals from multiple sources, documenting the processes of building the SIOP Decision Handbook.

Which are: maintained by J-3 in special control channels as the official record copy

previously approved

Permanent. Transfer to NARA when 50 years old, if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then transfer to NARA. Authority: NI-218-90-2 item 2

0522-03 SIOP briefings

Briefings given to appropriate personnel for decision making purposes

Which are: maintained by J-3 in special control channels as the official record copy

previously approved

Permanent. Transfer to NARA when 50 years old, if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then transfer to NARA. Authority: NI-218-90-2 item 3

0522-04 SIOP and/or Strategic Forces related actions consisting of general planning support documents or materials

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

68

Permanent. Transfer to NARA when 50 years old, if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then transfer to NARA. Authority: NI-218-90-2, item 004.

0522-05 Joint Strategic Target Planning System documents

The Single Integrated Operational Plan (SIOP) and its associated target lists

Which are: developed and maintained by Joint Strategic Target Planning Staff (JSTPS) in special control channels as the official record copy

Permanent. Retain JS record copy for 50 years in special control channels for highly sensitive documents. At end of 50 years, review for removable from special control channels. When removable from special control channels, transfer to R&A for incorporation into the official JS/combatant command case files for disposition in accordance 0001-05 and 0001-01. Authority: NI-218-90-2, item 005.

Instruction

0522-06 Relocation and reference documents

NON-RECORD

Which are: maintained by any JS/combatant command activity in special control channels for reference (nonrecord)

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

0522-07 Which are: maintained by USSTRATCOM as a successor to the JSTPS

Permanent. Retain record copy for 50 years in special control channels for highly sensitive documents. At end of 50 years, review for removable from special control channels. When removable from special control channels, transfer to NARA after declassification review. Authority:

69

0522-08 Foreign Free World file (FFW)

This file contains data on all free world foreign owned military industrial, economic resources, and population data from FFW rural population cells. Not included in this file is the classified data identified within the ANA file.

Which are: maintained by DISA and managed by J-3 CSOD

Data updated as required. Destroy/delete after second update. Authority: NI-218-89-2 item 028

previously approved

Note: See 0542 for combatant command feeder systems

0522-09 Indices General Industrial Worth file (IGIW)

This file contains estimates and projections of manufacturing activities within small geographic areas of selected industrialized countries (United States, Puerto Rico, Canada, Japan, Turkey, and Western Europe). Included are: production, fuel shipment, inventory, cost of materials, supplies, contract work, and power supply.

Which are: maintained by DISA and managed by J-3 CSOD

Data updated annually. Destroy/delete data after second update. 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 038

Note: See 054³ for combatant command feeder systems

0522-10 National Target Base (NTB)

This file is used to develop requirements for target categories and selection criteria

Which are: maintained by DISA and managed by J-3 CSOD

Data files updated monthly. Destroy/delete after second update. Authority: NI-218-89-2 item 063

Note: See 054³ for combatant command feeder systems

0522-11 Order of Battle (OB) files

This file contains RED/BLUE order of battle data. It is released by DIA for authorized users, and includes the following information: Free world and Eurasian air order of battle file and the Navy order of battle file. The uses of this file are for strategic planning purposes.

Which are: maintained by DISA and managed by J-3/CSOD

Data files updated as required. Destroy/delete after second update. Authority: NI-218-89-2 item 064

Note: See 054³ for combatant command feeder systems

0522-14 Plant Inventory File (PIF)

This is newly created file and is a pilot effort to generate Canadian index of general industrial worth (see IGIW). This data generation is the basis for extension to additional countries

Which are: maintained by DISA and managed by J-3/CSOD

Data updated annually. Destroy/delete after second update. No historical data files are maintained or are required. Authority: NI-218-89-2 item 072

Note: See 054³ for combatant command feeder systems

0522-13 World-Wide Population Projection files (W/WPOP)

This database contains the urban and rural population density or total by country or specified area. Included are P-95 files (concentric circles with population bases of 25,000) and cell files (rural population projections)

