NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE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Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

ACCUREST FOR RECORDS.DISPOSITION AUTHORITY USE Instructions on reverse! ACCUREST FOR RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 TO: MATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 IFOM Agency or retubilisment! Department: of Defense Date RECORDS ADMINISTRATION (NIR) WI.2012 20408 Joint Staff, Joint Secretariat 3. MNOR SUBDIVISION Internation Management Division, Rec Mgmt & Auto Spt Br. Increastion Management Division of this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached of this agency or will work be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Thie 8 of the GAO Manual for Guidance of Federal Agencies,	•. • ••					
ISEE INSTRUCTIONS ON REVERSE! OUR NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR): WASHINGTON, DC 20408 I. FROM Agency or establishment) Department of Defense DATE RECEIVED 2. MAJOR SUBDIVISION Joint Staff Joint Secretariat 3. MNOR SUBDIVISION Information Management Division, Rec Mgmt & Auto Spt Br. A NAME OF PERSON WITH WHOM TO CONFER Staff Records Manager C. AGENCY CERTIFICATION Intervision Staff Records Manager Colspan="2">COLSPAN= Staff Records Manager Colspan="2">Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" <td< td=""><td>REQUEST</td><td>FOR RECORDS-DISPOSITIO</td><td>ON AUTHORITY</td><td></td><td></td><td>A use only)</td></td<>	REQUEST	FOR RECORDS-DISPOSITIO	ON AUTHORITY			A use only)
WASHINGTON, DC: 20408 1.1-0.9-9 1. FROM (Agancy or establishment) Physics Department of Defende					N1.2	18.00.7
Department of Defense 2. MAUOR SUBDIVISION Joint Staff, Joint Secretariat 3. MEROR SUBDIVISION Information Management Division, Rec Mgmt & Auto Spt Br. Information Management Division, Rec Mgmt & Auto Spt Br. A. NAME OF PERSON WITH WHOM TO CONFER Sterling S. Smith, Jr. Joint Staff Records Manager (703) 697-6906 In accounting Office, under the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Mamual for Guidance of Federal Agencies, is not required; is attached; or DATE SIGNATURE OF AGENCY CENTREATION In accounting Office, under the provisions of Title 8 of the GAO Mamual for Guidance of Federal Agencies, is not required; is attached; or DATE NEODES. OF THE JOINT STAFF AND CIPCL HEADQUARTERS This executing Staff and the combatant commanders - 0600 series, LOGISTICS STAFF, AND CIPCL HEADQUARTERS This coords a disposition actual Visual Staff and the recented into the comprehensive disposition schedule in the recented into the comprehensive disposition schedule in the recented into the comprehensive disposition schedule in the recent all Budget 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 rev Joint Staff and CINC Records Mangement Manual - Volume II- Disposition Schedule, CUCSM 5760.02. These disposition authorities will me be implemented until 1 January 2001. Skelles TITLE 0600 Records. Mark AMD, NOMMA, MWCTM 115-109 PREVIOUS EDITION OF TREM AND, NOMMA, MWCTM 115-109 PREVIOUS EDITION TO Stable There are a stached will be incorporated into the comprehensive disposition schedule, CUCSM 5760.02. These disposition authorities will me be implemented until 1 January 2001. Skalles TITLE 0600 Records. PREVIOUS EDITION TO USALLE STANDARD FORM 115, (REV. 201)			ISTRATION (NIR)	D	ATE RECEIVED	-99
2. MAOR SUBDIVISION Joint Staff, Joint Secretariat In secondace with her provides of 44 U.S.C. 2305 the dependence of 45 U.S.C. 2005 the dependence of 4					NOTIFICATION TO	AGENCY
Joint Staff, Joint Secretariat U.S.C. Julk Be dependence relation to the secretariat J. MNOR SUBDIVISION Information Management Division, Rec Mgmt & Auto Spt Br. Information Management Division, Rec Mgmt & Auto Spt Br. Information Management Division, Rec Mgmt & Auto Spt Br. A. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Staff Records Manager (703) 697-6906 B. AGENCY CENTIFICATION B. TELEPHONE Thereby 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			······································		In accordance with the provi	isions of 44
Information Management Division, Rec Mgmt & Auto Spt Br. Interpretation Management Division, Rec Mgmt & Auto Spt Br. A. NAME OF PERSON WITH WHOM TO CONFER Stepring S. Smith, Jr. 5. TELEPHONE (703) 697-6906 Interpretation Management Division of Mission o					U.S.C. 3303a the disposition including amendments, is ap	n request, proved except
