

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-218-06-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6-5-2006</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Mgmt. Div., Records Management Unit			
4. NAME OF PERSON WITH WHOM TO CONFER Maureen Hill	5. TELEPHONE NUMBER 703-697-8898	DATE <i>6/21/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W...</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 <u>2</u> page(s) are not needed now for the business for 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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>3/29/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William J. Kane</i> William J. Kane		TITLE Chief, Information Management Division
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Joint Staff Electronic System (see attached -Command Top Secret Control and Barcode System)		
<i>21 copies sent to Agency/ Numa</i>			

Name of the System:

Command Top Secret Control and Barcode System

OPR:

USSTRATCOM/J050, Chief, Document Security, Ms. Jessica LeBlanc, 402-294-2633

Description of the System:

The Top Secret Control and Barcode System tracks unclassified information pertaining to Top Secret material, the information is held until the associated classified material is destroyed or transferred. Top Secret material maintained within a Top Secret Control Authority (TSCA) will be individually serialized with an Inventory Control Number (ICN), consisting of a consecutive numbering scheme. Material transferred between TSCA's will be assigned a new ICN. Material produced for the purpose of shipping or release to an agency outside of the organization requires an ICN.

Classification:

Unclassified

Creation:

June 2005

A. Input Records:

Manual entry of data from incoming receipts for Top Secret material. An Office of Primary Responsibility (OPR) that creates Top Secret material assigns an Originator Control Number (OCN), consisting of the calendar year, originator functional address symbol, and consecutive number scheme, e.g., 98-J005-01.

Disposition: **Temporary.** Keep an active file until document controlled is verified, declassified, downgraded, transferred or destroyed. Transfer to inactive file. Cutoff at end of calendar year when document is placed in an inactive file. Destroy after 5 years.

B. Master File:

Unclassified information, maintained on the Secret Local Area Network is backed up weekly on CD-ROMs by the OPR and kept in Microsoft Access database format. The Master File is continuously updated.

Disposition: **Temporary.** *Cut off inactive data* Master File is cutoff at end of calendar year and destroyed *per JSRM*
after 5 years. after cut off. *e-mail 3-20-07*
SYE

C. Outputs:

Reports are maintained electronically or printed on demands and include inventory, On-hand, Downgraded, Declassified, and Destroyed Reports.

Disposition: **Temporary.** Destroy reports when no longer needed for reference.

D. Documentation:

Manuals, training material, and other materials describing the technical operations of the Command Top Secret Control and Barcode System.

Disposition: **Temporary**. Destroy when system is upgraded or replaced.

Electronic Mail and Word Processing System Copies

Electronic Mail and Word Processing System Records. Records created and received on electronic mail and word processing systems, and used to generate a recordkeeping copy. Also includes electronic records maintained for updating, revision or dissemination.

A. Records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

GRS 20
Hms 13 +
14

Disposition: **Temporary**. Destroy/delete after recordkeeping copy is generated and placed in a recordkeeping system.

B. Records used for dissemination, revision, or updating.

Disposition: **Temporary**. Destroy/delete when dissemination, revision, or updating is complete.