

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		(AVE BLANK (NARA use only))	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI. 218.00.8
1. FROM (Agency or establishment) Department of Defense		DATE RECEIVED	11.10.99
2. MAJOR SUBDIVISION Joint Staff, Joint Secretariat		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Information Management Division, Rec Mgmt & Auto Spt Br.		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Sterling S. Smith, Jr. Joint Staff Records Manager	5. TELEPHONE (703) 697-6906	DATE 5-7-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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

DATE 8 Nov 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sterling S. Smith, Jr.</i> Sterling S. Smith, Jr.	TITLE Chief, Records Mgmt & Automation Spt Br Records Administrator
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p><u>RECORDS OF THE JOINT STAFF AND CINC HEADQUARTERS</u> This records disposition authority request covers the records of the Joint Staff and the combatant commanders - 0700 series, Communications and Electronics Records. The attached will be incorporated into the comprehensive disposition schedule in the new Joint Staff and CINC Records Management Manual- Volume II- Disposition Schedule, CJCSM 5760.02. These disposition authorities will not be implemented until 1 January 2001.</p> <p><u>SERIES TITLE</u> 0700 Communications and Electronics Records.</p> <p><i>Agency, JR, NWMD, NWMDWA</i> RMAS/900/930/CINC/MASTER2/115-0000.FIL</p>		

0700 SERIES--COMMUNICATIONS AND ELECTRONICS

0701 COMMUNICATIONS AND ELECTRONICS POLICIES, PROCEDURES, AND REPORTS

0701-01 Policies, procedures, and guidance relating to communications and electronics

Which are: maintained by any JS/combatant command activity as the official record copy

Permanent. Cut off when superseded, revised, or cancelled, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

0701-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to communications and electronics

Which are: maintained by any JS/combatant command activity as the official record copy

Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:

0701-03 Routine and administrative correspondence for activities and events relating to communications and electronics

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: GRS 12 item 2a

0701-04 Communications general files including plans, reports, and other records pertaining to equipment requests, telephone, personal wireless communication services and like matters

Which are: maintained by JS and combatant command as the official record copy

Cut off annually at end of CY, hold 3 years, then destroy. Authority: GRS 12 item 2b

0701-05 Communication statistical reports, including cost and volume data

Which are: maintained by JS and combatant command as the official record copy

Cut off annually at end of CY, hold 1 year, then destroy. Authority: GRS 12 item 2c

0701-06 Operational control records consisting of: logs (service, circuit status, intercept, service message, on line/off line work request control, high precedence message); messages (high precedence, service, service interruption); message registers; records on multiple and book messages processed; number sheets (operator, circuit, message, and channel); reports (performance, equipment performance, interface/trouble, auxiliary line equipment); maintenance work orders, magnetic tape library inventories; shift supervisor checklists; and similar documents

Which are: maintained by JS and combatant command as the official record copy

Destroy/delete after 6 months. Authority: GRS 12 item 3a

Note: Contingency planning communications records (e.g. natural and manmade disasters): see 0516 series

0701-07 Communications requirements documents consisting of requests for support, equipment, systems, software, etc., for example Communications System Requirement Document (CSRD) or like documents

Which are: maintained by JS and combatant command as the official record copy

Destroy/delete when superseded, obsolete, or no longer needed for reference whichever is later Authority:

0701-08 Which are: reference copies of all above items held by any activity

Delete/delete when superseded, obsolete, or no longer needed for reference

non-record per S. Smith
e-mail 2-25-02

0702 COMMUNICATIONS - ELECTRONICS BOARDS See 0109 series

0703 COMMUNICATIONS AGREEMENTS

~~0703-01 Copies of agreements with background data and other records relating to agreements for communications services~~

~~Which are: maintained by JS and combatant command as the official record copy~~

~~Destroy/delete 2 years after expiration or cancellation of agreement. Authority: GRS 12 Item 2e~~

GRS

④

0703-02 Which are: maintained by other JS/combatant command activities
Destroy/delete when no longer needed for reference. Authority: NCI-218-84-1 item 425

0704 ALLIED COMMUNICATIONS PUBLICATIONS (ACPs)

0704-01 ACP are noncryptographic publications containing Allied Communications procedures developed by the Combined Communication Electronics Board (CCEB) for guidance and use in Allied forces, and supplements issued thereto

⑤

Which are: maintained by Military Communications Electronic Board, (MCEB) as the official record copy
Permanent. Cut off when superseded or cancelled, hold 2 years, then retire to inactive storage facility. 25 years after cutoff transfer 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1 item 446