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE DATE Ancyver or the untrephrate Sterling S. Smith, Jr. JOINT Staff Records Manager DATE Ancyver or the untrephrate 10 int Staff Records Manager (703) 697-6906 DATE Ancyver or the untrephrate 6. ACENCY CERTIFICATION Increade and only the analysis of this agency in matters pertaining to the disposition of its records and that its records proposed for disposal on the attached matters pertaining to the disposition of 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 Thite 8 of the GAO Manual for Guidance of Federal Agencies, Image: Staff and the Concentry Representative TITLE 7. MAN Subscription OF THEM AND PROPOSED DISPOSITION Subscription Staff and the combatant commanders of the Joint Staff and the combatant commanders - 0600 series, Logistion schedule in the new Joint Staff and CINC Records Mgmet II Joint Staff and the concords disposition authority request covers the records of the Joint Staff and the concords disposition authority is pervices, and Budget Records. Staff and CINC Records Mgmet II January 2001. SERIES TITLE 0600 Logistics, Supply, Services, and Budget Records. Max Max Marker 115-109 Max Max Max Max Marker 115-109 Max Max Max Marker 115-109 Max			mt & Buto O-+	_	for items that may be marke not approved" or "withdraw	a aisposition n" in column 10.
Storling S. Smith, Jz. Zoint Staff Records Manager (703) 697-6906 6.26-02 WMWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWW						
6: AGENCY CERTIFICATION 1 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 attachedpage(5) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, Is not required; is attached; or In as been requested. DATE SIGNESALUPE OF GENVY REPRESENTATIVE TITLE B Nov 1970 Steward ing Smith. Jr. TITLE THM B. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUPERSEDED TOOL OF ITEM AND PROPOSED DISPOSITION SUPERSEDED TOOL OF ITEM AND PROPOSED DISPOSITION RECORDS OF THE JOINT STAFP AND CINC HEADQUARTERS This records disposition authority request covers the records of the Joint Staff and the combatant commanders - 0 600 series, Joint Staff and the combosition and brit is laposition authorities will not be implemented until 1 January 2001. SERIES TITLE SERIES TITLE 0600 Elegistics, Supply, Services, and Budget Records. StanDard Form 115 (REV. 3.81) 115-109 PREVEONS TEDON OF COMPAND, NUMMAT, NUMCTIM	Sterling S.	Smith, Jr.			HIND.	PI
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records some 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. I hereby certify that I am authorized to act 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. I has been requested. I is attached; or I is attached; or I has been requested. DATE Signature OF GENKY REPRESENTATIVE B Nov 1970 Signature OF GENKY REPRESENTATIVE Trice Standards of the Joint Staff and that written conclusions of the Automation Spt Br Records Administrator This records disposition outhority request covers the records of the Joint Staff and the combrand commanders of the Joint Staff and the the Administration authorities will not be implemented until 1 January 2001. Staff and CINC Records Management Hanual- Volume II-Disposition Schedule, CISC Stofe Stofe, Staff Stofe				6	-26-02 Mohn W.	and _
B Nov 1999 Starting & Smith, Jr. Chief, Records Mgmt & Automation Spt Br Records Administrator The starting & Smith, Jr. B. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION S. GRS OR 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 JOB CITATION TAKEN INARA 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 O600 Logistics, Supply, Services, and Budget Records. Model Description Logistics, Supply, Services, and Budget Records. Non Management Manual - Volume II- Disposition schedule, CJCSM 5760.02. These disposition authorities will not be implemented until 1 January 2001. SERIES TITLE O600 Logistics, Supply, Services, and Budget Records. Total Staff and CINC FROM Staff and	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 attachedpage(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is not required; is attached; or has been requested.					
TEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUPERSEDED JOB CITATION 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. SERIES TITLE 0600 Logistics, Supply, Services, and Budget Records.			Cł	nief, R		ation Spt Br
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, CJCSN 5760.02. These disposition authorities will not be implemented until 1 January 2001. SERIES TITLE 0600 Logistics, Supply, Services, and Budget Records. 115-109 NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE STANDARD FORM 115 (REV. 3-91) PREVIOUS EDITION NOT USABLE	ITEM	8. DESCRIPTION OF ITEM AND PROP	POSED DISPOSITION	4	SUPERSEDED	TAKEN (NARA
PREVIOUS EDITION NOT USABLE Prescribed by NARA	This re records - 0600 Records compreh Staff a Disposi authori 2001. SERIES 0600	Agency, NR, NWM	y request cover e combatant com Services, and corporated into e in the new Jo Manual- Volume 02. These dispo ed until 1 Janu es, and Budget (D, NWMW).	s the manders Budget the int II- sition ary	WCTM	
			4064 F USABLE		STANDARD FORM	115 (REV. 3-91) scribed by NARA

