10/1/80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-218-81-1

DATE RECEIVED

October 10, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

12-11-80 Date — Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Organization of the Joint Chiefs of Staff

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER: Major George E. Smith

5. TEL. EXT.: 695-2693

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 27 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
26 Sep 80	George E Smith	OJCS Records Manager

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	RECORDS OF THE JOINT CHIEFS OF STAFF This request for records disposition authority covers the records of the Joint Chiefs of Staff. Some of the series herein are currently being accessioned by the National Archives per an agreement between the Archivist of the U.S. and the Secretary, JCS. The attached disposition schedule contains the following series:		
	SERIES — TITLE 001 JCS Green Papers 002 JCS Buffs 003 JCS Flimsies 004 JCS Memorandums of Information (IMs) 005 Service Memorandums/Flimsies 006 Chairman, JCS Memorandums (CMs) 007 Joint Chiefs of Staff Memorandums (JCSMs) 008 Memorandums Issued in the Name of the Joint Chiefs of Staff (MJCSs) 009 Director, Joint Staff Memorandums (DJSMs) 010 Secretary, JCS Memorandums (SMs) 011 JCS Memorandums of Policy (JCS MOPs) 012 JCS Publications (JCS PUBs) 013 Joint Administrative Instructions (JAIs)		
	Copy to JCS on 12-17-80. R.C.T.		75 items

115-107

Also to NNRS.

Closed Out: 12-18-80: (K.T.).

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 001

OJCS RECORDS DISPOSITION SCHEDULE

RECORDS DISPOSITION JOB No. NC1-218-81-1

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-001 JCS GREEN PAPERS			
1.	JCSRS-001.1	JCS serially numbered documents published by the Secretary, JCS which bear a JCS Serial Number (JCS 0000/000) and are printed on green paper. These documents include, but are not limited to: JCS Decisions, Notes to Holder, Corrigendums, etc. Also included are transmittal memorandums assigned a JCS serial number that refer information created by agencies outside the JCS to the OJCS agencies for information or action. By virtue of the transmittal memorandum, the attachment(s) becomes a "JCS Paper."	maintained by the Records and Information Retrieval Branch (RAIR), Documents Division, Joint Secretariat as the official JCS record copy and are filed in an official JCS case file.	Cut off (COFF) annually at end of calendar year (CY), after 5 years transfer by CY block to the OJCS Records Holding Area (RHA) located at Fort Ritchie, MD.
2.	JCSRS-001.2	-----same as JCSRS-001.1-----	received from RAIR Br as the official JCS records for retention at the OJCS RHA.	retain in the OJCS RHA by CY block until documents are 20 years old then transfer entire CY block to NARS as permanent records after declassification review.*

* A vital in-house step prior to the actual transfer of these documents includes forwarding all documents to the Declassification Br, DOCDIV, Joint Secretariat for a declassification review. Subsequent to this review, the documents are transferred to the National Archives and Records Service (NARS) for formal accessioning.

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 001

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-001 JCS GREEN PAPERS - Continued			
3.	JCSRS-001.3	-----same as JCSRS-001.1-----	the duplicate set of records retained for relocation and reconstitution purposes at R&R Section, OJCS, Fort Ritchie, MD.	COFF annually at end of CY, after 5 years destroy by CY block, retaining microfilmed copies for R&R purposes.
4.	JCSRS-001.4	-----same as JCSRS-001.1-----	maintained by the Documents Section, DOCDIV, Joint Secretariat as extra and reference copies for JCS/OPDEPS meetings and use within the OJCS.	COFF annually at end of CY, destroy all copies except those needed for support of the continuing mission of the OJCS, then, after remaining documents are 5 years old, destroy entire CY block. As an exception, selected documents that are of sustained interest to users, as demonstrated by continuing requests for copies, may be exempted from destruction until no longer needed.
5.	JCSRS-001.5	-----same as JCSRS-001.1-----	held at all other activities within the OJCS and retained as action or reference copies. (These documents are considered duplicate, extra copies, therefore, non-record copies.)	after 2 years destroy unless needed for continuing guidance or reference, then destroy when no longer needed.

