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**CJCSM 5760.01B, Vol II
7 June 2024**

**JOINT STAFF AND COMBATANT
COMMAND RECORDS AND
INFORMATION MANAGEMENT
MANUAL: VOLUME II -
DISPOSITION SCHEDULES**



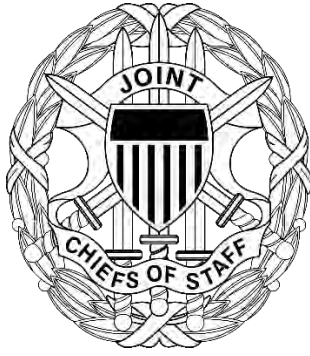
**JOINT STAFF
WASHINGTON, D.C. 20318**

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CHAIRMAN OF THE JOINT

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JOINT STAFF AND COMBATANT COMMAND RECORDS AND INFORMATION MANAGEMENT MANUAL: VOLUME II – DISPOSITION SCHEDULES

References:
See Enclosure D

1. Purpose. In accordance with (IAW) references (a) through (c), this manual:
 - a. Is a companion to reference (d), “Joint Staff and Combatant Command Records and Information Management Manual: Volume I – Procedures.”
 - b. Provides guidance for applying the disposition authority of the National Archives and Records Administration (NARA) General Records Schedules (GRS) and the Joint Staff (JS) Mission Records Schedules (MRS).
 - c. Establishes mandatory retention requirements for administrative, mission, and policy documents.
 - d. Establishes records disposition schedule policy that constitutes the authority for retention, transfer, temporary or permanent retirement, and/or destruction of record and non-record materials in digital and analog formats.
2. Superseded/Cancellation. CJCSM 5760.01A, Vol II, 13 July 2012, is hereby superseded.
3. Applicability. This manual applies to the JS, the Combatant Commands (CCMDs), and Chairman’s Controlled Activities (CCAs) that are assigned JS as their primary supporting and funding agent (hereinafter “specified CCAs”). The two CCAs that currently fall in this category are the National Defense University (NDU) and Joint Requirements Office – Chemical, Biological, Radiological, and Nuclear Defense (JRO-CBRND).
 - a. Exception. U.S. Special Operations Command (USSOCOM) Service components will maintain records generated because of component expenditure of Major Force Program-11 funds, separate from Service records,

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and will control them IAW this manual. This schedule excludes the Service components assigned to the CCMDs and other functional components or operational forces consisting of members of a single Service.

b. This manual applies to all personnel and contractors within the JS, CCMDs, and specified CCAs who assume responsibility for the creation (or receipt), maintenance and use, and disposition of records and non-record materials in digital and analog formats. The specified CCAs are subject to the oversight of the JS records management program and must apply the combined JS, CCMD, and CCA records retention schedule. All other CCAs will follow their assigned executive service retention schedule.

4. Procedures. See Enclosures A thru D.

5. Summary of Changes. This manual has been re-written in its entirety. Significant updates include:

a. Reorganization of the manual into two mandatory retention schedules:

(1) Applying the NARA GRS for administrative records common to all federal organizations.

(2) Applying the JS MRS, which is unique to the JS, CCMDs and the specified CCAs.

b. New disposition authorities, included as lists of records and non-record materials exceptions, that do not fit into any of the subseries or are records that have event-driven dispositions.

c. Incorporating the 1300 Series, Academic Affairs, which is meant to be available for use by any JS or CCMD activity that operates as a school or university or for the purposes of education.

6. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on the Non-classified Internet Protocol Router Network (NIPRNET). DoD Components (to include the CCMDs), other Federal agencies, and the public may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at: <<http://www.jcs.mil/library>>. JS activities may also obtain access via the SECRET Internet Protocol Router Network (SIPRNET) Directives Electronic Library web sites.

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7. Effective Date. This MANUAL is effective upon signature.

For the Chairman of the Joint Chiefs of Staff:

A handwritten signature in black ink, reading "Michael L. Downs". The signature is written in a cursive, flowing style.

MICHAEL L. DOWNS, Maj Gen, USAF
Vice Director, Joint Staff

Enclosures

- A - Records Disposition Overview
- B - Applying the NARA Records Schedules
- C - Applying the JS Mission Records Schedules
- D - References

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DISTRIBUTION

Distribution A, B, C plus the following:

National Archives and Records Administration
Secretary of Defense

The office of primary responsibility for the subject directive has chosen electronic distribution to the above organizations via e-mail. The Joint Staff Information Management Division has responsibility for publishing the subject directive to the SIPRNET and NIPRNET Joint Electronic Library web sites.

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ENCLOSURE A

RECORDS DISPOSITION OVERVIEW

1. Federal agencies are required by law (the Federal Records Act of 1950, as amended and codified in title 44, U.S. Code) to adequately document their missions, functions, policies, procedures, decisions, and transactions. Oversight responsibilities for records management programs are shared by NARA, the Office of Management and Budget (OMB), and the General Services Administration, which issue regulatory requirements to ensure proper, consistent recordkeeping across Federal agencies.
2. The JS Records and Information Management (RIM) program is discussed in reference (e). Listed below are roles and responsibilities within the JS RIM program:
 - a. The RIM program is executed by the Records and Research Branch under the direction of the Chief, Information Management Division; Secretary, Joint Staff; and Director of Management (DDOM). The DDOM is appointed by the Director, Joint Staff as the Senior Agency Official for Records Management, who has the authority to appoint the JS Chief Records Officer (CRO).
 - b. The JS CRO is the liaison between the CCMDs and the specified CCAs and the Office of the Secretary of Defense, OMB, and NARA. The CRO partners with stakeholders within the Office of Information Technology Planning; Architecture; Knowledge Management; Data Management; and E-Government; and leaders under the Chief Information Officer of the DoD.
3. The JS CRO's responsibility is to:
 - a. Enable Command Records Managers and Records Liaisons to make informed decisions.
 - b. Establish effective controls over all records and non-record materials in the agency's custody.
 - c. Prepare, obtain approval of, and apply an up-to-date comprehensive schedule for all agency records and non-record materials.
 - d. Participate in the development of electronic and other recordkeeping systems to ensure proper disposition.
 - e. Assist and advise agency officials regarding records disposition matters.

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- f. Act as a liaison with NARA for records disposition program direction.
 - g. Train staff as necessary to properly carry out records disposition responsibilities.
 - h. Evaluate records disposition program results to ensure adequacy, effectiveness, and efficiency.
4. Additionally, records managers should participate in the design and development of recordkeeping systems to ensure the proper disposition of recorded information, to include retention planning, which comprises identifying groups of data, associated records schedule items, their sources, accountable information owners, and responsible stewards for the data housed in each system. This information is necessary to develop processes and workflows to successfully manage the information across its lifespan. At the fundamental level, information product creators and end-point users, whether automated or human, must be able to link a record to a record schedule item when using the system.
5. During electronic records planning, information technology (IT) providers and customer technical staff must plan for maintenance of the lifecycle of records across consecutive systems IAW reference (e). To support the full lifespan, IT providers and vendors are accountable for providing functionality for lossless data ingestion for immediate use and export of records. Third party systems owners must include language on records management obligations in the contract.
6. Records are government property, and the Archivist of the United States has sole authority for the disposition of federal records. The necessary measure of protection for government documents and records is provided by title 18, U.S. Code, section 2071 (reference (f)). Section 2071(a) contains a broad criminal prohibition against destruction of government records or attempts to destroy such records.
7. This section provides that whoever willfully and unlawfully conceals, removes, mutilates, obliterates or destroys; or attempts to conceal, remove, mutilate, obliterate or destroy; or carries away with intent to conceal, remove, mutilate, obliterate or destroy any record, proceeding, map, book, paper, document or other thing deposited in any public office may be punished by imprisonment for three years, a \$2,000 fine, or both. Under no circumstances shall personnel who are departing or transferring from the JS, CCMDs, specified CCAs, or permanently established joint commands remove government records from agency custody without prior approval. JS and

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specified CCA personnel departing or transferring may request copies of government business records with the prior approval of the JS Release of Information Officer. CCMDs and permanently established joint commands follow internal guidance for similar requests by departing or transferring personnel.

8. All records and information have a retention period that is based on the value of the information to the organization, which includes business, mission, legal, and historical considerations. Records are categorized as transitory (i.e., routine records of short-term value to the government); intermediary (i.e., those involved in creating a subsequent record); or of varying value requiring retention from six months to indefinitely as permanent records.

9. The JS MRS, approved by the Archivist of the United States, provides mandatory instructions for records disposition to all JS, CCMD, and specified CCAs personnel. Records disposition is a comprehensive term and an integral part of records management. The disposition instructions state whether individual series of records are permanent or temporary, as well as how long to retain the records. Records with historical value, identified as permanent, are transferred to the National Archives of the United States at the end of their retention period. All other records are categorized as temporary and are eventually destroyed IAW the GRS or JS MRS.

10. Proposed mission disposition schedules are submitted to the JS CRO for review and to obtain concurrence from NARA for approval. Disposition schedules must follow established approval procedures before being used. Proper implementation involves issuing the approved records schedule as an agency directive, training employees to use it, and carefully applying the schedule's provisions to both permanent and temporary records. The schedule's final objective is to ensure the authorized, appropriate, and timely disposition of the agency's records. Besides being developed and implemented, the schedule needs to be reviewed at least annually and updated whenever necessary.

11. NARA has strict requirements to ensure that all electronic records (e-records) are identified and scheduled. Records disposition schedules are developed by the records management community in coordination with subject matter experts, and accomplish several records management tasks:

- a. Assign retention periods.
- b. Establish subject categories for records.

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- c. Provide instructions for how records are to be organized and destroyed.