Which are: maintained by DISA and managed by J-3/CSOD

Data updated annually. Destroy/delete after second update. No historical data files are maintained or are required. Authority: NI-218-89-2 item 110

Note: See 054³ for combatant command feeder systems

0522-14 Wind File (SIDAC Model) (GWC)

This database consists of three wind data files: mean monthly winds, most-probable monthly winds, and 36-hour forecast winds. Additionally, exercise winds for use in general war system exercises can be provided

Which are: maintained by DISA and managed by J-3/STRAT

Destroy/delete when 2 months old or after third cycle. Authority: NI-218-89-2 item 033

Note: See 054³ for combatant command feeder systems

0523 INFORMATION OPERATIONS/INFORMATION ASSURANCE

All
previously
approved

1 October 2000

0523-01 Policies, procedures, and guidance relating to actions taken to affect adversary information and information systems, and actions taken to defend one's own information and information systems; this includes both offensive and defensive operations

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

(70) *Permanent. After revision, supersession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0523-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to information operations/information assurance

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

(71) *Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0523-03 Files relating to operational activities and events within information operations/information assurance

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

(72) *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0523-04 Files relating to routine and administrative activities and events within information operations/information assurance

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

(73) *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities.*

0523-05 Which are: reference copies of all above items held by any activity

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

NON RECORD

0524 – Reserved

0525 GLOBAL COMMAND AND CONTROL SYSTEM (GCCS)/WORLD-WIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS)

0525-01 Documents that develop and coordinate command and control policies in implementing directives that define functional, organizational, and operational relationships between all elements of the GCCS/WWMCCS and establish responsibilities for the management, development, acquisition, and operation of GCCS/WWMCCS

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

(74) *Permanent. Cut off when superseded, hold 5 years, then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer by CY block to NARA after declassification review. Authority: NCI-218-84-1 item 330*

0525-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

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

NON RECORD

0525-03 Command, Control, Communications System Performance Evaluation Database (C3SPED)

The database is structured for batch and online retrievals with automated updates and query capabilities

Which are: maintained and managed by J-6

~~Temporary--transaction--erase or replace individual records on disk when superseded or no longer needed for administrative or operational purposes. Authority: NI-218-89-2 item 9~~

previously approved

Note: See 0542 for combatant command feeder systems

0525-04 C3S Planning and Programming Database (C3SPPDB)

The C3SPPDB contains justification for each program, project, or combatant command requirement to support development and prioritization ranking of options and positions. It consists of the following: detailed program data sheets, aggregated detailed data, priority lists by division, department and directorate; aggregated summary sheets and other appropriate reports as needed.

Which are: maintained by DISA and managed by J-6

~~Temporary—transaction - erase or replace individual records on disk when superseded or no longer needed for administrative or operational purposes. Authority: NI-218-89-2 item 010~~

Note: See 054² for combatant command feeder systems

~~0525-05 NOCMIS Permission File (PERMIS)~~

~~This database contains user identification or valid users and indicators for the systems of the NOMIS that user can update. No constraints are placed upon user access~~

~~Which are: maintained by DISA and managed by J-6~~

~~Delete when related master file or database has been deleted. Authority: NI-218-89-2 item 070~~

Note: See 054² for combatant command feeder systems

~~0525-06 GCCS/WWMCCS Site Scheduled Outage (SCHEDOUT)~~

~~The database is an I-D-S file containing normal operational hours and schedules outages for each site for the last current and next month.~~

~~Which are: maintained by DISA and managed by J-6~~

~~Data files updated by user, as required. Erase or replace individual records on disk when superseded or no longer needed for administrative or operational purposes. Authority: NI-218-89-2 item 086~~

Note: See 054² for combatant command feeder systems

~~0525-07 US Message Text Formatting (USMTF)~~

~~USMTF provides a data file for storing message standards. The data file produces catalogs of messages, sets and fields, and a keyword out-of-content dictionary to assist in checking for duplication and correct usage; checks compliance with USMFT rules and provides a list of rule violations; tracks the status of USMFT standard proposals and provide database statistics, and provides an on-line database update and an on-line query capability to compliment the batch processing capability.~~

