

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-218-90-2

DATE RECEIVED

52990

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

1 FROM (Agency or establishment)

JOINT STAFF

2 MAJOR SUBDIVISION

JOINT STAFF SECRETARIAT

3 MINOR SUBDIVISION

DOCUMENTS DIVISION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

MR STERLING S. SMITH, JR

697-6906

6/7/90



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.

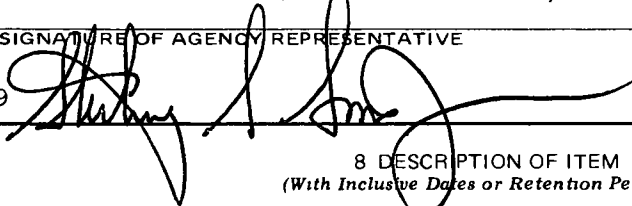
A GAO concurrence ☐ is attached, or ☒ is unnecessary

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SUPERSEDED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)

RECORDS OF THE JOINT STAFF

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 WILL BE INCORPORATED IN THE NEXT REVISION TO THE JOINT STAFF COMPREHENSIVE DISPOSITION SCHEDULE CONTAINED IN JAI 5760.2F.

SERIES

TITLE

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:	Permanent. Retire to NARA when 50 years old if declassified. If not
ITEM #	maintained by J-3 in	declassified, review
001	special control channels as the official Joint Staff record copy.	every 10 years thereafter for declassification until declassified, then retire to NARA.

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

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

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.
	Staff activity in special	(NON RECORD)
ITEM #	control channels for	
006	reference.	