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ENCLOSURE B

APPLYING THE NARA GENERAL RECORDS SCHEDULES

1. The Archivist of the United States issues the GRS to provide disposition authority for records common to several or all agencies of the federal government.
2. The GRS records common in the federal government are administrative type. They are created in carrying out general, non-mission-related functions that keep an office operating. Examples of this record type are records tracking employee time and attendance, personnel hiring, bill paying, supply monitoring, vehicle maintenance, information technology processes, security, and a myriad of housekeeping tasks.
3. The GRS offers nearly complete coverage of record types. These records document functions common to the entire federal government (or at least wide swaths of it). NOTE: GRS items listed below in Figure 1 can be used by any agency since they are scheduled for retention government wide:

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1.0 Finance

- 1.1 Financial Management and Reporting Records
- 1.2 Grant and Cooperative Agreements Records
- 1.3 Budgeting Records

2.0 Human Resources

- 2.1 Employee Acquisition Records
- 2.2 Employee Management Records
- 2.3 Employee Relations Records
- 2.4 Employee Compensation and Benefits Records
- 2.5 Employee Separation Records
- 2.6 Employee Training Records
- 2.7 Employee Health and Safety Records
- 2.8 Employee Ethics Records

3.0 Technology

- 3.1 General Technology Management Records
- 3.2 Information Systems Security Records

4.0 Information Management

- 4.1 Records Management Records
- 4.2 Information Access and Protection Records
- 4.3 (Rescinded)
- 4.4 Library Records
- 4.5 Digitizing Records

5.0 General Operations Support

- 5.1 Common Office Records
- 5.2 Transitory and Intermediary Records
- 5.3 Continuity and Emergency Planning Records
- 5.4 Facility, Equipment, Vehicle, Property, and Supply Records
- 5.5 Mail, Printing, and Telecommunication Service Management Records
- 5.6 Security Records
- 5.7 Administrative Management and Oversight Records
- 5.8 Administrative Help Desk Records

6.0 Mission Support

- 6.1 Email Managed under a Capstone Approach
- 6.2 Federal Advisory Committee Records
- 6.3 Information Technology Records
- 6.4 Public Affairs Records
- 6.5 Public Customer Service Records
- 6.6 (Rescinded)

Figure 1. GRS List of Common Record Items

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4. An example of GRS 4.1, Records Management Records, is below in Figure 2.

GENERAL RECORDS SCHEDULE 4.1: Records Management Records			
This schedule covers records created and maintained by Federal agencies that relate to the management of records and information. It includes records related to tracking and controlling agency records and documents, records management, forms management, and managing vital or essential records.			
Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.			
Item	Records Title/Description	Disposition Instruction	Disposition Authority
010	Tracking and control records. Records used to provide access to and control of records authorized for destruction by the GRS or a NARA-approved records schedule. Includes: <ul style="list-style-type: none">• indexes• lists• registers• inventories• logs Exclusion 1: This schedule excludes records containing abstracts of records content or other information that can be used as an information source apart from the related records. Exclusion 2: This authority does not apply to tracking and control records related to records scheduled as permanent. The value of these records varies, so tracking and control records related to permanent records must be scheduled.	Temporary. Destroy when no longer needed.	DAA-GRS-2013-0002-0016
020	Records management program records. Records related to the policies, procedures, and management of agency business records from creation to eventual disposition. Includes records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management. Activities include: <ul style="list-style-type: none">• providing oversight of entire records management program• transferring, destroying, and retrieving records• inventorying records and conducting records surveys• scheduling records• providing other records management services to customer units (such as records storage/reference assistance, and technical assistance with files plans and other records management questions)• conducting records "clean out" days	Temporary. Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.	DAA-GRS-2013-0002-0007

Figure 2. Example of GRS 4.1 Records Management Records

5. Agencies must include the disposition authority number to transfer permanent records to NARA and when destruction of records is appropriate. Agencies must retain a disposition log or tracking tool to retain for reference post destruction to ensure there is a record of destruction/deletion available upon request, as shown below in Figure 3.

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 **JOINT STAFF DOCUMENT DESTRUCTION LOG**

Notification Date: 10/24/2023

Transfer Number (If Applicable): N/A

JS POC: Justin Farmer

Disposition Authority: CJCSM 5760.01A, Vol. II, bucket 0200-06

Series Description: GO/FO Office Files 1999 or before

Disposition Code: Temporary

Date of Disposal: 10/24/2023

Actual Volume: 4 cubic feet

Begin-End Container # (if applicable):

Disposition Approver: PATRICIA CAPERS

☒ Disposition Approved ☐ Disposition Not Approved
(Place an "X" in either box to indicate the choice made.)

SIGNATURE: Patricia A Capers TITLE: JS Chief Records Officer DATE: Oct 24, 2023

Reason(s) For Decline: (if applicable): _____

New Disposition/Review Date (Required if destruction declined): _____

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Figure 3. Example of Disposition Tracking Log for Destruction

6. Additional information about the GRS, including FAQs for each individual GRS, are located on the GRS web page at <<https://www.archives.gov/records-mgmt/grs>>. Questions about the GRS can be emailed to: <GRS_Team@nara.gov>.

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ENCLOSURE C

APPLYING THE JS MISSION RECORDS SCHEDULES

1. The value and final disposition of federal records is determined through an appraisal process. The appraisal process requires records collections to be assessed for inclusion in an agency's archive as temporary or permanent. This determination is governed by the JS MRS or the GRS, which are approved by the Archivist of the United States. Those records series designated as "permanent records" warrant continued preservation and are transferred to NARA. The National Archives then maintains legal and physical custody of permanent records to document the agency's lines of business.
2. The JS MRS provides mandatory disposition instructions regarding how to maintain the agency's operational records and what to do with them when they are no longer needed for current business. The disposition instructions state whether individual series of records are permanent or temporary, as well as how long to retain the records. Permanent records are transferred to The National Archives of the United States at the end of their retention period. All other records are categorized as temporary and are eventually destroyed IAW the JS MRS or the GRS. The JS MRS is organized into 14 functional categories, named "Series Buckets," each of which have subseries that roughly reflect the JS mission and administrative functions.
3. The JS MRS Series Buckets listed in Figure 4 are common to the JS, CCMDs, and specified CCAs.

0000 Series Bucket – Joint Staff Top 4 and Combatant Command Headquarters
Records
0100 Series Bucket – Organization, Manpower, Committee, and Board Records
0200 Series Bucket – Personnel and Payroll
0300 Series Bucket – Intelligence and Security
0400 Series Bucket – Military Justice, Legal, Protocol, and Public Affairs
0500 Series Bucket – C2, Operations, Planning, and Exercises
0600 Series Bucket – Logistics, Acquisitions, Supply, Services, Budget, and Safety
0700 Series Bucket – Communications, Cryptology, and Electronics Policies,
Procedures, and Reports
0800 Series Bucket – International
0900 Series Bucket – General Administration and Management
1000 Series Bucket – Information Technology Procurement, Planning, Operations
and Management
1100 Series Bucket – Medical
1200 Series Bucket – Reserved
1300 Series Bucket – Academic Affairs
1400 Series Bucket – Reserved

Figure 4. JS MRS Series Buckets

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4. This records schedule is written to authorize the disposition of the records in any media (media neutral). Agencies must include the disposition authority number to transfer permanent records to NARA and dispose of temporary textual or electronic records or store them while awaiting disposition. The disposition authority number can be found in the JS MRS. The JS MRS documents collections of unique records as a series, both electronic and analog. Managing records as a collection, group, or series conveniently enables better control and monitoring. Examples of record series are personnel, client case files, project research files, equipment maintenance and repair records, and procurement files. These records are related to functional activities of the organization, identify temporary and permanent records, and provides mandatory instructions for the retention and disposition (retirement or destruction) of each records series based on their temporary or permanent status. Again, each JS MRS is approved by the Archivist of the United States.

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APPENDIX A TO ENCLOSURE C

JS MISSION RECORDS SCHEDULE

Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-02	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	Working Papers & Office Administrative Records Working papers and office administrative records of the JS Top 4 and CCMD HQ that document routine administrative and organizational decisions, actions, and processes. Records include, but are not limited to the below list:				
0000-02A	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	A. <u>Official JS Case Files and Papers</u> — Reference copies maintained by any activity.	Temp	Destroy/Delete 3 years after cutoff.	3 years	Destroy/Delete 3 years after cutoff.
0000-02B	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	B. <u>SJS Information Memorandums</u> — Reference copies maintained by all other JS activities.	Temp	Destroy/Delete 3 years after cutoff.	3 years	Destroy/Delete 3 years after cutoff.
0000-02C	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	C. <u>CJCS Memorandums</u> — Reference copies maintained by any activity.	Temp	Destroy/Delete 3 years after cutoff.	3 years	Destroy/Delete 3 years after cutoff.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-02D	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	D. <u>Memorandums Issued in the Name of the Chairman, Joint Chiefs of Staff (MCM) or in the Name of the Joint Chiefs of Staff</u> — Reference copies maintained by any activity.	Temp	Destroy/Delete 3 years after cutoff.	3 years	Destroy/Delete 3 years after cutoff.
0000-02E	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	E. <u>DJS Memorandums (DJSMs)</u> — Reference copies maintained by all other JS activities.	Temp	Destroy/Delete 3 years after cutoff.	3 years	Destroy/Delete 3 years after cutoff.
0000-02F	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	F. <u>SJS Memorandums (SMs)</u> — Reference copies maintained by any activity.	Temp	Destroy/Delete 3 years after cutoff.	3 years	Destroy/Delete 3 years after cutoff.
0000-02G	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	G. <u>Joint Publications (JT Pubs) and Joint Administrative Publications (JT Admin Pubs)</u> — JT Pubs administrative files consisting of printing job order requests, letters to the military Services pertaining to distribution formats, JS Forms 48 (Distribution Authorization Sheet), and miscellaneous administrative papers that are superfluous to the JS case file maintained by J-7 as current working files.	Temp	Destroy/Delete 3 years after cutoff.	3 years	Destroy/Delete 3 years after cutoff.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-02H	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	H. <u>Joint Staff Instructions (JSI), Manuals (JSM), Notices (JSN), and Joint Administrative Instructions (JAI)</u> — Manuscripts, annual reviews, coordination papers, and administrative background papers used in issuing JSI/JSM/JSN/JAIs maintained by the office of primary responsibility (OPR) as backup material for published JSI/JSM/JSN/JAIs.	Temp	Destroy/Delete 3 years after cutoff.	3 years	Destroy/Delete 3 years after cutoff.
0000-02I	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	I. <u>JS Agenda Files</u> — agenda items, briefing sheets and slides, attendance records, photographs, and other similar or related materials maintained by any activity for reference.	Temp	Destroy/Delete 3 years after cutoff.	3 years	Destroy/Delete 3 years after cutoff.
0000-02J	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	J. <u>Directorate Instructions, Manuals, and Notices (J-#1s, J-#Ms, J-#Ns)</u> — Publications for use solely within a directorate, consisting of: edited manuscript and copy of printed publication and changes; request for issuance of forms; documents showing coordination, comments, and actions affecting the publication; printed copy of each form prescribed by the publication including copy of request for approval and development of forms; original of the latest form showing annual or special reviews; and any other documentation pertaining to issuance of the publication maintained by the MILSEC as the official JS record copy.	Temp	Destroy/Delete 3 years after cutoff.	3 years	Destroy/Delete 3 years after cutoff.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-02K	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	K. <u>JS Division and Below Numbered Memorandums</u> — Memorandums issued by divisions to coordinate and process actions in response to internal taskings, serially numbered beginning with “1” during each CY (e.g., LRDM-1-84) maintained by the MILSEC or division in the master record file as the official record copy. (Note: Provide background materials directly related to a JS paper to IMD for incorporation into official JS case file for disposition in accordance with 0000-04A).	Temp	Destroy/Delete 3 years after cutoff.	3 years	Destroy/Delete 3 years after cutoff.
0000-02L	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	L. <u>Combatant Command Commander/ Deputy Commander/Chief of Staff Correspondence</u> — Reference copies of Command Policy memorandums and all correspondence, briefings, reports, and background materials.	Temp	Destroy/Delete 3 years after cutoff.	3 years	Destroy/Delete 3 years after cutoff.
0000-03	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	Management and Program/Operations Records Management and Program/Operations records which document the program/operations, management processes, and on-going activities of the JS Top 4 and CCMD HQ. Records include, but are not limited to the below list:				

