

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO N1-218-90-2

TO **GENERAL SERVICES ADMINISTRATION**  
**NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED 52990

1 FROM (Agency or establishment)  
JOINT STAFF

NOTIFICATION TO AGENCY


2 MAJOR SUBDIVISION  
JOINT STAFF SECRETARIAT

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION  
DOCUMENTS DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
MR STERLING S. SMITH, JR

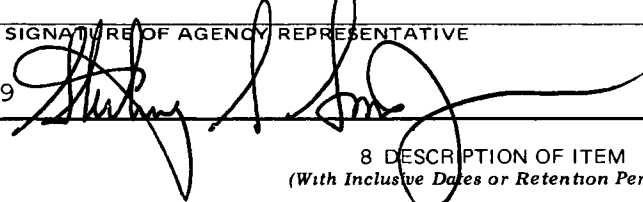
5 TELEPHONE EXT  
697-6906

DATE 6/7/90  
ARCHIVIST OF THE UNITED STATES 

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of \_\_\_\_\_ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence  is attached, or  is unnecessary

B DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
22 May 1999		CHIEF, RECORDS MANAGEMENT SECTION

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)				
	<p><u>RECORDS OF THE JOINT STAFF</u></p> <p>THIS REQUEST FOR RECORDS DISPOSITION AUTHORITY COVERS THE RECORDS OF THE JOINT STAFF. RECORDS IN THIS REQUEST ACCESSIONED BY THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ARE SUBJECT TO THE PROVISIONS OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE JOINT STAFF AND THE NATIONAL ARCHIVES SIGNED BY THE SECRETARY, JOINT STAFF AND THE ARCHIVIST OF THE UNITED STATES ON 7 AND 30 JUNE 1978, RESPECTIVELY, as REVISED IN MUO SIGNED 31 AUGUST AND 27 SEPTEMBER 1982, BY THE SECRETARY, JOINT STAFF AND THE ARCHIVIST OF THE UNITED STATES. THE ATTACHED DISPOSITION SCHEDULE WITH BE INCORPORATED IN THE NEXT REVISION TO THE JOINT STAFF COMPREHENSIVE DISPOSITION SCHEDULE CONTAINED IN JAI 5760.2F.</p>						
	<table border="1"> <thead> <tr> <th><u>SERIES</u></th> <th><u>TITLE</u></th> </tr> </thead> <tbody> <tr> <td>001 - 005 500</td> <td>OPERATIONS, PLANNING, COMMAND AND CONTROL</td> </tr> </tbody> </table>	<u>SERIES</u>	<u>TITLE</u>	001 - 005 500	OPERATIONS, PLANNING, COMMAND AND CONTROL		
<u>SERIES</u>	<u>TITLE</u>						
001 - 005 500	OPERATIONS, PLANNING, COMMAND AND CONTROL						

NOTE: Unchanged disposition authorities listed in N1-218-84-1, N1-218-86-1, and N1-218-89-1 & 2 are still current and remain in effect as written.

522-1 thru 522-5 submitted by J-3/SOD/STRAT OFF BR/SFC CLARK/79062. 522 updated to establish files and appropriate disposition authority for SIOP documents to meet current mission requirements. These files contains extremely sensitive information, unauthorized access to this information could cause grave damage to national defense. It is essential that these documents be retained and maintained by the originators in controlled channels with limited access and distribution authorized until documents are declassified and can be removed from control channels. (NC1-218-84-1, Item No 326).

522 SINGLE INTEGRATED OPERATIONAL PLAN (SIOP) DOCUMENTS

522-1	SIOP Decision Handbook (Black Book) and Corrigendums. WHICH ARE: maintained by J-3 in special control channels as the official Joint Staff record copy.	Permanent. Retire to NARA when 50 years old if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then retire to NARA.
ITEM # 001		

Arrangement: Chronological  
 Establishment annual accumulation: .25 cu ft.  
 Volume on hand: 5 cu ft.  
 Inclusive dates: 1959 to present

522-2	SIOP Decision Handbook Revision Actions. Input, data, information, concurrences, and approvals from multiple sources, documenting the processes of building the SIOP Decision Handbook. WHICH ARE: maintained by J-3 in special control channels as the official Joint Staff record copy.	Permanent. Retire to NARA when 50 years old if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then retire to NARA.
ITEM # 002		

Arrangement: Chronological  
 Establishment annual accumulation: .5 cu ft.  
 Volume on hand: 6 cu ft.  
 Inclusive dates: 1960 to present

522-3	SIOP Briefings. Briefings given to appropriate personnel for decision-making purposes. WHICH ARE: maintained by J-3 in special control channels as the official Joint Staff record copy.	Permanent. Retire to NARA when 50 years old if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then retire to NARA.
ITEM # 003		

Arrangement: Chronogolical/Subject  
Establishment annual accumulation: .1 cu ft.  
Volume on hand: 1.5 cu ft.  
Inclusive dates: 1964 to present

522-4      SIOP/Strategic Forces      Permanent. Retire to  
related actions consisting      NARA when 50 years old  
of general planning support      if declassified. If not  
ITEM #      documents/ materials:      declassified, review  
004      WHICH ARE: maintained by      every 10 years  
any Joint Staff activity in      thereafter for  
special control channels as      declassification until  
the official Joint Staff      declassified, then  
record copy.      retire to NARA.

Arrangement: Chronological/Subject  
Establishment annual accumulation: .3 cu ft.  
Volume on hand: 12 cu ft.  
Inclusive dates: 1958 to present

522-5      Joint Strategic Target      Permanent. Retain JCS  
Planning System Documents.      record copy for 50 years  
The Single Integrated      in special control  
ITEM #      Operational Plan (SIOP) and      channels for highly  
005      its associated target      sensitive documents. At  
lists. WHICH ARE:      end of 50 years, review  
developed and maintained by      for removable from  
JSTPS in special control      special control  
channels as the official      channels. When  
Joint Staff record copy.      removable from special  
control channels,  
transfer to RAIR for  
incorporation into the  
official Joint Staff  
case files for  
disposition in  
accordance 001-05 and  
001-01.

Arrangement: Chronological  
Establishment annual accumulation: 1.35 cu ft.  
Volume on hand: 19 cu ft.  
Inclusive dates: 1972 to present

522-6      Relocation and reference      Destroy when superseded,  
documents. WHICH ARE:      obsolete, or no longer  
maintained by any Joint      needed for reference.  
ITEM #      Staff activity in special      (NON RECORD)  
006      control channels for  
reference.