Susan ELTER - CJCSM5760-01vol-II DispSeb0600.doc	
--	--

Page 1

1 1

CJC8M5760-01vol-II Disp8ch0600.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, 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:

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 per 5.5m.th, e-mine 3-8-02 declassification review. Authority:

Cut off annually, hold of years, then e-mail 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:

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

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

4) 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:

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: per S. Smith e-mill 3-8-02

Cut off annually, held 4 years them 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:

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:

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, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage

ゴ

5

(6)

Susan ELT	ER - CJCSM5760-01vol-II DispSet0600.doc	CJCS 5760.01 Vol II	Page 2
	', Øg	, 1 October 2000	
	facility. When 25 years old, transfer in 5-year blocks to NARA, af	er declassification review. Authority:	
	0603-02 Files relating to oversight and assessment of nuclear, bio correspondence, staff papers, reports and similar documents Which are: maintained by any JS/combatant command activity as		
Ŷ	Permanent, Retire to inactive storage facility, when 10 years old. I declassification review. Authority: Cut off annually, hold 10 years then		
	0603-03 Files relating to routine and administrative activities and logistics to include storage, maintenance, and movement Which are: maintained by any JS/combatant command activity as	events related to nuclear, biological, and chemical	
(10)	Cut off annually, destroy/delete 5 years after cutoff unless needed		
	0603-04 Which are: reference copies of all above items held by an Delete/delete when superseded, obsolete, or no longer needed for		D
	0604 MOBILIZATION SUPPORT MATERIALS		
(1)	0604-01 Policies, procedures, and guidance relating to the storage support materials other than fuel, weapons, ammunition, and equi Which are: maintained by any JS/combatant command activity as Permanent. After revision, supercession, or cancellation hold 5 yes facility. When 25 years old, transfer in 5-year blocks to NARA, after	pment (e.g. rations, water) the official record copy ears then transfer by CY block to inactive storage	
(12)	0604-02 Files relating to routine and administrative activities and distribution of mobilization support materials Which are: maintained by any JS/combatant command activity as <i>Cut off annually, destroy/delete 5 years after cutoff unless needed</i>	the official record copy	
<u> </u>	0604-03 Which are: reference copies of all above items held by an Delete/delete when superseded, obsolete, or no longer needed for		LCRD
	0605 PLANNING, PROGRAMMING, AND BUDGET SYSTEM	L	
(13)	0605-01 Policies, procedures, and guidance relating to the plannin Which are: maintained by any JS/combatant command activity as Permanent. After revision, supercession, or cancellation hold 5 yes facility. When 25 years old, transfer in 5-year blocks to NARA, after	the official record copy ears then transfer by FY block to inactive storage	
	0605-02 Files relating to oversight and assessments including condocuments relating to the planning, programming, and budget sys	respondence, staff papers, reports and similar tem	
(14)	Which are: maintained by any JS/combatant command activity as Permanent, Retire to inactive storage facility, when 10 years old. The declassification review. Authority:	Transfer to NARA when 25 years old, after	-
	Cut off annually, hold 10 years, the 0605-03 Files relating to routine and administrative activities and budget system		2
K	Which are: maintained by any JS/combatant command activity as Cut off annually, at end of FY, destroy/delete 5 years after cutoff a Authority:		
	0605-04 Which are: reference copies of all above items held by an Delete/delete when superseded, obsolete, or no longer needed for		\$
	0606 <u>BUDGET ESTIMATES AND JUSTIFICATIONS & PROG</u> (POM) RECORDS	RAM OBJECTIVE MEMORANDUM	
	D.A.		