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-03A	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	A. <u>Official JS Case Files and Papers</u> — Held by J-3/Reconnaissance Operations Division (ROD), J-3/Special Operations Division (SOD), J-3/Joint Operations Division (JOD), or any other JS activity in SCI channels and special control programs. (Note: Disposition in this sub-bucket refers to all copies that are not the official record copy).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	7-10 years	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.
0000-03B	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	B. <u>DJS Memorandums</u> — held by J-33/ROD, J-3/SOD, J-3/JOD, or any other JS activity in special control channels other than SCI, e.g., limited distribution papers. (Note: Disposition in this sub-bucket refers to all copies that are not the official record copy).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	7-10 years	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.
0000-03C	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	C. <u>CJCS Instructions (CJCSIs), Manuals (CJCSMs), Notices (CJCSN) and Memorandums of Policy (MOPs)</u> — the duplicate set of records retained for relocation and reconstitution purposes at the Relocation and Reconstitution Section, Ft Ritchie, MD.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	7-10 years	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-03D	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	D. <u>National Security Council (NSC)</u> — NSC documents and related materials concerning NSC matters maintained by other JS/CCMD activities other than NSC Affairs Office. Also, memorandums directing studies and/or relaying NSC decisions for implementation that are circulated by a Service memorandum maintained by other JS/CCMD activities other than NSC Affairs Office.	Temp	Destroy/ Delete no less than 7 years and no more than 10 years after cutoff.	7-10 years	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.
0000-03E	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	E. <u>Joint Requirements Oversight Council Records</u> — Routine administrative support documents relating to the JROC maintained by the Joint Staff as the official record copy	Temp	Destroy/ Delete no less than 7 years and no more than 10 years after cutoff.	7-10 years	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.
0000-03F	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	F. <u>Joint Warfighting Capabilities Assessment and Requirements Generation System (RGS) Process Records</u> — Official JROC pre-decisional internal staffing and tasking correspondence (JROC Staff Memorandums) maintained by the Joint Staff as the official record copy. (Note: Also known as Functional Capabilities Board documents per CJCSI 5123.01I).	Temp	Destroy/ Delete no less than 7 years and no more than 10 years after cutoff.	7-10 years	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.
0000-03G	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	G. <u>Joint Experimentation Records</u> — Routine and administrative activities and events relating to the Joint Experimentation Program maintained by the Joint Staff/Combatant Command as the official record copy.	Temp	Destroy/ Delete no less than 7 years and no more than 10 years after cutoff.	7-10 years	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-03H	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	H. <u>Directorate Numbered Implementing Memorandums (J-#As) Referred to as J-#Ms/J-#DMs pre-1991</u> — memorandums from the JS directorates to addressees below Assistant Secretary of Defense (ASD)-level or to Vice Director, Joint Staff, or Director, Joint Staff, for other action. Held by the J-directorate or offices within the J-directorate in SCI channels as the official JS record copy. (Note: Provide background materials directly related to a JS paper to RRB for incorporation into official JS case file for disposition in accordance with 0000-04-A).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	7-10 years	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.
0000-03I	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	I. <u>Directorate Numbered Implementing Memorandums (J-#As) Referred to as J-#Ms/J-#DMs pre-1991</u> — memorandums from the JS directorates to addressees below ASD-level or to Vice Director, Joint Staff, or Director, Joint Staff, for other action. Held by offices within the directorates in special control channels other than SCI as the official JS record copy, e.g., limited distribution papers. (Note: Provide background materials directly related to a JS paper to IMD for incorporation into official JS case file for disposition in accordance with 0000-04-A).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	7-10 years	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-03J	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	J. <u>Directorate Numbered Implementing Memorandums (J-#As) Referred to as J-#Ms/J-#DMs pre-1991</u> — Directorate Implementing Memorandum consisting of memorandums from the JS directorates to addressees below ASD-level or to Vice Director, Joint Staff, or Director, Joint Staff, for other action. They are signed by the J-Director, or his designee maintained by the MILSEC as the official record copy	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	7-10 years	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.
0000-03K	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	K. <u>Transmittal Memorandum</u> — Memorandums issued by directorates and signed by the MILSECs used to coordinate and process actions under CJCSI 5711.01D within the Joint Staff, to Defense agencies and the Services, numbered using the same number as the related JS Form 136 maintained by the MILSEC as the official record copy. (Note: Provide background materials directly related to a JS paper to RRB for incorporation into official JS case file for disposition in accordance with 0000-04-A).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	7-10 years	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	Permanent Mission and Function Records — This series contains JS Top 4 and CCMD records that document policies, plans, procedures, and significant activities that have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to:				
0000-04A	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	A. <u>Official JS Case Files and Papers</u> — Case files consisting of: serially numbered case files of the permanent record copy of all JS serially numbered papers published by the Secretary, Joint Staff, that bear a Joint Chiefs of Staff (JCS) or SJS serial number (JCS 1234/567, SJS 1234/567, SJS 9X-12345, and XX-12345) containing substantive long-term historical value, with all related background papers, Notes to Holders, Corrigendum, Changes, Decision Notices, and JS Forms 136; CMs; MCMs; JCS Memorandums; MJCSs; DJSMs; Joint National Security Memorandums; SMs; MOPs; JS Pubs; CJCS/JS sends messages with related background papers, directorate memos, cover page of draft actions, flimsies, etc.; and various supporting and/or independent documents from JS directorates or agencies, Department of Defense, other government agencies, Combatant Commanders, subordinate commanders, etc. (i.e., war plans, war games, manpower documents) maintained by IMD/RRB, as the official JS record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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0000-04B	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	B. <u>Official JS Case Files and Papers</u> — Held by IMD/RRB in SCI channels for the SJS as the official JS record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
0000-04C	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	C. <u>Service Memorandums/Planner's Memo Flimsies</u> — Memorandums or flimsies circulated or tabled as proposed amendments to a document under JS consideration (Chief of Staff of the Air Force Memorandum, Chief of Staff of the Army Memorandum, Commandant of the Marine Corps Memorandum, Chief of Naval Operations Memorandum) maintained by IMD/RRB as the official JS record copy and filed in official JS case file or agenda pack.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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0000-04D	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	D. <u>CJCS Memorandums</u> — Memorandums issued by the Chairman of the Joint Chiefs of Staff in carrying out his responsibilities. The Vice Chairman, Joint Chiefs of Staff, may also sign. Maintained by IMD/RRB as part of the official JS case file.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
0000-04E	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	E. <u>CJCS Memorandums</u> — received and maintained by IMD and pertain to a JS paper; held by IMD in SCI channels for the SJS as the official JS record copy; held by J-3/ROD, J-3/SOD, J-3/JOD, or any other JS activity in SCI channels.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04F	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	F. <u>CJCS Memorandums</u> — held by J-3/ROD, J-3/SOD, J-3/JOD, or any other JS activity in special control channels other than SCI, e.g., limited distribution papers, special access programs. (Note: J-3/Deputy Director for Global Operations/Nuclear Operations Branch maintains official record copy of CMs relating to Single Integrated Operational Plan policy (Achieves for the Single Integrated Operation Plan).	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
0000-04G	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	G. <u>CJCS Records</u> — Miscellaneous correspondence, messages, speeches, and other records (protocol, public affairs, legal counsel, legislative affairs, etc.) issued or received by the Chairman of the Joint Chiefs of Staff in carrying out his responsibilities maintained by the CJCS staff as the official files of the Chairman and are considered the official JS record copies.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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0000-04H	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	H. <u>CJCS Records</u> — Miscellaneous Forms 136, Chairman's Daybook, Morning Meetings, and Taskings maintained by ASB, AD, SJS.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
0000-04I	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	I. <u>Vice Chairman of the Joint Chiefs of Staff Records</u> — Miscellaneous correspondence, messages, speeches, and other records (protocol, public affairs, legal counsel, legislative affairs, etc.) issued or received by the Vice Chairman, Joint Chiefs of Staff, in carrying out his responsibilities maintained by the VCJCS staff as the official files of the Vice Chairman and are considered the official JS record copies; Miscellaneous Forms 136, Vice Chairman's Daybook, Morning Meetings Taskings maintained by ASB/AD/SJS.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04J	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	J. <u>Memorandums Issued in the Name of the Chairman, Joint Chiefs of Staff or in the Name of the Joint Chiefs of Staff</u> — Memorandums used to issue instructions that are in accordance with policies, plans, and procedures approved by the Chairman of the Joint Chiefs of Staff maintained by IMD as the official JS record copy and are filed in official JS case file; also covers records held by IMD in SCI channels for the SJS as the official JS record copy; records held by J-3/ROD, J-3/SOD, J-3/JOD, or any other JS activity in SCI channels; and records held by J-3/ROD, J-3/SOD, J-3/JOD, USSTRATCOM, or other JS activity in special control channels other than SCI; e.g., limited distribution papers.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04K	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	K. <u>DJS Memorandums</u> — Memorandums from the Office of the Director, Joint Staff, to the Chairman of the Joint Chiefs of Staff; the Chiefs of the Services; Operations Deputies; subordinate agencies of the Joint Chiefs of Staff; offices of the Secretary of Defense; JS Form 136 Actions; and other government agencies maintained by IMD for the SJS as the official JS record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14). Contact IMD/RRB for instruction on pre-1990 microfilm sets pertaining to DJSMs.	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14). Contact IMD/RRB for instruction on pre-1990 microfilm sets pertaining to DJSMs.