~~Which are: maintained by DISA and managed by J-6~~

~~Delete or erase after master file or database has been deleted. Authority: NI-218-89-2 item 108~~

Note: See 054² for combatant command feeder systems

~~0526 REPORTING SYSTEMS~~

~~0526-01 Reports submitted by combatant command and joint activities reporting to JS as required by JS Pub 1.03 and submitted through GCCS/WWMCCS~~

~~(See Pub 1.03 for index and types of reports submitted)~~

~~Which are: maintained as the official record copies~~

~~Destroy/delete printout copy when 3 years old. Computer tape record transferred to Computer Output Microfilm (COM) at this point. Destroy/delete COM record when 20 years old. Authority: NC1-218-84-1, item 332.~~

~~0526-02 Which are: maintained by other JS/combatant command activities for reference (non-record)~~

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

NON RECORD

~~0527 ALERT, DEFCONS, INFOCONS, THREATCONS, WARNINGS, AND RULES OF ENGAGEMENT~~

~~0527-01 Policies and directives on alerts, DEFCONS, INFOCONS, THREATCONS, warnings, and rules of engagement~~

~~Which are: maintained by any Joint Staff activity as the official record copy~~

~~Permanent. JS - Cut off when superseded or cancelled; after 7 years, transfer by CY block to the JS RHA. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1, item 334.~~

~~0527-02 Which are: maintained by any combatant command activity as the official record copy~~

all
previously
approved

75

Permanent. Combatant command - Cut off when superseded or cancelled; after 7 years, transfer by CY block to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review.
Authority:

76

0527-03 ~~False alerts, DEFCONS, INFOCONS, THREATCONS, and warnings final reports~~
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 transfer by CY block for disposition in accordance with 527-01.
Authority: NCI-218-84-1 item 336

Instruction

0527-04 Routine correspondence and messages on alerts, DEFCONS, INFOCONS, THREATCONS, warnings, and rules of engagement

Which are: maintained by any JS/combatant command activity
Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority:

77

0527-05 Rules of Engagement (ROE) database
Provides and describes current rules of engagement for combatant and specified commands worldwide. The rules of engagement are compiled by theater.

Which are: maintained by DISA and managed by I-3/RPD
Data updated as required. 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 082

Previously approved

Note: See 0543 for combatant command feeder systems

0527-06 Which are: maintained by JS/combatant command activities for reference (non-record)
Destroy/delete when no longer needed for reference.

NON RECORD

0528 STRATEGIC WEAPON SYSTEMS

0528-01 Strategic weapons trouble/failure reports

Consisting of: agency missile weapons, high energy laser systems, and FBM/SWS trouble/failure and corrective action reports

Which are: maintained by any JS/combatant command activity

Destroy/delete when weapons system is removed from the inventory or when no longer needed for current mission.

78

0528-02 Which are: maintained by JS/combatant command activities for reference (non-record)
Destroy/delete when no longer needed for reference.

NON RECORD

0529 STRATEGIC FORCES

0529-01 Analyses of US strategic force postures and requirements including Continental Air Defense, Ballistic Missile Defense, Civil Defense, Space Defense, Strategic Command and Control, Warning and Surveillance and US Bomber Survivability. Studies and evaluations of alternative force postures, summaries of alternative programs for decisions on strategic defensive and command, control, and surveillance forces, including characteristics, effectiveness, costs, and alternatives to meet strategic objective.

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

Permanent. Cut off when superseded, hold 5 years, 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 328

79

0529-02 Which are: maintained by other JS/combatant command activities for reference (non-record)
Destroy/delete when no longer needed for reference.

NON RECORD

0530 COMMAND AND CONTROL CENTERS

0530-01 Policies, procedures, and guidance relating to the establishment and operation of command centers

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

80 Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

0530-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to command and control centers

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

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

0530-03 Files relating to operational activities and events within command and control centers

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

82 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

0530-04 Files relating to routine and administrative activities and events within command and control centers

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

83 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

0530-05 Command reports

Command reports through which commanders of designated organizations and units periodically submit information, evaluations, and recommendations on combat operations of their commands. Included are command reports, special reports, comments, evaluations, recommendations, lesson learned reports, and copies of maps, directives, overlays, sketches, or photographs supporting the reports.