Susan ELT	ER - CJCSM5760-01vol-II DispSeb0600.doc	C ICOME760 01 V-1 II	Page 3
		CJCS 5760.01 Vol II 1 October 2000	
(16)	0606-01 Budget estimates, preparation, development, revie justification of the budget. includes proposed appropriation data to include justification documentation and submission Which are: maintained by the JS/combatant command Com Permanent. Cut off annually at end of FY, hold 2 years, the years after cutoff transfer in 5-year FY blocks to NARA after 394	sheets, narrative statements, and related schedules and documents for the POM ptroller, as the official record copy <i>n transfer by FY block to inactive storage facility. 25</i>	
(\mathbf{r})	0606-02 Which are: prepared by JS/combatant command as Cut off annually at end of FY, hold 1 year, then destroy. Au		
(18)	0606-03 Files relating to routine and administrative activitie Which are: maintained by any JS/combatant command activ Cut off annually, at end of FY, destroy/delete 5 years after of Authority:	vity as the official record copy	
	0606-04 Which are maintained by other activities for refere Destroy/delete when no longer needed.	nce (nonrecord) NONRECORD	
	0607 COMPTROLLER'S AUTOMATED BUDGET SYST	E <u>M (CABS)</u>	
(19)	0607-01 CABS database CABS is an automated financial management system that we directorate procedures for managing resources, processing is Washington Headquarter Service (WHS) records. CABS us Requests (DD 1556s), MIPRs, DD 1262s, and SF 34s. To a owner of the host database. The JS Comptroller is the OPR Which are: system data maintained by the JS Temporary. Destroy/delete after GAO audit or after 6 years	Inancial documents, and reconciling records and official ers can produce Travel Orders (DD 1610s), Training ccess this database, permission must be received from the for the CABS database	
(20)	0607-02 Which are: system documentation maintained by t Destroy/delete after system is terminated and all system dat		
	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.	truction
	0607-04 Which are: system output maintained by the JS Official record copies scheduled elsewhere. Other copies m needed.	aintained for reference, destroy/delete when no longer	N RECORD
	0608 PROGRAMMING AND BUDGET SYSTEM (PBS)		-
	0608-01PBS database The PBS Database Management System (DBMS) application preparing the JS budget. The PBS consists of programs and JS budget through screen handling, data queries, and report changes to the JS budget can examine current and historical Packages (DJRPs), and submit DJRPS for review, validation merged into the JS budget. JS personnel involved in develor manage budget data, manage administrative data relative to access this database, permission must be received from the OPR for the PBS database	related data files that provide the ability to manage the s. JS personnel responsible for the formulation of budget data, create and edit Decision Joint Requirements n, and possible approval. Approved DJRPs are then pment of the JS budget can review proposed DJRPs, database functions, and review funded programs. To	

.

Which are: system data maintained by the JS Temporary. Destroy/delete after GAO audit or after 6 years, whichever is sooner.

aneli	ER - CJCSM5760-01vol-II DispSeb0600.doc	CJCS 5760.01 Vol II	Paç
	۲۰ ک ۲۰	, 1 October 2000	
(J)	0608-02 Which are: system documentation maintained by the JS Destroy/delete after system is terminated and all system data ha		
	0608-03 Which are: system input maintained by the JS Apply approved authorized disposal found elsewhere in this sch	edule 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 needed.	ained for reference, destroy/delete when no lo	nger NoNRGC o
	0609 <u>FINANCIAL MANAGEMENT</u>		
(23)	0609-01 Policies, procedures, and guidance relating to financial Which are: maintained by any JS/combatant command activity a Permanent. After revision, supercession, or cancellation hold 5 facility. When 25 years old, transfer in 5-year blocks to NARA, o	as the official record copy years then transfer by CY block to inactive sto	orage
(27) (27)	0609-02 Files relating to oversight and assessments including co documents relating to financial management activities Which are: maintained by any JS/combatant command activity a Permanent. Retire to inactive storage facility when 4 years old. declassification review. Authority:	as the official record copy	ar
	0609-03 Files relating to specific financial management activitie accounting ledgers, reconciliations, journals, unit funds, financia Which are: maintained by any JS activity as the official record of	al property accounting, cost accounting) copy	
	Cut off annually, destroy/delete when no longer needed for refer		LECORD
	Note: Information copies only—JS record copies maintained by		
25	0609-04 Files relating to routine and administrative activities an Which are: maintained by any JS/combatant command activity a Cut off annually, destroy/delete 5 years after cutoff unless needed	as the official record copy	
	0609-05 Which are: reference copies of all above items held by Delete/delete when superseded, obsolete, or no longer needed for		IRECORD
(56)	0609-06 Government Contractor-Issued Travel Card. Administ American Express, Diners Club) including card application form account cancellation control log, maintenance form, account trai report, account summary list management report, audit manager variance report, member list, airline credit report, travel activity report, cardholder write-off recovery report, delinquency report, coupon, payment summary account activity, and related records Which are: maintained by any JS/combatand command activity Destroy 3 year after the later of either closure of appropriate acc discrepancy. [GRS 6, item 5b]	n, applicant acknowledgements, delinquent no nsfer notice, card agreement, projected renews ment report, expense activity analysis, expense report, volume report, aging and status analys , trial balance, monthly statistical report, payn as the official record copy	otices, al e sis nent