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Appendix A
Enclosure C

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04L	0000 Series Bucket—Joint StaffTop 4 and Combatant Command HQ Records	L. <u>DJS Memorandums</u> — received and maintained by IMD and pertain to a JS report; also records held by IMD in SCI channels for the SJS as the official JS record copy and held by J-3/ROD, J-3/SOD, J-3/JOD, or any other JS activity in SCI channels.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
0000-04M	0000 Series Bucket—Joint StaffTop 4 and Combatant Command HQ Records	M. <u>DJS Records</u> — Miscellaneous correspondence, messages, JS Form 136 actions, and other records received by the Director, Joint Staff maintained by ASB/AD/SJS in files grouped by originator.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04N	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	N. <u>SJS Memorandums</u> — SMs consisting of: memorandums forwarding approved directives of the JCS and assigning actions or transmitting instructions or information within the Joint Staff and to the Services and Combatant Commands maintained by IMD/RRB as the official JS record copy and pertain to a JS action; records also cover those held by IMD/RRB in SCI channels for the SJS as the official JS record copy; those held by J-3/ROD, Joint Special Operations Agency (JSOA), J-3/JOD, or any other JS activity in SCI channels; and those held by J-3/ROD, JSOA, J-3/JOD, or any other JS activity in special control channels other than SCI; e.g., limited distribution papers.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04O	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	O. <u>CJCS Instructions, Manuals, Notices, and Memorandums of Policy (MOPs)</u> — CJCSIs, CJCSMs, CJCSNs, and MOPs contain statements of policy and procedural information approved by the Chairman of the Joint Chiefs of Staff and issued for the guidance of the JS, CCMDs, and Services maintained by IMD/RRB as the official JS record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
0000-04P	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	P. <u>Joint Publications and Joint Administrative Publications</u> — JT Pubs are publications of joint interest, dealing with administrative matters, prepared under the cognizance of JS directorates, and applicable to the Military Departments, CCMDs, and other authorized agencies maintained by IMD/RRB as the official JS record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04Q	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	Q. <u>Joint Staff Instructions, Manuals, Notices, and Joint Administrative Instructions</u> — JSI, JSM, and JAI contain policy and procedural guidance of indefinite duration applicable only to the JS. JSNs contain policy, guidance, or information of a one-time or brief nature applicable only to the JS. SJS/IMD is responsible for overall management and administration of the JS directives program maintained by RRB and initiated by JS Directorates or agencies that are responsible for review, consolidation, and currency.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
0000-04R	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	R. <u>For the CJCS Messages</u> — Copies of distribution received in IMD that pertain to a JS action and are the official JS record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04S	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	S. <u>JS Agenda Files</u> — Documents used to brief the JS, Operations Deputies, and Deputy Operations Deputies that are important aids in the JS decision-making process, consisting of: agenda items, briefing sheets and slides, attendance records, photographs, and other similar or related materials maintained by IMD/RRB as the official JS record copy; CJCS briefing sheets, consisting of: synopsis of action submitted for consideration in the TANK maintained by IMD as the official JS record copy or maintained by other JS activities or action officers.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
0000-04T	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	T. <u>Register of Numbered JS Papers (1968-1995)</u> — Consolidated annual listing (updated monthly) of all JS implementers published and maintained by IMD/RRB as the official JS record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04U	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	U. Weapons System Evacuation Group (WSEG) Institute for Defense Analysis (IDA) Reports and Studies for the Joint Staff — WSEG/IDA reports and studies tasked by JS, consisting of completed report or study designated by a series number (e.g., WSEG Report No 555/Study No 777) maintained by IMD/RRB as the official JS record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
0000-04V	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	V. JCS/JS Histories — Calendar year histories prepared by the CCMDs and joint activities on the missions, functions, operations, and activities of the command or agency and forwarded to the JS in compliance with CJCSI 5320.01D maintained by IMD/RRB as the official JS record copy; Histories prepared by the Joint History Office, Office of the Chairman of the Joint Chiefs of Staff, on the history of the Joint Chiefs of Staff, JS, and other special activities maintained by IMD/RRB as the official JS record copy; Historical documents in SCI channels maintained by any activity as the official JS record copy and Historical documents in special control channels other than SCI maintained by any activity as the official JS record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04W	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	W. <u>JCS/JS Histories</u> — Historical documents maintained by J-8 official JS record copies; all research files of printed electronic mail and electronic records used to create historical monographs and studies maintained by JS historical offices; oral historical records, consisting of: original recorded interview, first-draft transcription, final draft, correspondence with interviewees, release-to-publish forms, and other documents relating to historical interviews maintained by JS historical offices; audio-visual oral historical records maintained by JS historical offices.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
0000-04X	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	X. <u>JS Numbered Joint Action Directives</u> — Green directives consisting of papers (formerly green-colored) issued by the SJS for distribution within the Joint Staff to appropriate echelons of the Services, CCMDs, and specified Defense agencies referring incoming communications to JS directorates and Defense agencies for information, study, guidance, and/or appropriate action maintained by IMD/RRB as the official JS record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04Y	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	Y. <u>National Security Council</u> — NSC documents and related materials concerning NSC matters maintained by NSC Affairs Office as the official record copy, including various documents including meeting agendas and minutes, point papers, briefing sheets and books, reports, and other background information used in interdepartmental meetings to formulate decisions and policies on NSC-related matters, and NSC Background/ Issue Books prepared for use by the CJCS. Also, NSC memorandums directing studies and/or relaying NSC decisions for implementation that are circulated by a Service Memorandum maintained by NSC Affairs Office as the official record copy and NSC documents processed and maintained by CCMD as the record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04Z	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	Z. <u>Joint Requirements Oversight Council Records</u> — Policy, procedures, and guidance relating to the jurisdiction, functions, responsibilities, and organization structure of the JROC maintained by the JS as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04AA	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	AA. <u>Joint Warfighting Capabilities Assessment (JWCA) and Requirements Generation System Process Records</u> — Policies, procedures, and guidance relating to the JWCA and RGS process, their organizational structure, and relationship to the JROC maintained by the Joint Staff/Combatant Command as the official record copy; Chairman's Program Recommendation Memorandum and Chairman's Program Assessment maintained by the JS as the official record copy; official JROC decisional correspondence (JROC Memorandums) maintained by the Joint Staff as the official record copy; files relating to individual JWCA's and specific requirements generated, including mission need statement (MNS), capstone requirements document (CRD), operational requirements document (ORD), and briefings and other materials supporting those documents maintained by the Joint Staff/Combatant Command as the official record copy; documentation reflecting JS/J-6 certification of MNSs, CRDs, and ORDs for conformance with Joint C4/C4I policy and doctrine, architectural integrity, and interoperability standards for all DoD C4I acquisitions maintained by the JS as the official record copy; documentation reflecting JS/J-4 certification of MNSs, CRDs, and ORDs for aviation munitions for cross-Service interoperability and for all munitions maintained by the Joint Staff as the official record copy. (Note: Also known as Functional Capabilities Board documents per CJCSI 5123.01f).	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04BB	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	BB. <u>Joint Experimentation Records</u> — Policies, procedures, and guidance relating to the Joint Experimentation Program; files relating to oversight and assessment of joint experimentation that explore and access Joint Vision concepts and desired operational capabilities in a future joint environment; files relating to operational activities and events regarding the development and execution of the Joint Experimentation Campaign Plan maintained by the JS/CCMD as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
0000-04CC	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	CC. <u>Combatant Command Commander/Deputy Commander/Chief of Staff Correspondence</u> — Memorandums issued/signed by the commander/deputy commander/chief of staff of the CCMD, Command Policy Memorandums serially numbered, and Command Numbered Memorandums, correspondence, messages, briefings, reports, and all related background material held by the designated office of record as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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0000-04DD	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	DD. <u>Combatant Command Instructions</u> — Instructions containing policies, procedures, and guidance for CCMD activities maintained by any CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
0000-04EE	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	EE. <u>Combatant Command Historical Records</u> — Copies of recurring CCMD histories sent to the Joint Staff in response to CJCSI 5320.01D.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-04FF	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	FF. <u>Combatant Command Historical Records</u> — Special historical studies prepared by the Combatant Command maintained as the official CCMD record copy; historical documents in SCI and other special control channels maintained by any CCMD activity as the official record copy; oral historical records consisting of: original recorded interview, first-draft transcription, final draft, correspondence with interviewees, release-to-publish forms, and other documents relating to historical interviews maintained by CCMD historical offices; audio-visual records maintained by CCMD historical offices; command emblem and heraldry, consisting of: drawing and documents describing and chronicling the creation and evolution of the command emblem, flag, patches, and other heraldic items maintained by the OPR.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).	25 years	Transfer paper records to the National Archives 25 years after cutoff, after declassification review. Transfer audio-visual records to the National Archives 7 years after cutoff, after declassification review (36 CFR 1237.14).

