

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-218-00-007

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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 19, COMPTROLLER'S AUTOMATED BUDGET SYSTEM (CABS): database

Item 20, COMPTROLLER'S AUTOMATED BUDGET SYSTEM (CABS): system documentation maintained by the JS

Item 21, PROGRAMMING AND BUDGET SYSTEM (PBS): database

Item 22, PROGRAMMING AND BUDGET SYSTEM (PBS): system documentation maintained by the JS

Item 45, NUCLEAR SAFETY PROGRAM: Policies, procedures, and guidance relating to the nuclear safety program

Item 50, Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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 1-18, 23-44, 46-47.

DAA-GRS-2016-0016-0002 supersedes item 48.

DAA-GRS 2017-0003- 0001 supersedes item 49.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS-DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		AVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER: <i>N1-21800.7</i>	
1. FROM (Agency or establishment) Department of Defense		DATE RECEIVED <i>11-10-99</i>	
2. MAJOR SUBDIVISION Joint Staff, Joint Secretariat		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Information Management Division, Rec Mgmt & Auto Spt Br.		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Sterling S. Smith, Jr. Joint Staff Records Manager	5. TELEPHONE (703) 697-6906	DATE <i>6-26-02</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>8 Nov 1999</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Sterling S. Smith, Jr.	TITLE Chief, Records Mgmt & Automation Spt Br Records Administrator	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	RECORDS OF THE JOINT STAFF AND CINC HEADQUARTERS This records disposition authority request covers the records of the Joint Staff and the combatant commanders - 0600 series, Logistics, Supply, Services, and Budget 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 0600 Logistics, Supply, Services, and Budget Records.		
<i>cc Agency, NR, NWRND, NWRMWA, NWRCTM</i>			

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CJCSM5760-01vol-II DispSch0600.doc

0600 SERIES--LOGISTICS, SUPPLY, SERVICES, AND BUDGET

0601 GENERAL LOGISTICS RECORDS

0601-01 Policies, procedures, and guidance relating to logistics activities including but not limited to airlift, sealift, ground transportation, stockpiling, ammunition (to include Explosive Ordnance Disposal (EOD)), petroleum, oils, and lubricants, and related maintenance

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

1

0601-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to logistics activities, including EOD

Which are: maintained by any JS/combatant command activity as the official record copy
Permanent, Retire to inactive storage facility, when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:

2

Cut off annually, hold 4 years, then per S. Smith e-mail 3-8-02

0601-03 Files relating to routine and administrative activities and events within logistics activities

Which are: maintained by any JS/combatant command activity as the official record copy
Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

3

0601-04 Which are: reference copies of all above items held by any activity
Delete/delete when superseded, obsolete, or no longer needed for reference

NONRECORD

0602 MOBILIZATION LOGISTICS RECORDS

0602-01 Policies, procedures, and guidance relating to mobilization logistical activities such as prepositioning equipment and materials, rations, etc.

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

4

0602-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to mobilization logistical activities

Which are: maintained by any JS/combatant command activity as the official record copy
Permanent, Retire to inactive storage facility, when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:

5

Cut off annually, hold 4 years, then per S. Smith e-mail 3-8-02

0602-03 Files relating to routine and administrative activities and events within mobilization logistical activities

Which are: maintained by any JS/combatant command activity as the official record copy
Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

6

0602-04 Nuclear weapons stock record accounts

Which are: supply records or materiel courier receipts
Destroy/delete 7 months after audit of the account. Authority:

7

0602-05 Which are: reference copies of all above items held by any activity
Delete/delete when superseded, obsolete, or no longer needed for reference

NONRECORD

0603 NUCLEAR, BIOLOGICAL, AND CHEMICAL WEAPONS LOGISTICS

0603-01 Policies, procedures, and guidance relating to the storage, maintenance, and movement of nuclear, biological, and chemical weapons

Which are: maintained by any JS/combatant command activity as the official record copy
Permanent. After revision, supersession, or cancellation, hold 5 years then transfer by CY block to inactive storage

8

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facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

0603-02 Files relating to oversight and assessment of nuclear, biological, and chemical weapons including correspondence, staff papers, reports and similar documents

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

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

Cut off annually, hold 10 years, then

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

0603-03 Files relating to routine and administrative activities and events related to nuclear, biological, and chemical logistics to include storage, maintenance, and movement

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

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

0603-04 Which are: ~~reference copies of all above items held by any activity~~
~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

NONRECORD

0604 MOBILIZATION SUPPORT MATERIALS

0604-01 Policies, procedures, and guidance relating to the storage, maintenance, and distribution of mobilization support materials other than fuel, weapons, ammunition, and equipment (e.g. rations, water)