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS-001

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-001 JCS GREEN PAPERS - Continued			
6.	JCSRS-001.6	JCS serially numbered documents in Sensitive Compartmented Information (SCI) channels.	held by DIA in SCI channels for the Secretary, JCS as the official JCS record copy.	retain JCS record copy for 30 years in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels in accordance with Intelligence Community directives. When removable from SCI channels, transfer to RAIR Br for incorporation into the official JCS case file for disposition under JCSRS-001.1/.2.
7.	JCSRS-001.7	other documents in Special Control Channels.	held by JRC, SOD, JOD, JSTPS in SCI channels.	after 5 years determine if official JCS record copy is maintained by DIA in SCI channels, if so - destroy; if not, transfer to DIA (SCI) for disposition as outlined in JCSRS-001.6

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ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS-001

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT & SCHEDULE DESCRIPTION: NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-001 JCS GREEN PAPERS - Continued			
8.	JCSRS-001.8	-----same as JCSRS-001.7-----	held by JRC, SOD, JOD, JSTPS, or any other OJCS Directorate/Agency in other than SCI channels. (Such as extremely limited distribution papers/documents.)	after 20 years or when no longer needed, transfer to RAIR Br for incorporation into the official JCS record case file. (See JCSRS-001.1/.2 for final disposition authority.)

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 002

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-002 JCS BUFFS (Joint Staff, 2d Working Draft - Internal Working Paper)			
9.	JCSRS-002.1	the second draft (printed on buff colored paper), at the Planner level, of a joint action prepared by an OJCS Directorate/Agency and circulated to other directorates or agencies and the Services for the formal coordination.	maintained by RAIR Br.	only the cover page of the JCS Buff will be retained and filed with the RAIR Br "JCS Green Paper." Disposition of the cover page will be as described in JCSRS-001.1 & .2. All other pages of the JCS Buff will be destroyed upon publication and receipt of the JCS Green Paper.
10.	JCSRS-002.2	-----same as JCSRS-002.1-----	held or maintained at all other OJCS activities.	destroy upon publication and receipt of the JCS Green Paper.
11.	JCSRS-002.3	-----same as JCSRS-002.1-----	cancelled or withdrawn.	destroy 6 months after cancellation or withdrawal unless originator determines that it has historical value, in which case, forward to RAIR Br and request that the JCS Buff be made a part of the official JCS records.

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS-003

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-003 FLIMSIES (JCS Action Officer's 1st Working Draft - Internal Working Paper)			
12.	JCSRS-003.1	a preliminary, informal draft of a joint action, on white paper, circulated to Joint Staff and Service Action Officers for coordination. (The first stage of the JCS FLIMSY-BUFF-GREEN Paper sequence.)	originated and held at all OJCS activities.	destroy upon publication and receipt of the JCS Buff paper.
13.	JCSRS-003.2	-----same as JCSRS-003.1-----	cancelled or withdrawn.	destroy 6 months after item is cancelled or withdrawn.
14.	JCSRS-003.3 Other JCS Flimsies (Internal Working Papers)	Chairman's CJCS) Flimsy (CF) or Director, Joint Staff Flimsy (DF) recommending a change to a JCS green paper.	incorporated into the JCS green paper or declined by the JCS.	record copy to RAIR Br. Destroy all other copies after action is taken.
15.	JCSRS-003.4	-----same as JCSRS-003.3-----	maintained by RAIR Br as the official JCS record copy.	incorporate into JCS record case file on the JCS green paper in RAIR Br and dispose of as outlined in JCSRS-001.1 & .2. Permanent.

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 004

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-004 JCS MEMORANDUMS OF INFORMATION (IMs)			
16.	JCSRS-004.1	JCS Memorandums of Information are the exception to the rule contained in JCSRS-001. This type memorandum relays information of an administrative nature and is considered as temporary, non-record material.	maintained by RAIR Br. (IMs are maintained in JCS record cases for all IMs during the CY.)	COFF annually at end of CY, after 5 years transfer by CY block to the OJCS RHA.
17.	JCSRS-004.2	-----same as JCSRS-004.1-----	received from RAIR Br for retention at the OJCS RHA.	retain in the OJCS RHA by CY block until documents are 20 years old then destroy by CY block
18.	JCSRS-004.3	-----same as JCSRS-004.1-----	maintained by the Documents Section, DOCDIV, Joint Secretariat as extra and reference copies for use within the OJCS	COFF annually at and of CY and destroy after 5 years.
19.	JCSRS-004.4	-----same as JCSRS-004.1-----	held at all other OJCS activities.	after 2 years destroy unless needed for continuing guidance or reference, then destroy when no longer needed.