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0000-05	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	Non-Record Materials Non-Record material maintained by any activity is for reference purposes only. Listed below are non-record numbers from the previous edition of CJCSM 5760.01A, Vol II: 0004-01 0005-03 0021-05 0019-02 0007-03 0030-05 0021-02 0008-03 0035-06 0022-02 0015-03 0029-13 0023-02 0020-03 0021-13 0024-02 0028-03 0035-14 0026-02 0032-03 0031-02 0013-04 0033-02 0014-04 0035-02 0021-04	Temp	Destroy when no longer needed or 6 months whichever comes sooner for business use, or according to an agency predetermined time period or business rule.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
0000-06	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	Record Exceptions. Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions as listed below:				

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-06A	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	A. <u>SJS Information Memorandums</u> — Numbered memorandums (SJS 99- 99999) relaying information of an administrative nature and considered temporary, non-record material maintained by RRB.	Temp	Cutoff annually, hold 7 years, then retire by CY block. Destroy/delete by CY block 20 years after cutoff.	CY	20 years
0000-06B	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	B. <u>SJS Memorandums</u> — Maintained by RRB as the official JS record copy but do not pertain to a JS action (SM's functionally filed in RRB).	Temp	Cutoff annually, hold 7 years, then retire by CY block. Destroy/delete by CY block 20 years after cutoff.	CY	20 years
0000-06C	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	C. <u>Service Memorandums/ Planner's memo flimsies</u> — received and maintained by the JS action officer.	Temp	Review annually, purge extraneous papers and duplicate copies, and incorporate background materials pertaining to official actions into official JS case file. Destroy/delete other materials when no longer needed - except that NATO documents will be disposed of in accordance with the appropriate 0811 category number and USSAN 1-07.	CY	12 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-06D	0000 Series Bucket—Joint Staff Top 4 and Combatant Command HQ Records	D. <u>Combatant Command Historical Records</u> — Historical property accounts, consisting of: funding, contracting, audit, accessioning, display, and other documents on books, journal, art, artifacts, models, and other items under the purview of historians maintained by CCMD historical offices.	Temp	Apply appropriate General Records Schedule.		Apply appropriate General Records Schedule.
0000-06E	0000 Series Bucket—Joint Staff Top 4 and Combatant Command HQ Records	E. <u>Combatant Command Historical Records</u> — Recurring command histories prepared by the Combatant Command in compliance with CJCSI 5320.01D on the missions, functions, operations, and activities of the command or agency maintained as the official CCMD record copy.	Temp	Destroy when no longer needed or 6 months whichever comes sooner for business use, or according to an agency predetermined time period or business rule.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
0000-06F	0000 Series Bucket—Joint Staff Top 4 and Combatant Command HQ Records	F. <u>Combatant Command Historical Records</u> — Donated personal papers and other materials, consisting of: correspondence, logs, photographs, and other documents donated to CCMD history offices maintained by CCMD historical offices.	Temp	IAW deed of gift.	See Disposition Instructions	IAW deed of gift.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-06G	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	G. Abstracts of JS Papers A concise summary of the contents of all JS papers and related documents (CMs, DJSMs, SMs, MJCSs, JAls, Pubs, MOPs, Weapons Systems Evaluation Group reports, NSC documents, Concept Plans, Operations Plans, messages, etc.) used for data input into EFS and by staff and action officers for research purposes, which are: final or permanent abstracts (Joint Information Search and Retrieval Database [JISR] Form 3) indexed by JS paper (green paper) number.	Temp	Cutoff annually, verify database and hold 15 years, then retire by CY block. When microfilmed, destroy/delete originals. Retain one set of microfilm until no longer needed. Exceptions: pre-1964 abstracts microfilms — transfer to NARA as permanent records 25 years after cutoff, after declassification review; 1964-1966 abstracts — introduce to JISR system and destroy/delete originals after database verification and microfilming. Database disposition is in accordance with 1000 series. Authority: N1-218-00-1 item 14.	CY	Cutoff annually, verify database and hold 15 years, then retire by CY block. When microfilmed, destroy/delete originals. Retain one set of microfilm until no longer needed. Exceptions: pre-1964 abstracts microfilms — transfer to NARA as permanent records 25 years after cutoff, after declassification review; 1964-1966 abstracts — introduce to JISR system and destroy/delete originals after database verification and microfilming. Database disposition is in accordance with 1000 series. Authority: N1-218-00-1 item 14.
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-06H	0000 Series Bucket— Joint Staff Top 4 and Combatant Command HQ Records	H. For The CJCS Messages — Outgoing electrical messages implementing decisions in the name of the CJCS or JS and/or are released under the authority delegated in CJCSI 5711.01. Comeback copies maintained by the message originator and filed in appropriate functional files corresponding to the particular subject.	Temp	Disposition is that of the appropriate functional file. Authority: NC1-218-84-1 item 67.	See Disposition Instructions	Disposition is that of the appropriate functional file. Authority: NC1-218-84-1 item 67.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-06I	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	I. JS Number Joint Action Directives — Action or standing directives, consisting of: serially numbered documents published in accordance JSI 5711.01 and used for assigning actions within agencies and requesting coordination and/or collaboration externally. Formerly, directives were printed on blue paper (blue bullet) for Service coordination and yellow paper (yellow bullet) for JS agency coordination and/or collaboration only. Serial numbers are determined by the method in which the action is initiated (by a JS action—J-5 2054/100/D; by other than a JS action—J-1 1234-83/D).	Temp	Cutoff when action is completed, superseded, obsolete, or canceled. Hold 1 year, then destroy/delete. Earlier destruction is authorized. Authority: N1-218-86-1 item 18.	Completion	Cutoff when action is completed, superseded, obsolete, or canceled. Hold 1 year, then destroy/delete. Earlier destruction is authorized. Authority: N1-218-86-1 item 18.

Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0000-06J	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	J. JCS/JS Histories — Oral Historical Records — which are all other items maintained by any activity.	Temp	Cutoff annually, hold 25 years, then destroy/delete.	FY	25 years
0000-6K	0000 Series Bucket — Joint Staff Top 4 and Combatant Command HQ Records	K. Combatant Command Historical Records — all other items maintained by any activity.	Temp	End of CY, hold 25 years, then destroy/delete.	CY	End of CY, hold 25 years, then destroy/delete.

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0100 SERIES BUCKET SCHEDULE

Organization, Manpower, Committee, and Board Records

This schedule provides disposition authorization for records that pertain to the Organization and Manpower functions of the Joint Staff and Combatant Commands. This includes, but is not limited to, records and information regarding organizational planning and structure, organizational charters that authorize and define the scope of authority, primary functions, and organizational relationships of directorates or agencies within the Joint Staff or Combatant Commands; Manpower Management and Unit Manning Documents; records and information contained in the Manpower Personnel Information System and Joint Manpower Program documentation.

This series also covers Committee and Board records relating to the establishment, organization, membership, and policy of committees/boards that are either permanent or temporary in nature.

Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0100-01	0100 Series Bucket — Organization, Manpower, Committee and Board Records	<p>Short-term Records</p> <p>Short-term records related to organization, manpower, committees, and boards are records that have minimal or no documentary or evidential value. Examples are routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to the list below:</p> <p><u>Unit Manpower Documents (UMDs)</u> consisting of manpower document and monthly strength report forwarded to OSD and other activities maintained by personnel office as the official record copy.</p>	Temp	Destroy/Delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0100-02	0100 Series Bucket — Organization, Manpower, Committee and Board Records	Working Papers & Office Administrative Records Working papers and office administrative records are related to organization, manpower, committees, and boards that document routine administrative and organizational decisions, actions, and processes of the JS and CCMDs. Records include, but are not limited to the below list:				
0100-02A	0100 Series Bucket — Organization, Manpower, Committee and Board Records	A. <u>Organization Planning</u> — Requests from directorates or agencies of the Joint Staff or Combatant Commands for organizational changes, consisting of background papers, coordination, proposed inputs, drafts, charts, and related papers received by personnel office for staffing and approval for publication in agency organizational documents; original documents in which all data have been converted to microform maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0100-02B	0100 Series Bucket — Organization, Manpower, Committee and Board Records	B. <u>Civilian position structure</u> — Consisting of: information reflecting the civilian position structure of each organizational segment, including individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar information maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0100-02C	0100 Series Bucket — Organization, Manpower, Committee and Board Records	C. <u>Manpower Management</u> — Chronological file (audit trail) of documents that approve the addition, redistribution, and/or deletion of manpower authorizations for the Joint Staff and Combatant Commands maintained by any JS/CCMD activity as the official record copy; documents/forms requesting changes in directorate or agency manning positions consisting of requests for billet adjustment, memorandums, working papers, justifications, and related documents used to document changes to billets. Used to effect change in Unit Manning Document positions maintained by any JS/CCMD activity as the official record copy; computer data for unit and position manpower authorizations for all fiscal periods in the current manpower program, the last day of each calendar month (fiscal year); civilian position statements prepared for all civilian positions and individually for vacated positions before they may be filled maintained by personnel office as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0100-02D	0100 Series Bucket — Organization, Manpower, Committee and Board Records	D. <u>Unit Manning Documents</u> — Input documents that affect changes to UMDs, consisting of: duty assignment memorandums, duplicate request forms, SF 52s, cut sheets, memorandums, and other correspondence maintained by any Joint Staff/CCMD activity as the official record copy; manpower information and feeder reports including any other unit manning reports maintained by any activity (e.g. personnel statistical reporting) that are not year-end reports.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0100-02E	0100 Series Bucket — Organization, Manpower, Committee and Board Records	E. <u>Committee and Board Records</u> — Records relating to the establishment, organization, membership, and policy of committees/boards that are temporary in nature (not mandated by public law or executive order) maintained by the committee/board secretariat as the official record copy. (NOTE: For records created by advisory commissions, committees, councils, boards, and other groups established under FACA, see GRS 26, Item 2(b) or GRS 26, Item 2(c)).	Temp	Destroy/delete 3 years after cutoff	FY	3 years
0100-02F	0100 Series Bucket — Organization, Manpower, Committee and Board Records	F. <u>Committee Management Officer Control Files</u> — Consisting of: monitoring and control case files of records relating to the approval, establishment, review, and termination of individual boards/committees held as official records. (NOTE: For committees created under FACA, see GRS 26, item 4).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0100-02G	0100 Series Bucket — Organization, Manpower, Committee and Board Records	<u>G. Organization and Manpower General Correspondence File</u> — General organization and functions correspondence files, consisting of: routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to organization and functions which cannot logically be filed with the detailed record series listed below maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0100-03	0100 Series Bucket — Organization, Manpower, Committee and Board Records	Management and Program/Operations Records Management and Program/Operations records document the organization, manpower, committees, and board program/operations, management processes, and on-going activities of the JS and CCMDs. Records include, but are not limited to the list below:				