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

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:

0604-02 Files relating to routine and administrative activities and events relating to the storage, maintenance, and distribution of mobilization support materials

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

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

0604-03 Which are: ~~reference copies of all above items held by any activity~~
~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

NONRECORD

0605 PLANNING, PROGRAMMING, AND BUDGET SYSTEM

0605-01 Policies, procedures, and guidance relating to the planning, programming, and budget system

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

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

0605-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to the planning, programming, and budget system

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

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

Cut off annually, hold 10 years, then

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

0605-03 Files relating to routine and administrative activities and events within the planning, programming, and budget system

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

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

0605-04 Which are: ~~reference copies of all above items held by any activity~~
~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

NONRECORD

0606 BUDGET ESTIMATES AND JUSTIFICATIONS & PROGRAM OBJECTIVE MEMORANDUM (POM) RECORDS

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0606-01 Budget estimates, preparation, development, review, justification, submission, defense, approval, and justification of the budget. includes proposed appropriation sheets, narrative statements, and related schedules and data to include justification documentation and submission documents for the POM

Which are: maintained by the JS/combatant command Comptroller, as the official record copy

(16) *Permanent. Cut off annually at end of FY, hold 2 years, then transfer by FY block to inactive storage facility. 25 years after cutoff transfer in 5-year FY blocks to NARA after declassification review. Authority: NCI-218-84-1 item 394*

0606-02 Which are: prepared by JS/combatant command activities to document budget requirements

(17) *Cut off annually at end of FY, hold 1 year, then destroy. Authority: NCI-218-84-1 item 395*

0606-03 Files relating to routine and administrative activities

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

(18) *Cut off annually, at end of FY, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

~~0606-04 Which are maintained by other activities for reference (nonrecord)~~

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

NONRECORD

0607 COMPTROLLER'S AUTOMATED BUDGET SYSTEM (CABS)

0607-01 CABS database

CABS is an automated financial management system that was designed to streamline the JS Comptroller and directorate procedures for managing resources, processing financial documents, and reconciling records and official Washington Headquarter Service (WHS) records. CABS users can produce Travel Orders (DD 1610s), Training Requests (DD 1556s), MIPRs, DD 1262s, and SF 34s. To access this database, permission must be received from the owner of the host database. The JS Comptroller is the OPR for the CABS database

Which are: system data maintained by the JS

(19) *Temporary. Destroy/delete after GAO audit or after 6 years, whichever is sooner.*

0607-02 Which are: system documentation maintained by the JS

(20) *Destroy/delete after system is terminated and all system data has been disposed.*

~~0607-03 Which are: system input maintained by the JS~~

~~Apply approved authorized disposal found elsewhere in this schedule or the Service schedules as applicable.~~

instruction

0607-04 Which are: system output maintained by the JS

Official record copies scheduled elsewhere. Other copies maintained for reference, destroy/delete when no longer needed.

NONRECORD

0608 PROGRAMMING AND BUDGET SYSTEM (PBS)

0608-01 PBS database

The PBS Database Management System (DBMS) application is designed to assist the JS Comptroller staff in preparing the JS budget. The PBS consists of programs and related data files that provide the ability to manage the JS budget through screen handling, data queries, and reports. JS personnel responsible for the formulation of changes to the JS budget can examine current and historical budget data, create and edit Decision Joint Requirements Packages (DJRPs), and submit DJRPs for review, validation, and possible approval. Approved DJRPs are then merged into the JS budget. JS personnel involved in development of the JS budget can review proposed DJRPs, manage budget data, manage administrative data relative to database functions, and review funded programs. To access this database, permission must be received from the owner of the host database. The JS Comptroller is the OPR for the PBS database

Which are: system data maintained by the JS

(21) *Temporary. Destroy/delete after GAO audit or after 6 years, whichever is sooner.*

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(22) 0608-02 Which are: system documentation maintained by the JS
 Destroy/delete after system is terminated and all system data has been disposed.

