

<b>REQUEST FOR RECORDS-DISPOSITION AUTHORITY</b> (See Instructions on reverse)		SAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-218.00.9	DATE RECEIVED 11-10-99
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Joint Staff, Joint Secretariat			
3. MINOR SUBDIVISION Information Management Division, Rec Mgmt & Auto Spt Br.		DATE 6-26-02	
4. NAME OF PERSON WITH WHOM TO CONFER Sterling S. Smith, Jr. Joint Staff Records Manager		ARCHIVIST OF THE UNITED STATES John W. Carl	
5. TELEPHONE (703) 697-6906			
<b>6. AGENCY CERTIFICATION</b> 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 8 Nov 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sterling S. Smith, Jr.</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<b>RECORDS OF THE JOINT STAFF AND CINC HEADQUARTERS</b> This records disposition authority request covers the records of the Joint Staff and the combatant commanders - 0800 series, International 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.  <b>SERIES TITLE</b> 0800 International Records.		
	RMAS/900/930/CINC/MASTER2/115-0000.FIL  <i>cc Agency, NR, NWM, NWMWA</i>		

0800 SERIES—INTERNATIONAL

0801 INTERNATIONAL NEGOTIATIONS

0801-01 Policies, procedures, and guidance relating to international negotiations. Includes advice formulation and coordination of JS/combatant command positions relating to international negotiations

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

- ① *Permanent. Cut off at the end of each series of negotiation talks, hold 5 years, then retire to inactive storage facility. 25 years after cutoff transfer entire set to NARA after declassification review. Authority: NCI-218-84-1 item 457*

0801-02 Scientific, engineering, and other support documents directed toward current strategic policy issues associated with discussion alternatives in negotiations

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

- ② *Permanent. Cut off at the end of each series of negotiation talks, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer entire set to NARA after declassification review. Authority: NCI-218-84-1 item 459*

0801-03 Which are: maintained by any JS/combatant command activities for reference (nonrecord)

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

0802 INTERNATIONAL AGREEMENTS

0802-01 Policies, procedures, and guidance relating to the establishment of international agreements

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

- ③ *Permanent. Cut off when superseded, revised, or cancelled, 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:*

0802-02 Agreements in which the JS provides representation, recommendations, guidance, and the final signed agreements

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

- ④ *Permanent. Cut off when superseded, obsolete, or cancelled, hold 5 years, transfer by CY block to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1 item 466*

0802-03 Country Agreements

Host-nation agreements between Military Department, US forces in country with country on support use of facilities. Forwarded to JS/combatant command for information purposes only

Which are: maintained by any JS/combatant command activity

- ⑤ *Destroy when superseded, obsolete, or no longer needed for reference. Authority: NCI-218-84-1 item 468*

~~0802-04 Which are: maintained by other JS/combatant command activities for reference (nonrecord)~~

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

*Non record*

0803 TREATY OBLIGATIONS

0803-01 Documents containing military commitments and treaty obligations, interpretations, comments, or proposals

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

- ⑥ *Permanent. After commitment or treaty is obsolete or cancelled, hold 5 years, then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1 item 465*

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0803-02 Which are: maintained by any JS/combatant command activity for reference (nonrecord)  
*Destroy when no longer needed for reference.*

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NONRECORD

#### 0804 STRATEGIC PLANNING AND ARMS LIMITATION

0804-01 Analyses and studies of arms control issues and present and future strategic capabilities to include the impact of negotiation alternatives on strategic forces and balance, such as Strategic Arms Limitation Treaty (SALT), and Strategic Arms Reduction Treaty (START)

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

⑦ *Permanent. Cut off at the end of each series of negotiation talk, hold 5 years, then retire to inactive storage facility. 25 years after cutoff transfer entire set to NARA after declassification review. Authority: NCI-218-84-1 item 461*

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0804-02 Which are: maintained by any JS/combatant command activities for reference (nonrecord)  
*Destroy when no longer needed for reference.*

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NONRECORD

#### 0805 SPECIAL STUDIES

0805-01 Reviews and analyses of US forces and allied effectiveness as related to general purpose forces in various regions

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

⑧ *Permanent. Cut off when superseded, hold 5 years, then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer CY block to NARA after declassification review. Authority: NCI-218-84-1 item 463*

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0805-02 Which are: maintained by any JS/combatant command activities for reference (nonrecord)  
*Destroy when no longer needed for reference.*

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NONRECORD

#### 0806 NAVIGATION AND OVERFLIGHT

0806-01 Legal, treaty, and NSC documents and other records (briefings, background papers, studies, etc.) relating to policy issues of the Navigation and Overflight Program

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

⑨ *Permanent. Cut off annually, superseded at the completion of project, or negotiation talks. Hold 5 years, then retire to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority: NI-218-86-1 item 121*

0806-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to freedom of navigation and overflight operations

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

⑩ *Permanent. Cut off annually, hold 5 years, then retire to inactive storage facility. Transfer to NARA when 25 years old, after declassification review. Authority:*

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0806-03 Which are: maintained by any JS/combatant command activities for reference (nonrecord)  
*Delete/delete when superseded, obsolete, or no longer needed for reference*

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NONRECORD

#### 0807 INTERNATIONAL LOGISTIC CONFERENCES

0807-01 Documents related to general conduct of International Logistic conferences (Example - Senior NATO Logistic Conference (SNLC)) consisting of background materials, minutes of meetings, studies, reports, agreements, and final decisions