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

84 Permanent. Retire to inactive storage facility when 5 years old. Transfer to NARA in 5-year blocks when 25 years old, after declassification review. Authority:

~~0530-06 Which are: reference copies of all above items held by any activity
Delete/delete when superseded, obsolete, or no longer needed for reference~~

NON RECORD

0531 COMBAT CAMERA OPERATIONS RECORDS

0531-01 Policies, procedures, and guidance relating to support provided to JS/combatant command by combat camera operations

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

85 Permanent. Cut off after revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

~~0531-02 Which are: maintained by other JS/combatant command activities for reference (non-record)
Destroy/delete when superseded, obsolete, or no longer needed for reference. Authority:~~

NON RECORD

0532 OPERATIONS SECURITY RECORDS

0532-01 Policies, procedures, and guidance relating to the establishment and execution of operational security

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

86 Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

0532-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to operational security

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

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

0532-03 Files relating to operational security activities

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

88 *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

~~0532-04 Which are: reference copies of all above items held by any activity
Delete/delete when superseded, obsolete, or no longer needed for reference~~

NON RECORD

0533 AIRSPACE MANAGEMENT

0533-01 Operational/administrative airspace management in domestic/foreign environments
Consisting of: letters, messages, correspondence, memorandums, and forms governing operational/administrative directions and guidance effecting both domestic and foreign airspace usage

Which are: at any JS/combatant command activity

89 *Destroy/delete when superseded, obsolete, or no longer needed, whichever is longer.*

0533-02 Airspace flight routes and flight areas

Consisting of: data pertaining to international and domestic flight route/track systems; aerial refueling routes, tracks, and areas; and special military/civil low altitude training routes, visual flight condition routes, and all weather low altitude routes

Which are: any at JS/combatant command activity

90 *Destroy/delete when superseded, obsolete, or no longer needed, whichever is later.*

0533-03 Airspace management agreements

Consisting of: correspondence records, rules, reports between US government offices, foreign nations, military services, lateral commands, and subordinate agencies pertaining to relations, negotiations, amendments, agreements, and minutes of meetings relative airspace use

Which are: at any JS/combatant command activity

91 *Destroy/delete 2 years after supercession/obsolescence or when no longer needed, whichever is later. Authority:*

0533-04 Aircraft clearances

Information pertaining to requests for aircraft clearances

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

92 *Destroy/delete when 1 year old. Authority:*

~~0533-05 Which are: reference copies of all above items held by any activity
Delete/delete when superseded, obsolete, or no longer needed for reference~~

NON RECORD

0534 SATELLITE AND SPACE OPERATIONS

0534-01 Policies, procedures, and guidance relating to the readiness of US space forces pertaining to space support to the warfighters; policy, planning, theater implementation, and contingency support

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

93 *Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review.*

0534-02 Files relating to requirements, oversight, and assessments including correspondence, staff papers, reports and similar documents relating to departmental policy and procedures of satellite and space operations

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

94 *Permanent. Cutoff annually or when superseded or obsolete. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

~~0534-03 Which are: reference copies of all above items held by any activity
Delete/delete when superseded, obsolete, or no longer needed for reference Authority:~~

NON RECORD

0534-04 Sensor network tasking data (previously optical surveillance data)

Consisting of: sensor tasking response data, tasking for such data, tracking reports such as element sets (ELSET) requests, sensor tasking and launch change messages, Baker-Nunn camera films, and optical sensor passage records

(95) Which are: of special interest
Destroy/delete when no longer needed. Authority:

(96) 0534-05 Which are: of other than special interest
Destroy/delete after 3 months. Authority:

0534-06 Tracking and impact prediction (TIP) data
Consisting of: tracking and impact prediction record, final decay message, computer printouts of satellite positional data to include spiral decay vectors, final element set and related data of specialized interest (most valuable data) of special interest

Which are: maintained by any JS/combatant command activity

(97) *Permanent. After object decay, hold for 10 years then retire to inactive storage. Transfer to NARA in 5-year blocks when most recent document is 25 years old. Authority:*

after declassification review.

per S. Smith e-mail 4-5-02

(98) 0534-07 Which are: of other than special interest
Destroy/delete 2 years after object decay. Authority:

0534-08 Space operations logs.