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0100-03A	0100 Series Bucket — Organization, Manpower, Committee and Board Records	A. <u>Manpower Management</u> — Manpower authorizations as of the last day of each fiscal quarter.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years
0100-03B	0100 Series Bucket — Organization, Manpower, Committee and Board Records	B. <u>Manpower Management Decision Package Sets</u> — received from OSD or other activity establishing manpower authorizations for the Joint Staff and Combatant Commands, consisting of: documents received from Office of ASD(Personnel and Readiness) and/or other activities providing approval of individual requests for increasing or decreasing manpower authorizations within the JS and CCMD directorates and agencies maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years
0100-03C	0100 Series Bucket — Organization, Manpower, Committee and Board Records	C. <u>Unit Manning Documents</u> — Consisting of: information and feeder reports used to report workforce actual strength utilization data and expense data, including work reports, consolidations, extracts or tabulations thereof, and similar reports, year-end reports.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0100-04	0100 Series Bucket — Organization, Manpower, Committee and Board Records	Permanent Mission and Function Records This series contains records related to organization, manpower, committees, and boards that document policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands which have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to the list below:				
0100-04A	0100 Series Bucket — Organization, Manpower, Committee and Board Records	A. <u>Organization Planning</u> — Documents relating to the establishment of and changes in organization functions and relationships of directorates and/or agencies, consisting of documents relating to overall functions and missions; copies of organization and functions plans, manuals, and charts; copies of published directives implementing establishment or changes; and coordination papers with the agency head (e.g. Chairman of the Joint Chiefs of Staff; Director, Joint Staff; Commander/Deputy Commander, Combatant Command) and the personnel office indicating their approval for organization changes maintained as the official record copy. (Note: For microforms, transfer one silver halide microform set and one diazo or vesicular copy).	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0100-04B	0100 Series Bucket — Organization, Manpower, Committee and Board Records	B. <u>Organization Charters</u> — Documents that authorize and define the scope of authority, primary functions, and organizational relationships of directorates or agencies of the Joint Staff and Combatant Commands maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review	FY	25 years
0100-04C	0100 Series Bucket — Organization, Manpower, Committee and Board Records	C. <u>Organization Structure</u> — Documents, charts, publications, and background materials pertaining to the Office of the Chairman, Joint Chiefs of Staff; Joint Staff; or the CCMD organization structure maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0100-04D	0100 Series Bucket — Organization, Manpower, Committee and Board Records	D. <u>Manpower Management</u> — Manpower authorizations as of the last day of each fiscal year.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0100-04E	0100 Series Bucket — Organization, Manpower, Committee and Board Records	E. <u>Manpower and Productivity Enhancement Studies</u> — Manpower requirements criteria development files for combat support.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0100-04F	0100 Series Bucket — Organization, Manpower, Committee and Board Records	F. <u>Joint Manpower Program (JMP)</u> — Documentation reflecting an activity's mission, function, organization, current and projected manpower needs, and, when applicable, required mobilization augmentation. A recommended JMP also identifies and justifies any changes proposed by the commander or director of a joint activity for the next 5 FYs maintained by RRB as the official JS record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0100-04G	0100 Series Bucket — Organization, Manpower, Committee and Board Records	G. <u>International Joint Board Files</u> — Information on the activities of the U.S. sections of international boards established by the International Joint Commission at the request of the Government of the United States and Canada or Mexico to conduct special studies and investigations concerning boundary waters. Included are minutes of board meetings, public notices, transcripts of public hearings and proceedings, board progress reports to the International Joint Commission, instructions and policy statements, reports of inspection trips, supplemental reports, final reports of boards and the International Joint Commission, and related information maintained as the official record copy; files at office of board chairperson or secretariat, whichever is office of record, and office of members in which a foreign government is secretariat.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0100-04H	0100 Series Bucket — Organization, Manpower, Committee and Board Records	H. <u>Committee and Board Records</u> — Records relating to the establishment, organization, membership, and policy of committees/boards that are permanent in nature, including charters, terms of reference, agreements, and directives pertaining to their operation, consisting of: case files of each approved committee, including, but not limited to, directive or charter establishing the committee, resume of major points of interest concerning committee hearings and its general operations, terminating directive, and final committee report and findings. (Notes: For records created by advisory commissions, committees, councils, boards and other groups established under FACA, see GRS 26, Item 2(a). See 0028 series for JROC charter records.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0100-05	0100 Series Bucket — Organization, Manpower, Committee and Board Records	Non-Record Materials Non-Record material maintained by any activity is for reference purposes only. Listed below are non-record numbers from the previous edition of CJCSM 5760.01A, Vol II: 0102-02 0101-03 0104-04 0104-09 0103-02 0105-03 0106-04 0105-02 0107-03 0109-04 0106-02 0109-03 0101-05	Temp	Destroy when no longer needed for reference, or 6 months whichever comes sooner.	Every 6 mos.	6 mos. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0100-06	0100 Series Bucket — Organization, Manpower, Committee and Board Records	Record Exceptions Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions as listed below:				
0100-06A	0100 Series Bucket — Organization, Manpower, Committee and Board Records	A. <u>Joint Manpower Program</u> — Maintained for staffing and approval.	Temp	Completed JMP action, hold 5 years, then destroy/delete.	FY	Cutoff on completion of JMP action, hold 5 years, then destroy/delete.
0100-06B	0100 Series Bucket — Organization, Manpower, Committee and Board Records	B. <u>Organization and Manpower General</u> <u>Correspondence</u> — Matters relating to organization and functions that are received for information only, on which no action is required, consisting of: cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete when no longer needed for reference	No Longer Needed	No Longer Needed

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0100-06C	0100 Series Bucket — Organization, Manpower, Committee and Board Records	C. <u>Manpower and Productivity Enhancement Studies</u> — Documents created in connection with manpower surveys and studies covering personnel authorizations, manning levels, manpower analysis and requirements, workload and performance measures, staffing standards, and related documentation.	Temp	Destroy/delete when superseded by a like survey or study, or when no longer needed, whichever is later.	Superseded/NLN	Destroy/delete when superseded by a like survey or study, or when no longer needed, whichever is later.
0100-06D	0100 Series Bucket — Organization, Manpower, Committee and Board Records	D. <u>Conference Records</u> — Records pertaining to office participation in conferences, meetings, and similar activities, consisting of: agendas, meeting notes, and like materials maintained by conference participants as the official record copy.	Temp	Cut off on termination of conference and incorporate into applicable functional files for disposition in accordance with instructions for that particular file.	Termination	Cut off on termination of conference and incorporate into applicable functional files for disposition in accordance with instructions for that particular file.