~~0608-03 Which are: system input maintained by the JS
 Apply approved authorized disposal found elsewhere in this schedule or the Service schedules as applicable.~~

Instruction

~~0608-04 Which are: system output maintained by the JS
 Official record copies scheduled elsewhere. Other copies maintained for reference, destroy/delete when no longer needed.~~

NONRECORD

0609 FINANCIAL MANAGEMENT

0609-01 Policies, procedures, and guidance relating to financial management activities

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

(23) 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:

0609-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to financial management activities

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

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

~~0609-03 Files relating to specific financial management activities (e.g. expenditure accounting, preparation of accounting ledgers, reconciliations, journals, unit funds, financial property accounting, cost accounting)~~

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

~~Cut off annually, destroy/delete when no longer needed for reference. Authority:~~

NONRECORD

Note: Information copies only—JS record copies maintained by WHS, Accounting

0609-04 Files relating to routine and administrative activities and events within financial management

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

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

~~0609-05 Which are: reference copies of all above items held by any activity~~

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

NONRECORD

0609-06 Government Contractor-Issued Travel Card. Administrative support and control of charge cards (e.g. American Express, Diners Club) including card application form, applicant acknowledgements, delinquent notices, account cancellation control log, maintenance form, account transfer notice, card agreement, projected renewal report, account summary list management report, audit management report, expense activity analysis, expense variance report, member list, airline credit report, travel activity report, volume report, aging and status analysis report, cardholder write-off recovery report, delinquency report, trial balance, monthly statistical report, payment coupon, payment summary account activity, and related records.

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

(26) Destroy 3 year after the later of either closure of appropriate account or settlement of any outstanding claim or discrepancy. [GRS 6, item 5b]

0610 PAYROLL

0610-01 Bi-weekly cost reports

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

(27) Cut off annually at end of CY, hold 2 years, then destroy. Authority: NCI-218-86-1 item 106

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

0610-02 Overtime reports and related documents

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

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28 Cut off annually at end of FY, hold 3 years, then destroy. Authority: ~~NCI-218-86-1 item 107~~
NCI-218-84-1, item 160

0610-03 Which are: maintained by other JS/combatant command activities
29 Cut off annually at end of FY, hold 3 years, then destroy. Authority: NCI-218-86-1 item 108

0611 PROCUREMENT

0611-01 Policies, procedures, and guidance relating to procurement activities
Which are: maintained by any JS/combatant command activity as the official record copy
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:

30 0611-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to procurement activities
Which are: maintained by any JS/combatant command activity as the official record copy
Permanent. Retire to inactive storage facility, ~~when 4 years old~~. Transfer to NARA when 25 years old, after declassification review. Authority: ~~Cut off annually, hold 4 years, then~~ per S. Smith e-mail 3-8-02

0611-03 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

0611-04 Routine procurement files
Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. Procurement or purchase organization copy, and related papers. Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining simplified acquisition threshold)
Which are: transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000 and are maintained by JS/combatant command as official record copy
Destroy/delete 6 years and 3 months after final payment. GRS 3 item 3a(1)(a). GRS

0611-05 Which are: transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000 and are maintained by JS/combatant command as official record copy
Destroy/delete 3 years after final payment. GRS 3 item 3a(1)(b). GRS

0611-06 Which are: transactions dated earlier than July 3, 1995. Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000 and maintained by JS/combatant command as official record copy
Destroy/delete 6 years and 3 months after final payment. GRS 3 item 3a(2)(a). GRS Deleted per S. Smith e-mail 3-8-02

0611-07 Which are: transactions ^{dated earlier than July 3, 1995} that utilize small purchase procedures and all construction contracts under \$2,000 and maintained by JS/combatant command as official record copy
Destroy/delete 3 years after final payment. GRS 3 item 3a(2)(b) GRS Deleted per S. Smith e-mail 3-8-02

0611-08 Obligation copy
Which are: maintained by JS/combatant command as official record copy
Destroy/delete when funds are obligated. GRS 3 item 3b GRS

0611-09 Other copies of records described above used by component elements of a procurement office for administrative purposes
Which are: maintained by JS/combatant command as official record copy
Destroy/delete upon termination or completion of action. GRS 3 item 3c GRS

0611-10 per S. Smith e-mail 5-9-02
~~0613-10~~ International Merchants Purchase Authorization Card (IMPAC) Administration
Administrative support and control of the IMPAC system and associated cards and checks e.g. card application forms, acknowledgements of receipt; delinquent and transfer notices; account cancellation control logs, tax reimbursement receipts; maintenance forms; payment summaries, and related reports

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Which are: maintained by JS/combatant command as official record copy
Destroy/delete upon termination or completion of action. Authority:

GRS 3, item 3c

0612 CONTRACT APPEALS CASE FILES

0612-01 Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers

Which are: records created prior to October 1, 1979 and maintained by JS/combatant command as official record copy
Destroy 6 years, 3 months after final action on decision Authority: GRS 3, item 15a

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

0612-02 Which are: records created after September 30, 1979 and are maintained by JS/combatant command as official record copy
Destroy 1 year after final action on decision. Authority: GRS 3, item 15b