⑥

0704-02 Which are: maintained by other JS/combatant command activities
Destroy/delete when no longer needed for reference. Authority: NCI-218-84-1 item 447

⑦

0704-03 NATO Supplements to ACP documents
Which are: maintained by JS and combatant command as the official record copy
Destroy/delete when no longer needed for reference. Authority: NCI-218-84-1 item 448

~~0704-04 Which are: maintained by other JS/combatant command activities
Retain in accordance with 0811-02. Authority: NCI-218-84-1 item 449~~

instruction

0705 JOINT ARMY-NAVY-AIR FORCE PUBLICATIONS (JANAPs)

0705-01 JANAPs are US communication publications developed by US MCEB primarily for use by US forces
Which are: maintained by MCEB as the official record copy

⑧

Permanent. Cut off when superseded or cancelled, hold 2 years, then transfer by CY block to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1 item 450

~~0705-02 Which are: maintained by other JS/combatant command activities (nonrecord)
Destroy/delete when no longer needed for reference.~~

non record

~~0706 NATIONAL MILITARY COMMAND SYSTEM (NMCS) INFORMATION AND DISPLAY SYSTEM (NIDS)~~

~~0706-01 NIDS provides a real-time interactive system designed to support the National Military Command Center (NMCC's) integrated information requirements during operations and crisis-management activities. It principally provides automated message handling support to the NMCC operations teams. It also provides briefing support and other automated support to the NMCC. NIDS includes an interface to the H6000 readiness system and access to selected WWMCCS/GCCS databases continuously (24 hours a day, 7 days a week)~~

~~Which are: maintained by DISA and managed by J-3/CSOD~~

~~Data updated as required. Destroy/delete when 30-days old (Message traffic). Authority: NI-218-89-2 item 59~~

Note: See 0721 for combatant command feeder systems

0707 NMCS PROCESSING AND DISPLAY SYSTEM (NPDS)

0707-01 NPDS

NPDS processes high-speed messages in a real-time environment. Selectable tactical warning and assess-data formats are shown on display devices. NPDS supports the DIA and NMCC operations teams and provides the NCA with decision making information

Which are: maintained by DISA and managed by JS J-3

Review tape library semi-annually--destroy after third update or when no longer needed for reference.

Note: Tapes are marked "destroy after date" or "indefinite"; normally, after 1 to 2 years, the data would no longer be of any value to users. Authority: NI-218-89-2 item 62

0707-02 QSAVE (NPDS - QSAVE) (QSAVE)

This database consists of a snapshot portrayal for the current system configuration (NPDS)

Which are: maintained by DISA and managed by JS J-3

Data files backup daily-- Erase or replace individual records on disk or tape when for administrative or operational purposes. Data is over-written after third update or after four days. Authority: NI-218-89-2 item 79

previously approved

0707-03 SECURE (SECURE)

This database consists of all backup removable disk media available to the NMCC

Which are: maintained by DISA and managed by JS J-3

Weekly system save. Retain for two cycles, then reuse. Authority: NI-218-89-2 item 59

0708 FREQUENCY/SPECTRUM MANAGEMENT

0708-01 Policies, procedures, and guidance relating to frequency/spectrum management

Which are: maintained by any JS/combatant command activity as the official record copy

(9) Permanent. Cut off when superseded, revised, or cancelled, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

0708-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to frequency/spectrum management

Which are: maintained by any JS/combatant command activity as the official record copy

(10) Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:

0708-03 Routine and administrative records relating to frequency/spectrum management

Which are: maintained by any JS/combatant command activity as the official record copy

(11) Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

~~0708-04 Which are: reference copies of all above items held by any activity~~

~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

~~Destroy~~

non record per S. Smith
e-mail 2-25-02

0708-05 Allocation and frequency usage records

Records documenting the application, coordination, approval and authorization and of frequency allocations for operational use of communication equipment and systems and actual usage

Which are: maintained by any JS/combatant command activity as the official record copy

(12) Transfer noncurrent records to inactive storage facility. Destroy/delete when 10 years old or 10 years after revocation of allocation whichever is later. Authority:

0708-06 Satellite/radio frequency listings/authorizations

Which are: maintained by any JS/combatant command activity as the official record copy

(13) Destroy/delete when superseded, cancelled, or when no longer needed, whichever is later. Authority:

0708-07 Propagation records

Records of special frequency predictions including tables of maximum useable frequency/frequency optimum traffic (MUF/FOT) for times of day

- (14) Which are: maintained by any JS/combatant command activity as the official record copy
Destroy/delete when 2 years old

0709 STANDARDS OF INTEROPERABILITY

0709-01 Interoperability standards

Includes specifications, doctrine, and guidance pertaining to the interoperability of tactical communications equipment

- (15) Which are: maintained by any JS/combatant command activity as the official record copy
Destroy/delete 5 years after equipment obsolescence.