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS-005

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-005 SERVICE MEMORANDUMS/ SERVICE FLIMSIES (Also referred to as "Service Purples")			
20.	JCSRS-005.1	memorandums or flimsies circulated or tabled as proposed amendments to a document under JCS consideration. (They are formal, serially numbered memorandums by the Service Chiefs and/or Service Planners to present problems, information, comments and recommendations to the JCS. Also used to propose changes to a JCS green report under JCS consideration or to non-concur in the report.)	maintained by RAIR Br as the official JCS record copy and are filed in an official JCS case file.	incorporate into JCS record case file pertaining to the JCS green paper in RAIR Br and dispose of as outlined in JCSRS-001. Permanent.
21.	JCSRS-005.2	-----same as JCSRS-005.1-----	received and maintained by the JCS Action Officer.	place in the Action Officer's case file and dispose of as outlined in the disposition of that file.
22.	JCSRS-005.3	-----same as JCSRS-005.1	received and held elsewhere throughout the OJCS.	determine that RAIR Br has received a copy of the document for permanent retention. Destroy all other copies upon completion of required action(s).

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 006

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-006 CHAIRMAN, JOINT CHIEFS OF STAFF MEMORANDUMS (CM)			
23.	JCSRS-006.1	memorandums issued by the Chairman, JCS in carrying out his responsibilities. (They are serially numbered beginning with the number one at the Chairman's tour of duty followed by the CY of issuance. [Example: CM-1-80])	maintained by the Office of the Chairman, JCS (OCJCS) as part of the official files of the CJCS and are considered the official JCS record copies.	COFF at expiration of CJCS's tour of duty then transfer entire block to the OJCS RHA.
24.	JCSRS-006.2	-----same as JCSRS-006.1-----	received by Joint Secretariat from the OCJCS as part of the official records of the CJCS and retained at the OJCS RHA.	retain 20 years then retire entire block with other CJCS's official files to NARS as permanent records.
25.	JCSRS-006.3	-----same as JCSRS-006.1-----	received and maintained by RAIR Br. (If these CMs pertain to a JCS green paper, they will be handled accordingly.	COFF annually at end of CY, after 5 years transfer by CY block to the OJCS RHA.
26.	JCSRS=006.4	-----same as JCSRS-006.1-----	received from RAIR Br and retained at the OJCS RHA.	COFF annually at end of CY and retain until documents are 20 years old and then transfer by CY block to NARS as permanent records after declassification review.

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 006

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-006 CMs - Continued			
27.	JCSRS-006.5	-----same as JCSRS-006.1-----	received and maintained at all other OJCS activities.	after 2 years destroy unless needed for continuing guidance or reference, then destroy when no longer needed.
28.	JCSRS-006.6	CMs in Sensitive Compartmented Information (SCI) channels.	held by DIA in SCI channels for the Secretary, JCS as the official JCS record copy.	retain JCS record copy for 30 years in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels in accordance with Intelligence Community directives. When removable from SCI channels, transfer to RAIR Br for incorporation into the official JCS case file for disposition under JCSRS-006.3.
29.	JCSRS-006.7	CMs in Special Control Channels	held by JRC, SOD, JOD, JSTPS in SCI channels.	after 5 years determine if official JCS record copy is maintained by DIA in SCI channels, if so - destroy; if not, transfer to DIA (SCI) for disposition as outlined in JCSRS-006.6.

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 006

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-006 CMs - Continued			
30.	JCSRS-006.8	-----same as JCSRS-006.7-----	held by JRC, SOD, JOD, JSTPS, or any other OJCS Directorate/Agency, in other than SCI channels. (Such as extremely limited distribution papers/documents.)	after 20 years or when no longer needed, transfer to RAIR Br for incorporation into the official JCS record case file. (See JCSRS-006.3/.4 for final disposition authority.)

