

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-218-06-3</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>11/5/07</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 checked="" 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 GRS OR SUPERSEDED JOB CITATION	10.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 - JTIS (Joint Transformation Integration System))		
<i>SA 11/6/07 copies sent to Agcy, Newman</i>			

Name of the System:

Joint Transformation Integration System (JTIS)

OPR:

Joint Capabilities Division, DOTMLPF Capabilities Branch, CDR John M. Daly, (703) 695-1747

Description of the System:

The Joint Transformation Integration System (JTIS) is a collaborative, web-based tracking system that supports the Joint Requirements Oversight Council (JROC) and Joint Capabilities Integration and Development System (JCIDS). JTIS tracks and assesses Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, and Facilities (DOTMLPF) Change Recommendation (DCR) actions as they progress from JROC approval through implementation. The Joint Staff and other Action Officers use the system to update and track implementation of JROC endorsed DCR actions.

Classification:

Secret

Creation:

April 2002

A. Input Records:

The following approved DOTMLPF Change Recommendations (DCRs) and associated actions are inputs into the system.

BDA – Battle Damage Assessment

BISR – Blue Intelligence, Surveillance, and Reconnaissance (ISR)

CIE – Collaborative Information Environment

CIS – Coalition Information Sharing

CLA - Cryptologic Language Analysts

DPE LL – Deployment Planning and Execution Lessons Learned

FRAT-P – Fratricide Prevention Lessons Learned

ISR – Intelligence, Surveillance, and Reconnaissance Lessons Learned

JEMPRS-NT – Joint Enroute Mission Planning and Rehearsal System – Near Term

JFI – Joint Fire Initiatives

JIACG – Joint Interagency Coordination Group

JISR – Joint Intelligence Surveillance and Reconnaissance

JMEP – Joint Manpower Exchange Program

JUO – Joint Urban Operations Lessons Learned

OIF LL TST – OIF Lessons Learned Time Sensitive Targeting (TST) Finding

ONA – Operational Net Assessment

PR – Personnel Recovery Lessons Learned

RM – Reserve Mobilization and Recovery Lessons Learned

SJFHQ – Standing Joint Forces Headquarters

Disposition: Temporary. Destroy/delete when input and verified.

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~~Temporary: Electronic copies produced using electronic mail and word processing applications: Delete when recordkeeping copy has been produced and when no longer needed for updating, reference, distribution or electronic dissemination, whichever is later.~~

GRS 20
items 13-14

B. Master File:

Temporary: Information is hosted on the JSIN-T and JSIN-S, maintained on Oracle 9i Application servers, backed up bi-monthly and kept in Oracle Database format. Data deleted when 20 years old.

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Disposition: Temporary. Destroy/Delete when input and verified.

B. Master File:

Disposition: Temporary. Information is hosted on the JSIN-T and JSIN-S, maintained on Oracle 9i Application servers, backed up bi-monthly and kept in Oracle Database format.

C. Outputs:

Disposition: Temporary. Various management reports are system-generated on a monthly, quarterly and ad hoc basis for Joint Staff personnel. Destroy reports when no longer needed for reference.

D. Documentation:

Disposition: Temporary. Manuals, training materials, and other materials describing the technical operations of JTIS. Destroy JTIS materials when upgraded, replaced or no longer needed for reference.

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
Items 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.

C. Outputs:

Temporary: Various management reports are system-generated on a monthly, quarterly and ad hoc basis. Destroy reports when no longer needed for reference.

D. Documentation:

Temporary: Manuals, training materials, and other materials describing the technical operations of JTIS. Destroy JTIS materials when upgraded or replaced.

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