0709-02 Interface planning

Plans, reports, and other records relating to the development, coordination, and approval of technical interface concepts and technical interface designs for communications

- (16) Which are: maintained by any JS/combatant command activity as the official record copy
Destroy/delete when 5 years old.

0709-03 Joint test procedures and results

Reports, analyses, and similar documents relating to test philosophies, proposals, and procedures. Included are test results, coordination actions, and recommendations for implementing action

- (17) Which are: maintained by any JS/combatant command activity as the official record copy
Destroy/delete when 10 years old.

~~0709-04 Which are: maintained by any JS/combatant command activity as the reference copy (nonrecord)
Destroy/delete when information no longer required.~~

non record

0710 CRYPTOLOGY RECORDS

0710-01 Policies, procedures, and guidance relating to cryptology

Which are: maintained by any JS/combatant command activity as the official record copy

- (18) *Permanent. Cut off when superseded, revised, or cancelled, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0710-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to cryptology

Which are: maintained by any JS/combatant command activity as the official record copy

- (19) *Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0710-03 Operational activities and events relating to cryptology

Which are: maintained by any JS/combatant command activity as the official record copy

- (20) *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0710-04 Routine and administrative activities and events relating to cryptology

Which are: maintained by any JS/combatant command activity as the official record copy

- (21) *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0710-05 Records relating to the physical security of cryptographic equipment and materials

Which are: maintained by any JS/combatant command activity as the official record copy

- (22) *Destroy/delete when 2 years old or when no longer needed for operations, whichever is later.*

0710-06 Records relating to software changes which do not affect the electronic or mechanical characteristics of cryptographic equipment

Which are: maintained by any JS/combatant command activity as the official record copy

(23) Destroy/delete when superseded or obsolete.

0710-07 Which are: reference copies of all above items held by any activity (nonrecord) non record
Delete/delete when superseded, obsolete, or no longer needed for reference

0711 COMMUNICATIONS VOUCHERS

0711-01 Accountable officer's copies of vouchers, bills, invoices, and related records
Which are: maintained by JS and combatant command as the official record copy
Cut off annually at end of FY, hold 6 years ^{5 months} then destroy. Authority: GRS 6 item 1a
Change per S. Smith e-mail 2-25-03

GRS

0711-02 Reference copies of vouchers, bills, invoices, and related records
Which are: maintained by JS and combatant command as the official record copy
Cut off annually at end of FY, hold 1 year, then destroy. Authority: GRS 12 item 2d(1)

0711-03 Records relating to installation change, removal, and servicing of equipment
Which are: maintained by JS and combatant command as the official record copy
Destroy/delete 1 year after audit, or when 3 years old, whichever is sooner. Authority: GRS 12 item 2d(2)

0712 COMMUNICATION/MESSAGE CENTER OPERATIONS

(24) 0712-01 All electronic messages handled by the JS/combatant command Message Center
Which are: incoming and outgoing messages maintained at the JS message center for reference purposes only
Destroy/delete record when 2 years old. Authority: NCI-218-89-1 item 015 NCI-218-84-1 item 427

(25) 0712-02 Which are: incoming and outgoing messages maintained at combatant command
Destroy/delete record when 6 months old. Authority:

0712-03 Message reading files of incoming and/or outgoing message traffic
Which are: chronologically arranged extra copies, circulated for information purposes within a JS/combatant command element
Cut off annually at end of CY, hold 1 year, then destroy. Earlier destruction is authorized. Authority: NI-218-86-1 item 109

(27) 0712-04 Incoming or outgoing electronic messages in SCI channels for JS/combatant command addressees
Which are: received in the DIA Comm Center and retained in computer storage for approximately 30 days
Erased. Authority: NI-218-86-1 item 110

(28) 0712-05 Correspondence and related documents pertaining to the management of message Address Indicating Group (AIGs), Plain Language Address Directory (PLAD), Collective Address Designators (CADs), and Defense Message System (DMS) Directory Information Tree (DIT) appointment for Authorizing Official (AO) and Organizational Responsible Authority (ORA) by the cognizant authority
Which are: maintained by JS/combatant command as the official record copy
Review annually, purge, and place extraneous papers in inactive file when no longer needed or used. Cut off inactive file annually, hold 2 years, then destroy. Authority: NI-218-89-1 item 016