Consisting of: data on daily operations

Which are: at space operations units or command and control activities

(99) *Destroy/delete 6 months after last entry in log. Authority:*

0534-09 Missile warning system

Which are: at responsible activity

(100) *Hold for life of missile warning system, destroy/delete upon termination of system. Authority:*

0534-10 Operations center activity log

Which are: at tactical warning/attack assessment and space surveillance functional OPRs

(101) *Destroy/delete 1 year after last entry in log, or when no longer needed, whichever is later. Authority:*

0534-11 Launch information

Consisting of: case files consisting of how foreign launches are tracked, any problems, and related records

Which are: at responsible activity

(102) *Destroy/delete 2 years after launch. Authority:*

0534-12 Consisting of: case files consisting of how cooperative launches are tracked, initial launch alert message, any problems, and related records

Which are: maintained by any JS/combatant command activity

(103) *Destroy/delete 8 years after launch. Authority:*

0534-13 Technical reference material

Consisting of: satellite catalog, radar cross section catalog, foreign launch information publication (FLIP) catalog, and similar records (non-record)

Which are: maintained by any JS/combatant command activity

Destroy/delete when superseded.

NON RECORD

0534-14 Consisting of: radar cross section (RCS) catalog

Which are: at OPR

(104) *Destroy/delete 10 years after superseded. Authority:*

0534-15 UN registry reports

Consisting of: copies of original reports sent to JCS for forwarding to United Nations

Which are: at command OPR

(105) *Destroy/delete after 1 year. Authority:*

0534-16 Individual evaluation folders

Consisting of: letters of certification and decertification, and other records pertaining to an individual's mission-ready qualification status

Which are: at units and wings

Give to individual upon transfer, reassignment, or separation. Authority:

Instruction

Note: At units and wings, send record to gaining unit with copy to Command OPR on transfer of individual to another space operations assignment; give record to individual and send copy to Command OPR on their transfer to an assignment not involving space operations; or give record to individual on their separation or retirement.

0534-17 Consisting of: individual's record of duties and qualifications

Which are: at combatant command OPR.

106 Destroy/delete when no longer needed.

Note: At units and wings, send record to gaining unit with copy to Command OPR on transfer of individual to another space operations assignment; give record to individual and send copy to Command OPR on their transfer to an assignment not involving space operations; or give record to individual on their separation or retirement.

0534-18 Evaluation materials

Consisting of: evaluation scenarios, scripts, written tests, annotated error guides, and other evaluation or simulation materials

Which are: at units and wings.

107 Destroy/delete when superseded or obsolete

0534-19 Operations records

Consisting of: positional checklists, reports, guidebooks, operations positional reference handbooks, operations manuals (other than technical orders), and similar records

Which are: maintained by any JS/combatant command activity

108 Destroy/delete after 2 years. Authority:

0534-20 Operations review

Consisting of: operations review panel and operations review board minutes

Which are: at units and above

109 Destroy/delete after 2 years. Authority:

0534-21 Consisting of: summary messages and trend analysis reports

Which are: maintained by any JS/combatant command activity

110 Destroy/delete after 1 year. Authority:

0535 AEROSPACE DEFENSE OF NORTH AMERICA

0535-01 Correspondence, reports, briefings, and memorandums on the policies, procedures, and guidance relating to JS/combatant command and US Element NORAD involvement in NORAD's mission

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

111 Permanent. After revision, supersession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

0535-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

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

NONRECORD

0536 ANTITERRORISM/FORCE PROTECTION PLANNING

0536-01 Policies, procedures, and guidance relating to antiterrorism/force protection activities