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 007

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-007 JOINT CHIEFS OF STAFF MEMORANDUMS (JCSMs)			
31.	JCSRS-007.1	memorandums by the JCS addressed to agencies or individuals outside of the OJCS and Services(e.g., Secretary of Defense, Secretaries of Military Departments, etc.) They are signed under the authority line "For the Joint Chiefs of Staff" by the Chairman, JCS or Director or Vice Director, Joint Staff, as appropriate. JCSMs usually derive from implementing attachments to reports submitted for consideration by the JCS. (JCSMs are serially numbered, beginning with the number one during each CY. [Example: JCSM-1-80])	maintained by RAIR Br as the official JCS record copyand are filed in an official JCS Case File.	COFF annually at end of CY, after 5 years transfer by CY block to the OJCS RHA.
32.	JCSRS-007.2	-----same as JCSRS-007.1-----	received from RAIR Br as the official JCS records for retention at the OJCS RHA.	retain in the OJCS RHA by CY block until documents are 20 years old then transfer entire CY block to NARS as permanent records after declassification review.

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 007

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-007 JCSMs - Continued			
33.	JCSRS-007.3	-----same as JCSRS-007.1-----	maintained by the Documents Section, DOCDIV, Joint Secretariat as extra and reference copies for use within the OJCS.	COFF annually at end of CY, destroy all copies except those needed for support of the continuing mission of the OJCS, then, after documents are 5 years old, destroy entire CY block As an exception, selected documents that are of sustained interest to users, as demonstrated by continuing requests for copies, may be exempted from destruction until no longer needed.
34.	JCSRS-007.4	-----same as JCSRS-007.1-----	held at all other activities within the OJCS and retained as extra or reference copies.	after 2 years destroy unless needed for continuing guidance or reference, then destroy when no longer needed.
35.	JCSRS-007.5	JCSMs in Sensitive Compartmented Information (SCI) channels.	held by DIA in SCI channels for the Secretary, JCS as the official JCS record copy.	retain JCS record copy for 30 years in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels in accordance with Intelligence Community directives. When removable ---- Continued------

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ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 007

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-007 JCSMs - Continued			
35. (Contd)	JCSRS-007.5 (Continued)			from SCI channels, transfer to RAIR Br for incorporation into the official JCS case file for disposition under JCSRS-007.1/.2.
36.	JCSRS-007.6	JCSMs in Special Control Channels.	held by JRC, SOD, JOD, JSTPS in SCI channels.	after 5 years determine if official JCS record copy is maintained by DIA in SCI channels, if so - destroy; if not, transfer to DIA (SCI) for disposition as outlined in JCSRS-007.5.
37.	JCSRS-007.7	-----same as JCSRS-007.6-----	held by JRC, SOD, JOD, JSTPS, or any other OJCS Directorate/Agency, in other than SCI channels. (Such as extremely limited distribution papers/documents.)	after 20 years or when no longer needed, transfer to RAIR Br for incorporation into the official JCS record case file. (See JCSRS-007.1/.2 for final disposition authority.)

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ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 008

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-008 MEMORANDUMS ISSUED IN THE NAME OF THE JCS (MJCSs)			
38.	JCSRS-008.1	memorandums used to issue instructions which are in accordance with policies, plans, and procedures approved by the JCS. MJCSs are issued under the authority line "For the Joint Chiefs of Staff" and signed by the head of OJCS Directorates/Agencies (MJCSs are serially numbered beginning with the number one during each CY. [Example: MJCS-1-80])	maintained by RAIR Br as the official JCS record copyand are filed in an official JCS Case File.	COFF annually at end of CY, after 5 years transfer by CY block to the OJCS RHA.
39.	JCSRS-008.2	-----same as JCSRS-008.1-----	received from RAIR Br as the official JCS records for retention at the OJCS RHA.	retain in the OJCS RHA by CY block until documents are 20 years old then transfer entire CY block to NARS as permanent records after declassification review.
40.	JCSRS-008.3	-----same as JCSRS-008.1-----	held at all other activities within the OJCS and retained as extra or reference copies.	after 2 years destroy unless needed for continuing guidance or reference, then destroy when no longer needed.