0712-06 Incoming electronic messages, including messages requiring special handling such as SPECAT, SIOP-ESI, SPECAT (codeword), SPECAT EXCLUSIVE FOR, RESTRICTED DATA or FORMERLY RESTRICTED DATA, and LIMDIS

Also included are those having delivery instructions such as FOR or PERSONAL FOR and those held in SSO facilities

instruction

Which are: received and maintained by JS/combatant command addressee in mission or subject files
Disposition is that of the particular mission or subject file. Authority: NI-218-86-1 item 111

0712-07 Joint Message Form containing approved text for outgoing messages
Which are: received in the JS/combatant command Message Center and filed by date-time group after dispatch
(29) Destroy/delete by 30-day blocks after 3-months old. Authority: NI-218-89-1 item 017

~~0712-08 Which are: original Joint Message Form authenticated for release and filed by date-time group in the DIA
Comm Center
Destroy/delete after 30 days. Authority: NCI-218-84-1 item 444~~

previously
approved

0713 OTHER MESSAGES

0713-01 All types of incoming messages provided to principals (e.g. ODJS)
Which are: maintained by any JS/combatant command activity.

(30) Destroy/delete when 90 days old. Authority: NCI-218-84-1 item 431

0713-02 Special handling messages received by CJCS

Which are: maintained by JS activities as the official record copy.

(31) Permanent. JS - Cut off at expiration of CJCS's tour, hold 2 years, then transfer entire block through R&A Br to the JS RHA. 25 years after cutoff transfer entire block to NARA after declassification review. Authority: NCI-218-84-1 item 434

0713-03 Special handling messages received by CINC

Which are: maintained by combatant command as the official record copy

(32) Permanent. Combatant command - Cut off at expiration of CINCS's tour, hold 2 years, then transfer entire block to inactive storage facility. 25 years after cutoff transfer entire block to NARA after declassification review.

~~0713-04 Incoming electronic messages pertaining to NATO~~

~~Which are: COSMIC TOP SECRET and all ATOMAL classifications received in the JS/combatant command Subregistry. Controlled as regular NATO documents~~

~~Disposition in accordance with 0811-01. Authority: NCI-218-84-1 item 437~~

instruction

0713-05 Which are: NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED and NATO unclassified messages received in JS/combatant command Control Points from the JS/combatant command Message Center

(33) Destroy/delete within 30 days; if required beyond 30 days, deliver to the JS/combatant command Subregistry for introduction into the NATO system as a regular NATO document, then disposition is in accordance with 0811-02. Authority: NCI-218-84-1 item 438

0713-06 Which are: NATO Exercise messages regardless of classification, received by exercise participants from the JS/combatant command Message Center

(34) Destroy/delete within 30 days after termination of the exercise. Those determined to have retention value beyond 30 days will be delivered to JS/combatant command Subregistry for introduction into the NATO system as a regular NATO document with disposition in accordance with 0811-02. Authority: NCI-218-84-1 item 439

~~0713-07 Outgoing electronic messages prepared by JS/combatant command element~~

~~Which are: comeback copies received in the originating office and filed in mission or subject files, including those held in SSO facilities~~

~~Disposition is that of the particular mission or subject file. Authority: NI-218-86-1 item 116~~

0713-08 Which are: currently held in the JS records center

(35) Destroy/delete microfilm sets when no longer needed for reference. Authority: NCI-218-84-1 item 442

0714 SATELLITE COMMUNICATIONS (SATCOM) RECORDS

0714-01 Policies, procedures, and guidance relating to satellite communications

Which are: maintained by any JS/combatant command activity as the official record copy

(36) *Permanent. Cut off when superseded, revised, or cancelled, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0714-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to satellite communications

Which are: maintained by any JS/combatant command activity as the official record copy

(37) *Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0714-03 Routine and administrative activities and events relating to satellite communications

Which are: maintained by any JS/combatant command activity as the official record copy

(38) *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

~~0714-04 Which are: reference copies of all above items held by any activity~~

~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

*non record per S. Smith
e-mail 2-25-02*

0715 TECHNICAL CONTROL FUNCTIONS/PATCH AND TEST FACILITIES

0715-01 History folder (circuit, trunk link, route, or system history)

Records pertaining to the activation, reconfiguration, or deactivation; initial test and acceptance data; circuit parameter test date (DD Form 1697); technical evaluation program reports (TEP); out-of-service quality control test records, to include spare channel test results; analysis products; and other related historical material

Which are: maintained by any JS/combatant command activity as the official record copy