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 & 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

	ER - CJCSM5760-01vol-II DispSch0600.doc	CJCS 5760.01 Vol II	Page
	ייי אין אין אין אין אין אין אין אין אין	, 1 October 2000	
(2 8)	Cut off annually at end of FY, hold 3 years, then destroy. Authori	W: NC1-218-96-1-item-107	
(JB)		NCI-218-84-1, item 160	
(2 9)	0610-03 Which are: maintained by other JS/combatant command Cut off annually at end of FY, hold 3 years, then destroy. Authori		
	0611 PROCUREMENT		
	0611-01 Policies, procedures, and guidance relating to procureme Which are: maintained by any JS/combatant command activity as	the official record copy	
30	Permanent. After revision, supercession, or cancellation hold 5 y. facility. When 25 years old, transfer in 5-year blocks to NARA, af		
	0611-02 Files relating to oversight and assessments including cor documents relating to procurement activities		
31	Which are: maintained by any JS/combatant command activity as Permanent, Retire to inactive storage facility, when 4 years old. T declassification review. Authority:Cu+ off annually, h	the official record copy ransfer to NARA when 25 years old, after old 4 years, then Per S. Smither 3-X-07	- mail
	0611-03 Which are: reference copies of all above items held by a Delete/delete when superseded, obsolete, or no longer needed for	ny activity	
	0611-04 Routine procurement files Contract, requisition, purchase order, lease, and bond and surety p papers pertaining to award, administration, receipt, inspection and copy, and related papers. Transaction dated on or after July 3, 199 Regulations (FAR) rule defining simplified acquisition threshold) Which are: transactions that exceed the simplified acquisition threshold	1 payment. Procurement or purchase organization 05 (the effective date of the Federal Acquisition	
	\$2,000 and are maintained by JS/combatant command as official Destroy/delete 6 years and 3 months after final payment. GRS 3 is		
	0611-05 Which are: transactions at or below the simplified acquis below \$2,000 and are maintained by JS/combatant command as or Destroy/delete 3 years after final payment. GRS 3 item $3a(1)(b)$.	fficial record copy	r
		GRS	
	0611-06 Which are: transactions dated earlier than July 3, 1995. T procedures and all construction contracts exceeding \$2,000 and n record copy		
	Destroy/delete 6 years and 3 months after final payment. GRS 3 in	tem $3a(2)(a)$. GRS as $a = 0.3$	-8-07
	Jaked earlier than July 0611-07 Which are: transactions that utilize small purchase proce and maintained by JS/combatant command as official record cop	dures and all construction contracts under \$2,000	. Ci
	Destroy/delete 3 years after final payment. GRS 3 item 3a(2)(b)	GRS e-mail 3-	8-02
	0611-08 Obligation copy Which are: maintained by JS/combatant command as official reco Destroy/delete when funds are obligated. GRS 3 item 3b	\mathbf{X}	
	0611-09 Other copies of records described above used by comport administrative purposes	- \	
	Which are: maintained by JS/combatant command as official reco Destroy/delete upon termination or completion of action. GRS 3 is 0.6(1-1.0) per S. Smith e-mail 5-9-92	tem 3c GRS	
	0611-10 per 5. Smith e-mill 5-9-02 -0613-10-International Merchants Purchase Authorization Card (II Administrative support and control of the IMPAC system and ass forms, acknowledgements of receipt; delinquent and transfer noti reimbursement receipts; maintenance forms; payment summaries,	ociated cards and checks e.g. card application ces; account cancellation control logs, tax	
	B-5		\mathbf{N}