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0200 SERIES BUCKET SCHEDULE						
Personnel and Payroll						
This schedule provides disposition authorization for records that pertain to the personnel/payroll functions of the JS and CCMDs. Records include, but are not limited to, areas such as personnel performance, wages, payroll correspondence, and personnel leave records (Mil & Civ); counseling, personnel conduct, promotion/demotion, general and military awards, and GO/FO nominations; training records (Mil & Civ); time and attendance records; and Equal Employment Opportunity (EEO), personal and occupational injury, financial disclosure, Federal workplace drug testing, Political activity of Federal employees, and directory service records.						
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-01	0200 Series Bucket — Personnel and Payroll	Short-Term Records Short-term records related to personnel/payroll are records that have minimal or no documentary or evidential value. Examples of Short-Term records include but are not limited to: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities. These records include, but are not limited to the list below:	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/ RRB.
0200-01A	0200 Series Bucket — Personnel and Payroll	A. <u>Interview Records</u> — Correspondence, reports, and other records relating to interviews with employees maintained by any JS/CCMD activity.	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/ RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-01B	0200 Series Bucket — Personnel and Payroll	B. <u>Correspondence and Forms</u> — Displaced Employee Program (DEP) information and rosters reflecting application and registration of individuals eligible to participate in DEP maintained by any JS/CCMD activity as the official record copy. (See series note #2 — Privacy Act).	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
0200-01C	0200 Series Bucket — Personnel and Payroll	C. <u>Correspondence and Forms</u> — All other miscellaneous correspondence and forms maintained by any JS/CCMD activity.	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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0200-01D	0200 Series Bucket — Personnel and Payroll	D. <u>Promotion and Demotion Records</u> — Promotion eligibility rosters consisting of: documents relating to individuals eligible for consideration for promotion including recommendations, lists, and similar information maintained by any JS/CCMD activity; Centralized and semi-centralized selection board reporting files consisting of: documents relating to consideration and selection of officers, warrant officers, and enlisted personnel for promotion, reduction, removal from promotion lists, and elimination including selection lists, board proceedings, appointments of board members, voting results, and similar or related documents at other offices. (See series note #2 — Privacy Act).	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
0200-01E	0200 Series Bucket — Personnel and Payroll	E. <u>Directory Service</u> — Correspondence, forms, and other records relating to the compilation of directory service listings maintained by personnel office as the official record copy.	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-02	0200 Series Bucket — Personnel and Payroll	Working Papers & Office Administrative Records Working papers and office administrative records related to Personnel/Payroll that document routine administrative and organizational decisions, actions, and processes of the JS and CCMDs. Records include, but are not limited to the list below:				
0200-02A	0200 Series Bucket — Personnel and Payroll	A. <u>General Personnel Correspondence</u> — Correspondence, reports, memorandums, and other records relating to the general administration and operation of civilian and military personnel functions, excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels maintained by agency personnel function as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02B	0200 Series Bucket — Personnel and Payroll	B. <u>Payroll Correspondence</u> — Correspondence between agency and payroll processor regarding general routine administrative issues, including wage grade job matters, that do not relate to individual payments maintained by any JS/CCMD activity; differential and allowances, consisting of: information to assist overseas civilian personnel offices to document employee eligibility for foreign post differential and foreign quarters and post allowances, including SF 1190 (Foreign Allowances Application, Grant, and Report) and similar information maintained by any JS/CCMD activity (fiscal year).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-02C	0200 Series Bucket — Personnel and Payroll	C. <u>Employee Performance File System Records (Non-SES)</u> — Appraisals of unacceptable performance of non-senior executive service (SES) appointees (5 USC 4301[2]) where a notice of proposed demotion or removal is issued but not effected, including all related documents maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02D	0200 Series Bucket — Personnel and Payroll	D. <u>Promotion and Internal Placement Records</u> — Notification of personnel action (SF 50), consisting of: chronological files, and all other copies, documenting promotions and transfers (in and out) that are maintained in personnel office.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02E	0200 Series Bucket — Personnel and Payroll	E. <u>Federal Employees' Retirement Records (FERS)/Civil Service Retirement System (CSRS)</u> — General correspondence and subject files consisting of: files relating to general administration and operation of FERS/CSRS including coverage, basic annuity, death benefits and refunds, disability, and debt collection maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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0200-02F	0200 Series Bucket — Personnel and Payroll	F. <u>FERS/CSRS</u> — Records and forms pertaining to an employee's transfer to FERS, participation in the thrift savings plan, and eligibility to retire maintained by any JS/CCMD activity; retirement assistance files, consisting of: correspondence, memorandums, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02G	0200 Series Bucket — Personnel and Payroll	G. <u>Correspondence and Forms</u> — Relating to pending personnel actions maintained by any JS/CCMD activity as the official record copy; retention registers from which reduction-in-force actions have been taken, consisting of: information showing retention groups of employees according to tenure, length of service, performance ratings, and veteran's preference maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02H	0200 Series Bucket — Personnel and Payroll	H. <u>Equal Employment Opportunity Records</u> — Preliminary and background consisting of: background records not filed in the official discrimination complaint case files maintained by any JS/CCMD activity; EEO general files, consisting of: general correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, EEO Act of 1972, and any pertinent future legislation, including agency EEO Committee meeting records, minutes, and reports maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-02I	0200 Series Bucket — Personnel and Payroll	I. <u>Personnel Counseling Records</u> — Reports of interviews, analyses, and related records maintained by supervisors.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02J	0200 Series Bucket — Personnel and Payroll	J. <u>Adverse and Performance-Based Actions</u> — Adverse action files (5 CFR 752) and performance-based actions (5 CFR 432), consisting of: case files and related records created in reviewing any adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, reduction in force) against an employee. The file includes a copy of the proposed adverse action with supporting papers, statements of witnesses, employee's reply, hearing notices, reports and decisions, reversal of action records, and appeal records, excluding letters of reprimand maintained by the JS/CCMD (Note: Official record copy is maintained by servicing civilian personnel office).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02K	0200 Series Bucket — Personnel and Payroll	K. <u>Civilian Leave Application</u> — Maintained by any activity as the official record copy and the time card has not been initialed by the employee.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02L	0200 Series Bucket — Personnel and Payroll	L. <u>Wage Survey Files</u> — Wage area surveys, consisting of: wage change survey computation forms, specifications, recommendations, and related correspondence maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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0200-02M	0200 Series Bucket — Personnel and Payroll	M. <u>Supervisor Employee Records</u> — Records of civilian employees' job history, training, personnel actions, etc., that are not appropriate for the OPF or are duplicates of same maintained by supervisors.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02N	0200 Series Bucket — Personnel and Payroll	N. <u>Withholding of within-grade increase (WGI) Records</u> — Files concerning an employee's performance rating of record with work examples which establish less than fully successful performance, notice of withholding of WGI, employee's request for reconsideration of denied WGI, and decision concerning such a reconsideration request maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02O	0200 Series Bucket — Personnel and Payroll	O. <u>Incentive Awards Program Reports</u> — Reports pertaining to the operation of the Incentive Awards Program maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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0200-02P	0200 Series Bucket — Personnel and Payroll	<p>P. Employee Awards Files — General awards records, excluding those relating to department-level awards, consisting of:</p> <ol style="list-style-type: none">1. Case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance maintained by any JS/CCMD activity.2. General awards records, consisting of: correspondence pertaining to awards from other Federal agencies or non-Federal organizations maintained by any JS/CCMD activity.3. Length of service and sick leave awards files, consisting of: correspondence, reports, computations of service and sick leave, and lists of awardees maintained by any JS/CCMD activity.4. Correspondence relating to the administration of awards to employees for suggestions, acts, or superior accomplishments that have contributed to outstanding efficiency and economy in the operation of an agency and letters of appreciation or commendation for an individual or an organizational element maintained by personnel office and other agency activities as the official record copy.5. Awards board/committee member appointments, records relating to establishment and policy of the board/committee that are temporary in nature, and board or committee proceedings maintained by personnel office and other activities as the official record copy.6. Records reflecting the origin of the award, copies of general orders, the citation, recommendation, and approval of the award and proceedings of the agency's awards board maintained by personnel office as the agency's official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-02Q	0200 Series Bucket — Personnel and Payroll	Q. <u>Official Military Personnel Records</u> — Out-processing files, consisting of: documents used to control and account for Military Personnel Record Jackets during processing for transfer or separation, including logs, registers, and sign-out sheets maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02R	0200 Series Bucket — Personnel and Payroll	R. <u>JCS Identification Badge</u> — Exceptions to policy, copies of orders, and related documents maintained by personnel office as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02S	0200 Series Bucket — Personnel and Payroll	S. <u>Military Awards (Personal)</u> — Service component personal awards, consisting of documents relating to recommendation, review, and approval or disapproval of Service component awards for individuals, including requests and related information and the approved/ disapproved award maintained by any JS/CCMD activity. (See series note #2 — Privacy Act).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-02T	0200 Series Bucket — Personnel and Payroll	T. <u>Military Awards (Programs)</u> — Outstanding military personnel programs, e.g., outstanding Noncommissioned Officer/Enlisted Award, Junior Officer of the Quarter, and similar military personnel recognition programs, consisting of: personal data, letters of nomination, minutes of meetings, photographs, and related papers concerning selected and non-selected nominees maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02U	0200 Series Bucket — Personnel and Payroll	U. <u>Military Assignment Documents</u> — Requisition documents and nomination packets held by personnel office as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02V	0200 Series Bucket — Personnel and Payroll	V. <u>Military Training Program Records</u> — Background and working files maintained by any JS/CCMD activity. (Note: For records of formally established schools which train agency personnel in specialized program areas such as law enforcement and national defense, submit an SF 115 through IMD/RRB to NARA for disposition authority).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-02W	0200 Series Bucket — Personnel and Payroll	W. <u>Civilian Training Program Records</u> — Background and working files maintained by any JS/CCMD activity; records relating to the Presidential Management Intern Program established by Executive Order (EO) 12008, August 1977, consisting of: files relating to the general administration and operation of the Presidential Management Intern Program including special career programs and executive development programs maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02X	0200 Series Bucket — Personnel and Payroll	X. <u>Alternate Work Schedule Records</u> — consisting of: documents showing alternative work schedules such as flexible hours and compressed schedules maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02Y	0200 Series Bucket — Personnel and Payroll	Y. <u>Personal Injury Files</u> — Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, excluding copies filed in the Employee Medical Folder and copies submitted to the Department of Labor maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-02Z	0200 Series Bucket— Personnel and Payroll	<p>Z. <u>Federal Workplace Drug Testing Program Files</u> — Drug testing program records created under EO 12564 and PL 100-71, Section 503 (101 Stat 468), including annual reports to Congress as required by PL 100-71, Para 503(f), excluding consolidated statistical and narrative reports concerning the operation of agency programs and the program records of OPM:</p> <p>1. Consisting of: drug test plans and procedures with related drafts, correspondence, memorandums, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions, excluding documents that are filed in records sets of formal issuances (directives, procedures, handbooks, operating manuals, and the like) maintained by any JS/CCMD activity.</p> <p>2. Selection/scheduling records, consisting of records relating to the selection of specific employees/applicants for testing and the scheduling of tests, including lists of selectees, notification letters, and testing schedules maintained by any JS/CCMD activity.</p> <p>3. Federal Workplace Drug Testing Program Files — Records relating to the collection and handling of specimens, consisting of permanent, bound record books containing identifying data on each specimen as recorded at each collection site in the order in which the specimens were collected maintained by any JS/CCMD activity.</p> <p>4. Federal Workplace Drug Testing Program Files — Chain of custody records consisting of forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen maintained by any JS/CCMD activity.</p>	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-02AA	0200 Series Bucket — Personnel and Payroll	AA. <u>Federal Workplace Drug Testing Program Files</u> — Negative test results maintained by any JS/CCMD activity. (Note: Dispose of any records covered by GRS 1 items 36a-e that are relevant to litigation or disciplinary actions no earlier than the related litigation or adverse action case file(s)).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02BB	0200 Series Bucket — Personnel and Payroll	BB. <u>Alternate Worksite Records</u> — Unapproved requests maintained by any JS/CCMD activity; forms and other records generated by the agency or the participating employee evaluating the alternate worksite program maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-02CC	0200 Series Bucket — Personnel and Payroll	CC. <u>Political Activity of Federal Employees</u> — Holding state or local office records, including reports, correspondence, and related material required to be filed by any civilian employee holding any state or local public office or appointment, consisting of: any information concerning such office or appointment filed by another person or entity maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0200-03	0200 Series Bucket — Personnel and Payroll	Management and Program/Operations Records Management and program/operations records which document the Personnel and Payroll Program/Operations, management processes, and on-going activities of the JS/CCMDs. Records include, but are not limited to the below:				