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

112 Permanent. After revision, supersession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

0536-02 Files relating to oversight and assessments including correspondence, staff papers, reports, briefings, and similar documents relating to the preparation of joint doctrines and standards, plans, physical security, training, and resource requirements for antiterrorism/force protection activities

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

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

0536-03 Files relating to operational activities and events within antiterrorism/force protection activities

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

114 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

0536-04 Files relating to routine and administrative activities and events within antiterrorism/force protection activities

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

115 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

~~0536-05 Which are: reference copies of all above items held by any activity~~

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

NON-RECORD

0537 COUNTERNARCOTIC PROGRAM

0537-01 Policies, procedures, and guidance relating to counternarcotics activities

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

116 Permanent. After revision, supersession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

0537-02 Files relating to oversight and assessments including correspondence, staff papers, reports, briefings, and similar documents relating to the preparation of joint doctrines and standards, plans, physical security, training, and resource requirements for counternarcotics activities

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

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

0537-03 Files relating to operational activities and events within counternarcotics activities

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

118 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

0537-04 Files relating to routine and administrative activities and events within counternarcotics activities

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

119 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

~~0537-05 Which are: reference copies of all above items held by any activity~~

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

non-record

0538 BALLISTIC MISSILE DEFENSE PLANS AND PROGRAMS

0538-01 Ballistic Missile Defense

Ballistic missile defense records relating to policy, planning, and interaction with OSD-level activities (Strategic Defense Initiative Organization, Ballistic Missile Defense Organization); to include requirements reviews, operational planning, and threat assessments, regarding national missile defense and theater missile defense.

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

(120) *Permanent. Retire to inactive storage facility when 5 years old. Transfer to NARA in 5-year blocks when 25 years old, after declassification review. Authority:*

0538-02 Files relating to oversight and assessments including correspondence, staff papers, reports, briefings, and similar documents relating to ballistic missile defense plans and programs

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

(121) *Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0538-03 Files relating to ballistic missile defense activities and operations

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

(122) *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0538-04 Files relating to routine and administrative activities and events relating to ballistic missile defense plans and programs

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

(123) *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0538-05 Which are: reference copies of all above items held by any activity

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

NON RECORD

0539 CLIMATOLOGICAL/ENVIRONMENTAL FILES

0539-01 Documents relating to policies, procedures, and technical guidance governing environmental service programs for JS/combatant command and OSD

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

(124) *Permanent. Cut off when superseded, hold 1 year, then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer by CY block to NARA after declassification review. Authority: NCI-218-84-1, item 338.*

0539-02 Which are: maintained by any JS/combatant command activity for reference (non-record)

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

NON RECORD

0539-03 GCCS/WWMCCS Environment Support System Database (GWESS)

The ESS database is accessible through either Crisis Action Weather Support System (CAWSS) or NESS processing mode. The Air Force Global Weather Center is a major source for this database.

Which are: maintained by DISA and managed by J-3

Data file updated as required. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NCI-218-89-2 item 111

Previously approved

Note: See 0543 for combatant command feeder systems

0539-04 Crisis Action Weather Support System (CAWSS)

This file consists of environmental condition data worldwide

Which are: maintained by DISA and managed by J-3

Data updated hourly. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NCI-218-89-2 item 013

Previously approved

Note: See 0543 for combatant command feeder systems

0539-05 Local Area Weather Routine (LOCAL)

LOCAL provides for the Washington, D.C., metropolitan area the latest observations from local terminals a short-range forecast, a climatological summary, and daily minimum and maximum temperatures. It is updated on an hourly basis as a byproduct of updating on the Observation File (OBS).

Which are: maintained by DISA and managed by J-3

Data updated hourly as a by-product of updating the OBS file. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NCI-218-89-2 item 047

0539-06 Miscellaneous Bulletin File (MIS1-MIS2)

This file contains a variety of bulletins such as alphanumeric information from the AFGWC selective display model. It is updated every 12 to 24 hours.

Which are: maintained by DISA and managed by J-3

Data updated every 12 to 24 hours. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NCI-218-89-2 item 052

Note: See 0543 for combatant command feeder systems

0539-07 Notice Bulletin File (NOTE). NOTE indicates which CAWSS files contain current information

It is updated as required.