Susan ELT	ER - CJCSM5760-01vol-II DispSeb0600.doc CJCS 5760.01 Vol II	Page
	. 1 October 2000	
``	Which are: maintained by JS/combatant command as official record copy Destroy/delete-upon termination or completion of action. Authority: GRS3, item 3 C	
	0612 CONTRACT APPEALS CASE FILES	
Deleted phr s.Smith e-mail	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	
-8-02	0612-02 Which are: records created after September 30, 1979 and are maintained by JS/combatant-command as official record copy	
	Destroy I year after final action on decision. Authority: GRS 3, item 15b	
	0613 (604) SUPPLY, PROPERTY AND SPACE MANAGEMENT, AND SERVICES	
(32)	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:	
(33)	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 <i>Cut off annually, destroy/delete when superseded, obsolete, or 2 years old whichever is later. Authority:</i>	
	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 RECERD	
	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 systemJSI5760.2, 1003-1, disposition is that of the hard copy	onsly
	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	
(34)	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:	
	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:	

 Actober 2000 Optober 2000 Optob	isan ELT	ER - CJCSM5760-01vol-II DispSeb0600.doc	CJCS 5760.01 Vol II	Page
documents relating to transportation and travel Which are: maintained by any DS/combatant command activity as the official record copy (a) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c) <td></td> <td></td> <td>. 1 October 2000</td> <td></td>			. 1 October 2000	
 Cut off annually a hold 4 tyces, thesa: 3-8-02 0614-05 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 Cut of 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, vouches, registers, area clearances, cargo and freight slipments) 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: Off1495.Travel administrative office files to include records relating to reimbursing individuals, such as travel orders, per diem-sugchers, transportation requests, hole reservations, and all supporting papers documenting official travel by offices, 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, destroy/delete 5 years, then destroy. Authority: CRS 9 item 3a Off1-06 Obligation copies Which are: maintained by other JS/combatant command activities as a reference copy (fionrecord) NoN ReCORT Out off annually at end of FY, hold i years; then destroy. Off16 (GROUND SUPPORT EQUIPMENT AND MAINTENANCE RECORDS Off1-06 These 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 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:<td><u></u></td><td>documents relating to transportation and travel Which are: maintained by any JS/combatant command activit Permanent, Retire to inactive storage facility, when 4 years of doclarge facility, when 4 years of</td><td>y as the official record copy d. Transfer to NARA when 25 years old, after</td><td></td>	<u></u>	documents relating to transportation and travel Which are: maintained by any JS/combatant command activit Permanent, Retire to inactive storage facility, when 4 years of doclarge facility, when 4 years of	y as the official record copy d. Transfer to NARA when 25 years old, after	
 accountability records, requests, vouchers, registers, area clearances, cargo and freight stimpments) Which are: maintained by any IS/combatant command activity as the official record copy 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-souchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, engibbese, dependents, or others authorized by law to travel Which are: maintained by any IS/combatant command activity as the official record copy Cut off annually at end of FF, hold 3 years, then destroy. Authority: GRS 9 item 3a Get S O614-06 Obligation copies Which are: maintained by any IS/combatant command activity as the official record copy Get S Destroy/delete when funds are obligated. Authority: GRS 9 item 3b O614-07 Which are: maintained by other IS/combatant command activities as a reference copy (nonrecord) NoN ReCord Cut off annually at end of FF, hold 1 year, then destroy. O615 GROUND SUPPORT EOUIPMENT AND MAINTENANCE RECORDS O615-01 Files relating to guidance, procedures, operational activities and events within ground support equipment and maintenance toods 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: O615-03 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: O615-03 Which are: maintained by any JS/combatant command activity as the official record copy Cut off annually, destroy/delete 5 years after cuto	(37)	Oct off annually, held 4 years, H 0614-03 Files relating to operational activities and events with Which are: maintained by any JS/combatant command activit	anin transportation and travel y as the official record copy	
orders, per Jern-zouchers, 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 JSroombatant 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 JSroombatant command activity as the official record copy GRS 5 Destroy/delete when funds are obligated. Authority: GRS 9 item 3b 0614-07 Which are: maintained by other JS/combatant command activities as a reference copy (nonrecord) New Record Cut off annually at end of FY, hold 1 year, then destroy. 0615 01 Files relating to guidance, procedures, operational activities and events within ground support equipment and maintenance V any JS/combatant command activities and events within ground support equipment and maintenance 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 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 record, inspections, logs) Which are: maintained by any JS/combatant command activity as the official record copy Cu 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 belete/delete when superseeded, obsolete, or no longer necetted for reference activities. Authority	(ઉઠે)	accountability records, requests, vouchers, registers, area clea. Which are: maintained by any JS/combatant command activit	rances, cargo and freight shipments) y as the official record copy	