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

⑪ *Permanent. Cut off at end of conference, hold 10 years, then retire to inactive storage facility. 25 years after cutoff, transfer to NARA after declassification review. Exception: NATO documents will be disposed of in accordance with the appropriate 0811 category number and USSAN 1-69. Authority: NI-218-86-1 item 123*

0807-02 Documents related to the formulation and coordination of JS/combatant command positions on specific international logistic issues and programs, consisting of sequence for current issues or programs  
Which are: maintained by any JS/combatant command activity as the official record copy

(12) *Permanent. Cut off when all actions are completed, hold 10 years, then retire to inactive storage facility. 25 years after cutoff transfer to NARA after declassification review. Exception: NATO documents will be disposed of in accordance with the appropriate 0811 category number and USSAN 1-69. Authority: NI-218-86-1 item 124*

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0807-03 ~~Information, extra, and reference copies of international logistic documents~~  
Which are: ~~maintained by any JS/combatant command activity (nonrecord)~~  
~~Destroy when no longer needed for reference.~~

NON RECORD

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### 0808 FOREIGN DISCLOSURE

0808-01 Disclosure of military information to foreign governments and international organizations  
Consisting of: records of NDPC which announce the National Disclosure Policy (NDTC-1), agency representation on the NDPC, approval and denial by the NDPC of requests for exception surveys of foreign governments conducted by NDPC representatives, and related papers

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

(13) *Cut off annually, destroy/delete 10 years after cutoff. Authority:*

0808-02 Foreign disclosure records

Consisting of: all records pertaining to release of classified military information or classified export controlled technical information to foreign governments and international organizations

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

(14) *Cut off annually, destroy/delete 10 years after cutoff. Authority:*

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0808-03 Foreign Disclosure & Technology Information File (FORDTIS)

Foreign Disclosure Information System (FORDIS) provides compilation of National Disclosure Policy. By country, guidance is provided that enumerates what technological or scientific equipment, weapons, or information can be provided to a foreign country

FORDTIS provides intelligence gathering for planning purposes

Which are: maintained by DISA and managed by JS J-5

*Data updated as required. Erase or replace individual records on disk or tape when superseded or no longer needed for operational purpose. Authority: NI-218-89-2 item 030*

previously approved

Note: See 0813 for combatant command feeder systems

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### 0809 SECURITY ASSISTANCE AND FOREIGN MILITARY SALES

0809-01 Policies, procedures, and guidance relating to security assistance and foreign military sales

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

(15) *Permanent. Cut off when superseded, revised, or cancelled, 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:*

0809-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to security assistance and foreign military sales

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

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

0809-03 Files relating to routine and administrative activities and events relating to security assistance and foreign military sales

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

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

~~0809-04 Which are: maintained by any JS/combatant command activities for reference (nonrecord)  
Delete/delete when superseded, obsolete, or no longer needed for reference~~

NONRECORD

#### 0810 FOREIGN TRAINING

##### 0810-01 Foreign training programs

Consisting of: documents relating to developing programs for training foreign nationals by agency schools, facilities, mobile training teams, contractor technicians, and training missions and groups. Included are communications on training requirements with the foreign army concerned, training program requirements reports, foreign training conference reports, program guidance refined programs, and related documents

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

18 *Permanent. Cut off annually, superseded at the completion of training. Hold 5 years, then retire to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority:*

##### 0810-02 Files relating to routine and administrative activities and events relating to foreign training

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

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

~~0810-03 Which are: maintained by any JS/combatant command activities for reference (nonrecord)  
Delete/delete when superseded, obsolete, or no longer needed for reference~~

NONRECORD

#### 0811 NATO FILES

Review and analyses of US and related military posture, strategy and force requirements. Analyses of military, economic, and political considerations to provide understanding of the factors and basis for planning strategy and force requirements. Also includes programs and issues impacting on NATO such as Partners for Peace (PfP).  
Consisting of:

0811-01 NATO serial-numbered documents published by the Atlantic Alliance (SHAPE staff, major NATO commanders, subordinate commanders, NATO civilian and military staff organizations, committees, subcommittees, staff groups, working groups, etc.)

Documents are generally published by alphabetical identification and/or numerical sequence within a given CY

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

20 *Cut off annually at end of CY, hold 3 years, then review for retention value, then destroy when no longer needed. Authority: NCI-218-84-1 item 454*

NOTE: The US Central Registry is the official archive for all US NATO records – USSAN 1-69

~~0811-02 COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, NATO SECRET, NATO CONFIDENTIAL ATOMAL, NATO CONFIDENTIAL, NATO RESTRICTED documents  
Which are: loaned to JS/combatant command Control Points within the JS/combatant command  
Return no later than 6 months to the appropriate Sub-registry Section. Authority: NI-218-86-1 item 119~~

INSTRUCTION

0811-03 NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED documents

Which are: distributed to JS/combatant command Control Points permanently for action officer and division usage  
Destroy after 6 months unless: (a) ongoing action; (b) needed for reference; (c) individual holder is a member of a NATO committee and needs the information for everyday operations. Then destroy when no longer needed.

21 *Exception: Agenda and A/C papers will be destroyed after 30 days unless usage dictates otherwise. Authority: NCI-218-84-1 item 456* 23

~~0811-04 Which are: loaned to AO via JS/combatant command Control Points within the JS/combatant command  
Return no later than 6 months to the JS/combatant command Control Point for appropriate 811-02 or 811-03  
action. Authority: NI-218-86-1 item 120~~

INSTRUCTION