Which are: maintained by DISA and managed by J-3

Data files updated as required. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NCI-218-89-2 item 065

Note: See 0543 for combatant command feeder systems

0539-08 Observation File (OBS)

OBS contains the latest observation for those weather stations and ships within the specific area of interest. It is updated at least once every 6 hours.

Which are: maintained by DISA and managed by J-3

Data updated at least once an hour. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NCI-218-89-2 item 065

Note: See 0543 for combatant command feeder systems

0539-09 Sea-State Bulletin File (SEA)

SEA contains information on waves, swells, high winds and other hazards to open ocean shipping. It is updated every 12 to 24 hours.

Which are: maintained by DISA and managed by J-3

Data updated every 12 to 14 hours. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NCI-218-89-2 item 089

Note: See 0543 for combatant command feeder systems

0539-10 Station List File (SLIST)

Provides a listing of world-wide weather stations of major significance and each station's ICAO code. It also indicates for which ICAO codes the database contains current observations and forecasts. Updated as required.

Which are: maintained by DISA and managed by J-3

Data files updated required. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NCI-218-89-2 item 091

Note: See 0543 for combatant command feeder systems

0539-11 Surf Bulletin File (SURF)

This file contains an analysis and specific data on SURF conditions for close shore activity, landing zones, and ports. It is updated every 12 to 24 hours.

Which are: maintained by DISA and managed by J-3

Data files updated every 12 to 24 hours. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NCI-218-89-2 item 098

all
previously
approved

Note: See 0543 for combatant command feeder systems

0539-12 Staff Weather Officer Bulletin (SW01-SW08)

This file contains plain language messages that contain current and expected conditions in a specified area and/or for a particular mission. It is updated every 12 to 24 hours.

Which are: maintained by DISA and managed by J-3

Data files updated every 12 to 24 hours. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 099

Note: See 0543 for combatant command feeder systems

0539-13 The Aerodrome Forecast File (TAFS)

TAFS contains the latest forecasts for those weather stations within the specific area of interest. It is updated once every 6 hours.

Which are: maintained by DISA and managed by J-3

Data files updated once every 6 hours. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 100

Note: See 0543 for combatant command feeder systems

0539-14 Time-Enroute Bulletin File (TER1-TER2)

This file contains time-enroute projections based on climatological data for standard routes of many tactical and strategic aircraft.

Which are: maintained by DISA and managed by J-3

Data files updated as required. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 101

Note: See 0543 for combatant command feeder systems

0539-15 Wind Bulletin File (WND1-WND3)

This file contains information on upper winds and/or information on low-level winds for particular applications, such as PARADROP. It is updated every 12 to 24 hours.

Which are: maintained by DISA and managed by J-3

Data files updated every 12 to 24 hours. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 113

Note: See 0543 for combatant command feeder systems

0540 BIOLOGICAL RECORDS

0540-01 Records relating to biological warfare plans and programs

Which are: maintained by any JS/combatant command activity

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

125

0540-02 General correspondence of a routine internal nature

Which are: maintained by any JS/combatant command activity

Destroy/delete when 3 years old. Authority:

126

0541 CHEMICAL RECORDS

0541-01 Records relating to chemical warfare plans and programs

Which are: maintained by any JS/combatant command activity

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

127

0541-02 General correspondence of a routine internal nature
Which are: maintained by any JS/combatant command activity
Destroy/delete when 3 years old. Authority:

128

0542 OPERATIONS, PLANNING, COMMAND, AND CONTROL ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0542-01 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:

129

0542-02 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:

130

0543 OPERATIONS, PLANNING, COMMAND, AND CONTROL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0543-01 Electronic systems at combatant command that serve as a feeder system to the JS

Which are: JS system is disposable

Destroy/delete when data is transmitted to JS or when superseded or obsolete, whichever is later. Authority:

131

~~0543-02 Which are: JS system is permanent
Submit SF 115 through combatant command records manger to JS for processing~~

instruction