Which are: maintained by any IS/combatant command activity as the official record copy Gets Destroy/delete when funds are obligated. Authority: GRS 9 item 3b 0614-07 Which are: maintained by other IS/combatant command activities as a reference copy (nonrecord) NoN ReCORD O614-07 Which are: maintained by other IS/combatant command activities as a reference copy (nonrecord) NoN ReCORD O615 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 IS/combatant command activity as the official record copy 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 IS/combatant command activity as the official record copy 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 NcNRECORD 0616-01 Files relating to guidance and procedures for safety programs (e.g. awareness, training, accident and incident, standards, surveys, hazards) NcNRECORD (41) Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:		orders, per diem-vouchers, transportation requests, hotel reser travel by officers, employees, dependents, or others authorize Which are: maintained by any JS/combatant command activity	vations, and all supporting papers documenting official d by law to travel y as the official record copy	I
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 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 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 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority: D615-03 Which are: reference-copies of all above items held by any activity Delete/delete when superseded, obsolete, or no longer needed for reference. NCNRECORD 0616-01 Files relating to guidance and procedures for safety programs (e.g. awareness, training, accident and incident, standards, survey, hazards)		Which are: maintained by any JS/combatant command activity		
 O615-01 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 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority: O615-02 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 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority: O615-03 Which are: reference-copies of all above items held by any activity Delete/delete when superseded, obsolete, or no longer needted for reference. NONRECORD O616-01 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 NonRecord Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority: O616-01 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 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority: O616-02 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 Cut off annually, destroy/delete 5			and activities as a reference copy (nonrecord) NCN	I RECORN
 and maintenance 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: 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 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. NCNRECORD 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 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority: 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 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 Cut off annually, destroy/de		0615 GROUND SUPPORT EQUIPMENT AND MAINTENA	ANCE RECORDS	
 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 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 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 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority: 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 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 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority: 		and maintenance		
 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 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 NCNRECORD 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 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) 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: 0616-02 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 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority: 	(39)			
Delete/delete when superseded, obsolete, or no longer needed for reference NONCECORD 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 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 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 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:	HD	maintenance records (e.g. testing and calibration, maintenance Which are: maintained by any JS/combatant command activit	e records, inspections, logs) y as the official record copy	
 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 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 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority: 				0
 incident, standards, surveys, hazards) 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: 0616-02 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 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority: 		0616 GENERAL SAFETY RECORDS		
documents relating to safety programs (e.g. inspections, evaluations) 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:		incident, standards, surveys, hazards) Which are: maintained by any JS/combatant command activit	y as the official record copy	
0616-03 Files relating to routine and administrative activities and events within safety programs	(1) (1)	documents relating to safety programs (e.g. inspections, evalu Which are: maintained by any JS/combatant command activit	ations) y as the official record copy	
		0616-03 Files relating to routine and administrative activities	and events within safety programs	

san EL I	ER - CJCSM5760-01vol-II DispSch0600.doc CJCS75760.01 Vol II Page 8
	, 1 October 2000
(H3)	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.
	0617 NUCLEAR SAFETY PROGRAM
Æ	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 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:
(45) EMANGVI	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 Cut off annually, destroy/delete-35 years after catoff unless needed honger for reference activities. Authority:
(46)	Cut off annually, destroy/delete 35 years after catoff unless needed longer for reference activities. Authority: at end of CY, Retire to inactive storage facility when synarsold. Transfer to 0617-03 Files relating to nuclear operational activities and events NARA when 25 years old offer declass, ficate Which are: maintained by any JS/combatant command activity as the official record copy herew. Per S. Smith e-ma Cut off annually, destroy/delete 25 years after cutoff unless needed longer for reference activities. Authority: 5-9-02
47	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 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 hu individuals in narround files, paragraph electronic mail directories, or other paragraph directories or
	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:
(49)	0618-02 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.
	0619 LOGISTICS, SUPPLY, SERVICES, AND BUDGET COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS
(50)	0619-01 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:
e	0619-02 Which are: IS system is permanent Submit SF 115 through combatant command records manger to JS for processing