

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-218-09-2	DATE RECEIVED 12/24/08
1 FROM (Agency or establishment) Department of Defense – Joint Staff		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Chairman of the Joint Chiefs of Staff (OCJCS)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Protocol Office			
4 NAME OF PERSON WITH WHOM TO CONFER Frank Olszewski	5. TELEPHONE 703-697-9026	DATE 4-27-09	ARCHIVIST OF THE UNITED STATES <i>Adrienne C. Thomas</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 2 page(s) are not 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 Manuel for Guidance of Federal Agencies,

is not required, is attached, or has been requested.

DATE 16 Dec 08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dr James Willson-Quayle</i>	TITLE Chief - Records, Research, and Content Branch Information Management Division
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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 GRS OR SUPERSEDED JOB CITATION	10.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 Information System (See attached – Office of the Chairman of the Joint Chiefs of staff, Protocol Office - Gifts System)		

**System Name: Office of the Chairman of the Joint Chiefs of Staff (OCJCS)
Protocol Office – Gifts System**

System Description: Gifts is a web-based system, developed in 1987, that allows the OCJCS Protocol Office to keep a record of gifts that are given by the Chairman and Vice Chairman of the Joint Chiefs of Staff, and other members of the Joint Staff. Additional information within the system includes a list of vendor contact information, gifts that have been transferred to another Military Service, and a complete inventory of gifts available. The system does not contain information about gifts that are received by the OCJCS

The information contained within GIFTS is Unclassified. Access is restricted to the OCJCS Protocol Office.

- 1. Data Files:** Consists of but is not limited to information such as inventory quantity, type of gift, dates, names of recipients, vendor contact information, and the system access list.

Disposition: Data Files cut off at the end of the calendar year. Delete 15 years after data file cut off.

~~2. Outputs:~~

~~Ad Hoc Reports - These are generated for OCJCS Protocol Office reference purposes.~~

GRS

~~Disposition: See Ad hoc Outputs, Series 1020-03 - CJCSM 5760.01 Vol. II~~

3. System Documentation:

These records include but are not limited to user manuals and data system specifications relating to the GIFTS system.

GRS

~~Disposition See System Documentation, Series 1020-04 - CJCSM 5760.01
Vol. II~~