0613 (604) SUPPLY, PROPERTY AND SPACE MANAGEMENT, AND SERVICES

0613-01 Policies, procedures, and guidance relating to supply and property management activities

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

(32)

0613-02 Files relating to routine administrative supply and property management activities (e.g. storage and warehousing, inventories, requisitions (to include nonpersonal services), reports of survey and bills of lading, property and space management, property accounting books and receipts, packing and shipping)

Which are: maintained by any JS/combatant command activity as the official record copy
Cut off annually, destroy/delete when superseded, obsolete, or 2 years old whichever is later. Authority:

(33)

0613-03 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

0613-04 (604-03) Supply Management Information System Master Files (SMIS)

This file consists of procurement actions and information on supply functions. Included within this file are: asset balance file, art collection inventory, accountability master file, accounting table, budget file table, SMIS budget file, daily transaction file, dues file, object classification table, 1262 action file 1262 file, source code file and transaction history file

Which are: maintained by JSSSO with maintenance responsibilities and JSSSO with JS/combatant command office of primary responsibilities

Data files updated as required. Housekeeping system--JSI5760.2, 1003-1, disposition is that of the hard copy documenting the same process, transaction, or case. 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 092

Previously approved

0613-05 USSTRATCOM supply system management.

Consisting of: USSTRATCOM forms

Which are: at USSTRATCOM supply support of maintenance activities
Destroy/delete after 1 year. Authority:

(34)

0614 TRANSPORTATION, TRAVEL, AND PASSENGER REIMBURSEMENT

0614-01 Policies, procedures, and guidance relating to transportation and travel

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

(35)

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0614-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to transportation and travel

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

- (36) *Permanent. Retire to inactive storage facility, when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority: per S. Smith e-mail 3-8-02*
cut off annually, hold 4 years, then

0614-03 Files relating to operational activities and events within transportation and travel

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

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

0614-04 Files relating to routine and administrative activities and events within transportation and travel (e.g. accountability records, requests, vouchers, registers, area clearances, cargo and freight shipments)

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

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

~~0614-05 Travel administrative office files to include records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel~~

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

~~Cut off annually at end of FY, hold 3 years, then destroy. Authority: GRS 9 item 3a~~

GRS

0614-06 Obligation copies

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

Destroy/delete when funds are obligated. Authority: GRS 9 item 3b

GRS

0614-07 Which are: maintained by other JS/combatant command activities as a reference copy (nonrecord)

NON RECORD

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

0615 GROUND SUPPORT EQUIPMENT AND MAINTENANCE RECORDS

0615-01 Files relating to guidance, procedures, operational activities and events within ground support equipment and maintenance

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

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

0615-02 Files relating to routine and administrative activities and events within ground support equipment and maintenance records (e.g. testing and calibration, maintenance records, inspections, logs)

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

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

~~0615-03 Which are: reference copies of all above items held by any activity~~

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

NONRECORD

0616 GENERAL SAFETY RECORDS

0616-01 Files relating to guidance and procedures for safety programs (e.g. awareness, training, accident and incident, standards, surveys, hazards)

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

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

0616-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to safety programs (e.g. inspections, evaluations)

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

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

0616-03 Files relating to routine and administrative activities and events within safety programs

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(43) Which are: maintained by any JS/combatant command activity as the official record copy
Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

~~0616-04 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

0617 NUCLEAR SAFETY PROGRAM

0617-01 Policies, procedures, and guidance relating to the nuclear safety program

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

(44) 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:

0617-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to the nuclear safety program

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

(45) PERMANENT. Cut off annually, destroy/delete 25 years after cutoff unless needed longer for reference activities. Authority: at end of CY. Retire to inactive storage facility when 5 years old. Transfer to NARA when 25 years old after declassification review. Per S. Smith e-mail 5-9-02

0617-03 Files relating to nuclear operational activities and events

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

(46) Cut off annually, destroy/delete 25 years after cutoff unless needed longer for reference activities. Authority:

0617-04 Files relating to routine and administrative activities and events within the nuclear safety program

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

(47) Cut off annually, destroy/delete 15 years after cutoff unless needed longer for reference activities. Authority:

~~0617-05 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

0618 LOGISTICS, SUPPLY, SERVICES, AND BUDGET ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0618-01 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

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

0618-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

(49) Destroy/delete when dissemination, revision, or updating is completed.

0619 LOGISTICS, SUPPLY, SERVICES, AND BUDGET COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0619-01 Electronic systems at combatant command that serve as a feeder system to the JS

Which are: JS system is disposable

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

~~0619-02 Which are: JS system is permanent
Submit SF 115 through combatant command records manger to JS for processing~~

instruction