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ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 008

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-008 MJCSs - Continued			
41.	JCSRS-008.4	MJCSs in Sensitive Compartmented Information (SCI) channels.	held by DIA in SCI channels for the Secretary, JCS as the official JCS record copy.	retain JCS record copy for 30 years in accordance with policy in the Intelligence Community directives for SCL documents. At the end of 30 years, review for removal from SCI channels in accordance with Intelligence Community directives. When removable from SCI channels, transfer to RAIR Br for incorporation into the official JCS case file for disposition under JCSRS-008.1/.2.
42.	JCSRS-008.5	MJCSs in Special Control Channels.	held by JRC, SOD, JOD, JSTPS in SCI channels.	after 5 years determine if official JCS record copy is maintained by DIA in SCI channels, if so - destroy; if not, transfer to DIA (SCI) for disposition as outlined in JCSRS-008.4.
43.	JCSRS-008.6	-----same as JCSRS-008.5-----	held by JRC, SOD, JOD, JSTPS, or any other OJCS Directorate/Agency, in other than SCI channels. (Such as extremely limited distribution papers/documents.)	after 20 years or when no longer needed, transfer to RAIR Br for incorporation into the official JCS record case file. (See JCSRS-008.1/.2 for final disposition authority.)

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 009

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-009 DIRECTOR, JOINT STAFF MEMORANDUMS (DJSMs)			
44.	JCSRS-009.1	memorandums from the office of the Director, Joint Staff to the Chairman, JCS; the Chiefs of the Services; Operations Deputies; subordinate agencies of the JCS; offices of the Secretary of Defense; and other government agencies. (They are serially numbered, beginning with the number one during each CY. [Example: DJSM-1-80])	maintained by the office of the Director, Joint Staff (ODJS) as the official JCS record copy.	COFF annually at end of CY, after 6 months transfer entire CY block of serially numbered DJSMs with all backup material/documents to RAIR Br.
45.	JCSRS-009.2	-----same as JCSRS-009.1-----	received from ODJS at RAIR Br as the official JCS record copy.	COFF annually at end of CY, after 5 years transfer by CY block to the OJCS RHA.
46.	JCSRS-009.3	-----same as JCSRS-009.1-----	received from RAIR Br as the official JCS records for retention at the OJCS RHA.	retain in the OJCS RHA by CY block until documents are 20 years old then transfer entire CY block to NARS as permanent records after declassification review.

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 009

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-009 DJSMs - Continued			
47.	JCSRS-009.4	-----same as JCSRS-009.1-----	received and maintained by RAIR Br as part of a JCS Green Paper or for any other purpose and are considered the official JCS record copy. (Excluding the additional official record copy maintained by the ODJS. [See JCSRS-009.1])	COFF annually at end of CY, after 5 years transfer by CY block to the OJCS RHA.
48.	JCSRS-009.5	-----same as JCSRS-009.1-----	held at all other activities within the OJCS and retained as action or reference copies.	after 2 years destroy unless needed for continuing guidance or reference, then destroy when no longer needed.
49.	JCSRS-009.6	DJSMs in Sensitive Compartmented Information (SCI) channels.	held by DIA in SCI channels for the Secretary, JCS as the official JCS record copy.	retain JCS record copy for 30 years in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels in accordance with Intelligence Community directives. When removable from SCI channels transfer to RAIR Br for incorporation into the official JCS case file for disposition under JCSRS-009.2/.3.

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS-009

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-009 DJSMs - Continued			
50.	JCSRS-009.7	DJSMs in Special Control Channels.	held by JRC, SOD, JOD, JSTPS in SCI channels.	after 5 years determine if official JCS record copy is maintained by DIA in SCI channels, if so - destroy; if not, transfer to DIA (SCI) for disposition as outlined in JCSRS-009.6
51.	JCSRS-009.8	-----same as JCSRS-009.7-----	held by JRC, SOD, JOD, JSTPS, or any other OJCS Directorate/ Agency, in other than SCI channels. (Such as extremely limited distribution papers/ documents.)	after 20 years or when no longer needed, transfer to RAIR Br for incorporation into the official JCS case file. (See JCSRS-009.4/.3 for final disposition authority.)