(39) *Destroy/delete when superseded or 6 months after deactivation, whichever is later, except quality control test records which will be destroyed when replaced with the next like test record. Authority:*

(40) *Note: Out of service Q.C. testing records will be replaced with the next like test, the current year's annual test results will replace the previous year's annual test results, and the current quarterly test results.*

0715-02 Technical control operations

Quality control test schedules, reporting guides, circuit/trunk directories; DCA engineering drawings; systems/circuit layout diagrams/records (DD Form 1441); fault isolation charts/diagrams; and related products

Which are: maintained by any JS/combatant command activity as the official record copy

(41) *Destroy/delete when superseded, except DD Form 1441, which will be retained for 6 months after circuit deactivation, then destroy. Authority:*

(42)

0715-03 Operational direction/coordination messages (ODM/OCM), record of frequency use/changes, and related products

Which are: maintained by any JS/combatant command activity as the official record copy

(43) *Destroy/delete after 1 year. Authority:*

0715-04 Routine administrative records (Master station logs, master clock logs, outage reports, performance reports, worksheets, status reports, and other related records)

Which are: maintained by any JS/combatant command activity as the official record copy

(44) *Destroy/delete after 1 year. Earlier destruction is authorized if administrative needs have been met. Authority:*

0716 CIRCUIT RECORDS

0716-01 Networks and landlines

Files relating to planning, operations, and resources for networks and landlines

Which are: maintained by any JS/combatant command activity

(45) *Destroy/delete 3 months after supersession or when circuit/landline is terminated.*

0716-02 Automated Digital Information Network (AUTODIN) switching centers (ASC)

Which are: files pertaining to planning for establishing or deactivating ASC

(46) Destroy/delete 1 year after switching center is deactivated.

(47) 0716-03 Which are: files relating to operations of the ASC
Destroy/delete when 2 years old.

0717 JOINT INTEROPERABILITY OF TACTICAL COMMAND AND CONTROL SYSTEM (JINTACCS) FILES

0717-01 JINTACCS interface planning files

Information relating to the development, coordination, and approval of technical interface concepts and technical interface design plans for tactical command and control systems

Which are: at office having responsibility

(48) Permanent. Place in file on discontinuance of JINTACCS activity and cut off at the end of that year. Retire to inactive storage when 5 years old. When 25 years old transfer to NARA after declassification review.

0717-02 Which are: at other offices

(49) Destroy/delete after 2 years. Authority:

0717-03 JINTACCS test procedures and plans

Information relating to development of test philosophies, proposals, plans and procedures. Included are coordination actions, recommendations from Services or agencies, recommendations regarding implementing actions, and joint interface implementation plans

Which are: at office having responsibility

(50) Destroy/delete 5 years after discontinuance of activity.

0717-04 Which are: at other offices

(51) Destroy/delete after 2 years. Authority:

0717-05 JINTACCS configuration management files

Information relating to the management and standardization of configuration for tactical command and control systems. Included are proposed changes to data messages and data standards and actions related to those changes

Which are: at office having responsibility

(52) Permanent. Cut off on discontinuance of activity. Retire to inactive storage when 5 years old. When 25 years old transfer to NARA after declassification review.

0717-06 Which are: at other offices

(53) Destroy/delete after 2 years. Authority:

0717-07 JINTACCS data standardization files

Information identifying data elements and standardized message formats to be used by Services and agencies in achieving interoperability and compatibility of both manual and automated systems. Included are data dictionaries

Which are: at office having responsibility

(54) Permanent. Cut off on discontinuance of activity. Retire to inactive storage when 5 years old. When 25 years old transfer to NARA after declassification review.

0717-08 Which are: at other offices

(55) Destroy/delete after 2 years. Authority:

0718 GCCS/WWMCCS See 0525 series

0719 ELECTRONIC WARFARE AND COUNTER-MEASURE

See ~~297~~ series

0708 per D.Klamt 5-2-02

0720 COMMUNICATIONS AND ELECTRONICS WORD PROCESSING AND ELECTRONIC MAIL SYSTEM COPIES

0720-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule

Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

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

(56) *Destroy/delete within 180 days after the recordkeeping copy has been produced Authority:*

0720-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

(57) *Destroy/delete when dissemination, revision, or updating is completed. Authority:*

0721 COMMUNICATIONS AND ELECTRONICS COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0721-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

(58) *Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later. Authority:*

~~0721-02 Which are: joint system is unscheduled~~

~~Submit SF 115 to NARA for feeder and/or joint systems~~ instruction