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 010

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-010 SECRETARY, JOINT CHIEFS OF STAFF MEMORANDUMS (SMs)			
52.	JCSRS-010.1	memorandums issued by or for the Secretary, JCS in carrying out chartered responsibilities. SMs forward approved directives of the JCS to the OJCS, the Chiefs of the Services, and the commanders of unified and specified commands. In addition, the Secretary uses SMs to assign actions or transmit instructions or information within the OJCS, to the Chiefs of the Services and to the commanders of unified and specified commands. (SMs are serially numbered, beginning with the number one during each CY. [Example: SM-1-80])	maintained by RAIR Br as the official JCS record copy and are filed in an official JCS Case File.	COFF annually at end of CY, after 5 years transfer by CY block to the OJCS RHA.
53.	JCSRS-010.2	-----same as JCSRS-010.1-----	received from RAIR Br as the official JCS records for retention at the OJCS RHA.	retain in the OJCS RHA by CY block until documents are 20 years old then transfer entire CY block to NARS as permanent records after declassification review.

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JCSRS- 010

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-010 SMs - Continued			
54.	JCSRS-010.3	-----same as JCSRS-010.1-----	the duplicate set of records retained for relocation and reconstitution purposes at the R&R Section, Fort Ritchie, MD.	COFF annually at end of CY, destroy after documents are 5 years old.
55.	JCSRS-010.4	-----same as JCSRS-010.1-----	maintained by the Documents Section, DOCDIV, Joint Secretariat as extra and reference copies for use within the OJCS.	COFF annually at end of CY, destroy all copies except those needed for support of the continuing mission of the OJCS, thereafter remaining documents are 5 years old, destroy entire CY block. As an exception, selected documents that are of sustained interest to users, as demonstrated by continuing requests for copies, may be exempted from destruction until no longer needed.
56.	JCSRS-010.5	-----same as JCSRS-010.1-----	held at all other activities within the OJCS and retained as extra or reference copies.	after 2 years destroy unless needed for continuing guidance or reference, then destroy when no longer needed.

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 010

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-010 SMs - Continued			
57.	JCSRS-010.6	SMs in Sensitive Compartmented Information (SCI) channels.	held by DIA in SCI channels for the Secretary, JCS as the official JCS record copy.	retain JCS record copy for 30 years in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels in accordance with Intelligence Community directives. When removable from SCI channels transfer to RAIR Br for incorporation into the official JCS case file for disposition under JCSRS-010.1/.2.
58.	JCSRS-010.7	SMs in Special Control Channels.	held by JRC, SOD, JOD, JSTPS in SCI channels.	after 5 years determine if official JCS record copy is maintained by DIA in SCI channels, if so - destroy; if not, transfer to DIA (SCI) for disposition as outlined in JCSRS-010.6.
59.	JCSRS-010.8	-----same as JCSRS-010.7-----	held by JRC, SOD, JOD, JSTPS, or any other OJCS Directorate/Agency, in other than SCI channels. (Such as extremely limited distribution papers/documents.)	after 20 years or when no longer needed, transfer to RAIR Br for incorporation into the official JCS case file. (See JCSRS-010.1/.2 for final disposition authority.)

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 011

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-011 JCS MEMORANDUMS OF POLICY (JCS MOPs)			
60.	JCSRS-011.1	statements of policy approved by the JCS and issued for the guidance of the OJCS, unified and specified commands, and the Services. JCS MOPs are circulated under the title of the policy to which they pertain and contain suitable cross-reference to JCS papers from which they emanate. (They are serially numbered beginning with the number one without regard to CY. [Example: JCS MOP 1, 39, 115, etc.])	maintained by RAIR Br as the official JCS record copy. The JCS MOP and JCS Green Report from which derived are filed in the JCS record case file.	COFF annually at end of CY, after 5 years transfer by CY block to the OJCS RHA.
61.	JCSRS-011.2	-----same as JCSRS-011.1-----	received from RAIR Br as the official JCS records for retention at the OJCS RHA.	retain in the OJCS RHA by CY block until documents are 20 years old then transfer entire CY block to NARS as permanent records after declassification review.
62.	JCSRS-011.3	-----same as JCSRS-011.1-----	the du!licate set of records retained for relocation and reconstitution purposes at the R&R Section, Ft Ritchie, MD.	retain until superseded or cancelled, then destroy.

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 011

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-011 JCS MOPs - Continued			
63.	JCSRS-011.4	-----same as JCSRS-011.1-----	maintained by the Documents Section, DOCDIV, Joint Secretariat as extra and reference copies for use within the OJCS.	retain until superseded or cancelled, then destroy.
64.	JCSRS-011.5	-----same as JCSRS-011.1-----	maintained by all other OJCS activities, either by single subject JCS MOP or in a reference library containing a complete set of all current JCS MOPs.	retain until superseded or cancelled, then destroy.
65.	JCSRS-011.6	-----same as JCSRS-011.1-----	maintained by OJCS Action Officers.	retain until superseded or cancelled, then destroy.

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS-012

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-012 JCS PUBLICATIONS (JCS PUBS)			
66.	JCSRS-012.1	Joint publications containing JCS procedures/policy prepared by the Joint Staff or an Agency of the JCS which are applicable to the Military Services, unified and specified commands, and other agencies responsive to the JCS. They are authenticated by the SJCS "For the Joint Chiefs of Staff" and are distributed via Service publication channels. (JCS Pubs are serially numbered without regard to the CY. [Example: JCS Pub 4])	maintained by RAIR Br as the official JCS record copy. The JCS Pub and JCS Green Report from which derived are filed in the JCS record case file.	COFF annually at end of CY, after 5 years transfer by CY block to the OJCS RHA.
67.	JCSRS-012.2	-----same as JCSRS-012.1-----	received from RAIR Br as the official JCS records for retention at the OJCS RHA.	retain in the OJCS RHA by CY block until documents are 20 years old then transfer entire CY block to NARS as permanent records after declassification review.
68.	JCSRS-012.3	-----same as JCSRS-012.1-----	the duplicate set of records retained for relocation and reconstitution purposes at the R&R Section, Ft Ritchie, MD.	retain until superseded or cancelled, then destroy.

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 012

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT DESCRIPTION: & SCHEDULE NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-012 JCS PUBS - Continued			
69.	JCSRS-012.4	-----same as JCSRS-012.1-----	maintained by the Documents Section, DOCDIV, Joint Secretariat as extra and reference copies for use within the OJCS.	retain until superseded or cancelled, then destroy.
70.	JCSRS-012.5	-----same as JCSRS-012.1-----	maintained by all other OJCS activities, either by single subject JCS Pub or in a reference library containing a complete set of all current JCS Pubs.	retain until superseded or cancelled, then destroy.
71.	JCSRS-012.6	-----same as JCSRS-012.1-----	maintained by OJCS Action Officers.	retain until superseded or cancelled, then destroy.
72.	JCSRS-012.7 JCS PUB FILES	printing job order requests; letters to the Military Services pertaining to distribution formats; JCS Forms 48, D Sheets; and miscellaneous administrative papers which are superfluous to the JCS case files.	maintained by Information Release and Safeguards (IRAS) Branch, DOCDIV, Joint Secretariat as current working files.	COFF when superseded or cancelled, hold 1 year in current files area (CFA), then destroy.

ITEM NUMBER (JCSRS-000)
RULE NUMBER (JCSRS-000.0)
JCSRS- 013

OJCS RECORDS DISPOSITION SCHEDULE

"RECORDS COMMON TO SEVERAL OR ALL OFFICES WITHIN THE OJCS"

ITEM NO.	DOCUMENT & SCHEDULE DESCRIPTION: NUMBER	CONSISTING OF:	WHICH ARE:	THEN:
	JCSRS-013 JOINT ADMINISTRATIVE INSTRUCTIONS (JAIs)			
73.	JCSRS-013.1	administrative instructions of a continuing nature used for internal management of the OJCS. The official JCS record copy of all JAIs.	maintained and issued by the Directorate of Administrative Services (DAS). JAIs are initiated by OJCS Directorates/Agencies who are responsible for review, consolidation and currency. DAS is responsible for overall management and administration of the program.	COFF when superseded or obsolete, transfer to Washington National Records Center (WNRC) after 2 years in CFA. Offer to NARS after 25 years and declassification review. Permanent.
74.	JCSRS-013.2	manuscripts, annual, reviews, coordination papers, and administrative background papers used in issuing JAIs.	maintained by Staff Management Branch, Personnel Division, DAS (SMB/PD/DAS) as backup material for published JAIs.	COFF when superseded or obsolete, hold 1 year in CFA, then destroy.
75.	JCSRS-013.3	reference set of JAIs.	copies of JAIs maintained throughout the OJCS for reference or guidance.	destroy when superseded or obsolete.

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