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-03A	0200 Series Bucket—Personnel and Payroll	A. <u>Payroll Correspondence</u> — Information for a merit pay unit listing covered employees, consisting of: initial salary, computation of funds for the unit, salary increases granted automatically, merit pay increases granted based on points received from a performance appraisal rating, and similar information maintained by any JS/CCMD activity. (See series note #2 — Privacy Act).	Temp	Destroy/ Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years
0200-03B	0200 Series Bucket—Personnel and Payroll	B. <u>Payroll Correspondence</u> — Pay records governing the establishment and maintenance of domestic and overseas allowances and differentials, agencies, and employees affected maintained by any JS/CCMD activity.	Temp	Destroy/ Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years
0200-03C	0200 Series Bucket—Personnel and Payroll	C. <u>Employee Performance File System Records</u> 1. (Non-SES) All other performance plans and ratings maintained by any JS/CCMD activity. 2. (SES) — All other performance plans and ratings maintained by any JS/CCMD activity. 3. (Non-SES) Supporting documents maintained by any JS/CCMD activity. 4. (SES) — All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, excluding those for SES appointees serving on a Presidential appointment (5 CFR 214) maintained by any JS/CCMD activity. 5. (SES) — SES members' performance records consisting of: SES evaluation summary and objective performance record sheets maintained by any JS/CCMD activity.	Temp	Destroy/ Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-03D	0200 Series Bucket — Personnel and Payroll	D. <u>Employee Performance File System Records (SES)</u> — SES, scientific and technical, and supergrade files, consisting of: information concerning SES, scientific and technical, and supergrades generated according to 5 USC 3104, 3131, and 3324, including copies of position descriptions, position evaluations, and data on present position incumbent such as individual's qualifications, promotions, and awards at the office with responsibility to monitor and control SES career related records general position documentation. (See series note #2 — Privacy Act).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years
0200-03E	0200 Series Bucket — Personnel and Payroll	E. <u>Employee Performance File System Records (SES)</u> (Information relating to current position incumbent)	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years
0200-03F	0200 Series Bucket — Personnel and Payroll	F. <u>FERS/CSRS</u> — Appeals pertaining to FERS error corrections maintained by any JS/CCMD activity. — Information relating to current position incumbent maintained by any JS/CCMD activity.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-03G	0200 Series Bucket — Personnel and Payroll	G. <u>Equal Employment Opportunity Records</u> — EEO complaint cases, consisting of: information reflecting complaints of personnel and job applicants concerning EEO cases resolved within the agency by the EEO Commission or by a U.S. Court, including complaints, transmittal letters, investigative data and summaries, findings of fact statements, exhibits, reports, copies of decisions, final disposition reports, records of hearings and meetings, acceptance statements, withdrawal notices, and similar information at office having agency-wide responsibility; Affirmative Action Plan (AAP), consisting of: consolidated AAP and related feeder documents maintained by any JS/CCMD activity as the official record copy; surveys, consisting of: surveys on implementation and effectiveness of EEO programs, including reviews, appraisals, recommendations, final survey reports, and similar information maintained by any JS/CCMD activity; reports of on-site reviews of AAP maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-03H	0200 Series Bucket — Personnel and Payroll	H. <u>Labor Management Relations Records</u> 1. General and case files, consisting of: correspondence, memorandums, reports, and other records relating to the relationship between management and employee unions or other groups office negotiating agreement. 2. Labor arbitration general and case files, consisting of: correspondence, memorandums, reports, unit certifications, negotiated agreements, and case files (such as unfair labor practice charges, negotiability disputes, unit clarification, or decertification petitions) relating to labor arbitration cases maintained by any JS/CCMD activity. ***NOTE:*** 12 Jan 2017 an Executive Order was signed excluding the JS and CCMDs from the Federal Labor-Management Relations Program. However, records prior to the date of the EO fall under this disposition instruction.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-03I	0200 Series Bucket — Personnel and Payroll	<p><u>I. Labor Management Relations Records</u></p> <p>1. Memorandums of agreement under labor management relations, consisting of: initial union proposals, counter proposals, working documents, and approved agreements maintained by any JS/CCMD activity.</p> <p>2. Annual report of union recognitions, consisting of: report and all backup material maintained by any JS/CCMD activity.</p> <p>3. Unfair labor practice complaints, consisting of: initial complaint, case record, and decision at Central Personnel Files.</p> <p><u>***NOTE:*** 12 Jan 2017 an Executive Order was signed excluding the JS and CCMDs from the Federal Labor-Management Relations Program. However, records prior to the date of the EO fall under this disposition instruction.</u></p>	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years
0200-03J	0200 Series Bucket — Personnel and Payroll	<p><u>J. Joint Chiefs of Staff Identification Badge</u> — General/special orders, amendments, and memorandums issuing permanent award of the JCS Badge maintained by personnel office as the official record copy.</p>	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff	FY	7-10 years
0200-03K	0200 Series Bucket — Personnel and Payroll	<p><u>K. Military Assignment Documents</u> — Policy matters pertaining to military assignments maintained by any JS/CCMD activity as the official record copy.</p>	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff	FY	7-10 years

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0200-03L	0200 Series Bucket — Personnel and Payroll	L. <u>Military Training Program Records (Gov't Training)</u> — General file of agency-sponsored training, excluding record copy of manuals, syllabi, textbooks, and other training aids developed by the agency, consisting of: correspondence, memorandums, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences maintained by any JS/CCMD activity. (Note: For records of formally established schools which train agency personnel in specialized program areas such as law enforcement and national defense, submit an SF 115 through IMD/RRB to NARA for disposition authority).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff	FY	7-10 years
0200-03M	0200 Series Bucket — Personnel and Payroll	M. <u>Military Training Program Records (Non-Gov't Training)</u> — Personnel training, consisting of: correspondence, memorandums, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions maintained by any JS/CCMD activity.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years

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0200-03N	0200 Series Bucket — Personnel and Payroll	<u>N. Civilian Training Program Records</u> 1. Information on establishing, managing, and evaluating local training programs for civilian employees, consisting of: minutes of training and development committee meetings, training plans, reviews of training requirements, apprentice training program registrations with Department of Labor, higher echelon approvals, annual reports, and similar information, excluding record copy of manuals, syllabi, textbooks, and other training aids developed by the agency located at operating personnel offices. 2. Employee training, consisting of: correspondence, memorandums, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions maintained by any JS/CCMD activity.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years
0200-03O	0200 Series Bucket — Personnel and Payroll	<u>O. Civilian Training Program Records</u> — Individual apprentice training, consisting of: information on apprenticeship training, including apprenticeship applications, apprenticeship agreements, notices of authorization for training and subsistence allowance, Department of Veterans Affairs certificates of eligibility and entitlement, Veterans Affairs notices of expiration of entitlement, daily progress records, monthly progress reports, and similar information maintained by any JS/CCMD activity. (See series note #2 — Privacy Act).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-03P	0200 Series Bucket — Personnel and Payroll	<u>P. Civilian Training Program Records</u> 1. Foreign training approvals, consisting of: information on approving the use of foreign governmental facilities or international organization facilities for training civilian employees, including recommendations for use of such facilities, approvals, and similar information, excluding contractual information and personnel assignment information at office responsible for approval. 2. Civilian personnel retraining, consisting of: reports of retraining resulting from base closure, transfer, or consolidation of functions maintained by any JS/CCMD activity.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years
0200-03Q	0200 Series Bucket — Personnel and Payroll	<u>Q. Time and Attendance Records</u> 1. Source records (machine-readable or paper), consisting of: all time and attendance records upon which leave input data is based, such as time or sign-in sheets, time cards (such as OF 1130), flexible hours records, leave applications for jury and military duty, and authorized premium pay or overtime that are maintained at duty post and upon which leave input data is based. 2. Input records: Time and attendance data input into a payroll system, maintained either by agency or payroll processor maintained by any JS/CCMD activity. 3. Overtime authorization requests, consisting of: documents used at all activities to officially order the approval of overtime maintained by any JS/CCMD activity.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-03R	0200 Series Bucket — Personnel and Payroll	R. <u>Occupational Injury and Illness Files</u> — Reports and logs (including Occupational Safety and Health Administration [OSHA] Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment maintained by any JS/CCMD activity.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years
0200-03S	0200 Series Bucket — Personnel and Payroll	S. <u>Financial Disclosure Reports</u> — Employment and financial interest statements consisting of: information showing government employment, private employment, and financial interest of civilian employees required to file such statements. Included are statements of employment and financial interest, supplementary statements, reports of change, review comments, and related information maintained by any JS/CCMD activity. (See series note #2 — Privacy Act).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7-10 years

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0200-04	0200 Series Bucket — Personnel and Payroll	Permanent Mission and Function Records Permanent mission and function records related to Personnel/Payroll that document policies, plans, procedures, and significant activities of the JS/CCMDs which have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to the list below:				
0200-04A	0200 Series Bucket — Personnel and Payroll	A. <u>Employee Awards Files</u> — Decorations to foreign nationals and U.S. citizens not employed by the U.S. Government, consisting of: case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents maintained by any JS/CCMD activity.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0200-04B	0200 Series Bucket — Personnel and Payroll	B. <u>Military Awards</u> — General/Special orders, amendments, and memorandums issuing military awards maintained by J-1/Military Personnel Branch as the official JS Record Copy; maintained by the Combatant Command as the official CCMD record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0200-04C	0200 Series Bucket — Personnel and Payroll	C. <u>General Training and Education Records</u> — Program files, consisting of: records relating to the overall organization, development, policy, planning, management, and administration of military personnel training and education programs including the establishment, approval, and revision of courses and curricula and the evaluation of methods and results of instruction. Also includes publications and overall statistical data maintained by any JS/CCMD activity. (Note: See 0900 series bucket for audiovisual).	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0200-04D	0200 Series Bucket — Personnel and Payroll	D. <u>Casualty Reporting, Notification, and Assistance</u> — Casualty/missing-in-action/captured reporting, notification, and assistance records, consisting of: file copies of casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, assignment of survival assistance officer, and related correspondence provided to the Services maintained by the Combatant Command.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0200-05	0200 Series Bucket — Personnel and Payroll	Non-Record Materials Non-record material maintained by any activity is for reference purposes only. Listed below are non-record numbers from the previous edition of CJCSM 5760.01A, Vol II: 0201-02 0247-02 0214-05 0214-09 0204-02 0229-03 0230-07 0226-11 0218-02 0204-04 0231-07 0223-02 0227-04 0236-07 0227-02 0232-04 0236-08	Temp	Destroy when no longer needed or 6 months whichever comes sooner for business use, or according to an agency predetermined time period or business rule.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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0200-06	0200 Series Bucket — Personnel and Payroll	Record Exceptions Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions as listed below:				
0200-06A	0200 Series Bucket — Personnel and Payroll	A. <u>General Personnel Correspondence</u> — Personnel policy and precedent case files maintained by JS activities only.	Temp	Superseded or obsolete.	Superseded/Obsolete	Superseded or obsolete.
0200-06B	0200 Series Bucket — Personnel and Payroll	B. Retention registers — No reduction-in-force actions have been taken maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete when superseded or obsolete. (GRS 1, item 17b(2)).	Superseded/Obsolete	Destroy/delete when superseded or obsolete. (GRS 1, item 17b(2)).
0200-06C	0200 Series Bucket — Personnel and Payroll	C. <u>Position Classification Files</u> — Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency maintained by any JS/CCMD activity.	Temp	Destroy/delete when superseded or obsolete. (GRS 1, item 7a(1)).	Superseded/Obsolete	Destroy/delete when superseded or obsolete. (GRS 1, item 7a(1)).
0200-06D	0200 Series Bucket — Personnel and Payroll	D. <u>Position Classification Files</u> — Inspections, audits, and surveys, consisting of: correspondence, memorandums, reports, and other records relating to inspections, surveys, desk audits, and evaluations maintained by any JS/CCMD activity.	Temp	Destroy/delete when superseded or obsolete. (GRS 1, item 7c(2)).	Superseded/Obsolete	Destroy/delete when superseded or obsolete. (GRS 1, item 7c(2)).

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-06G	0200 Series Bucket — Personnel and Payroll	G. <u>GO/FO Nominations</u> — Major Command Information Files — consisting of: papers and related information pertaining to joint GO/FO billets and CCMD activities used for periodic review and background information maintained by GO/FO as the official record copy.	Temp	Review annually. When no longer needed by GO/FO, transfer to IMD for disposition in accordance with 0231-01 (i.e., Cut off annually, hold 7 years, then retire to ISF. Destroy/ delete 20 years after cutoff).	FY	Review annually. When no longer needed by GO/FO, transfer to IMD for disposition in accordance with 0231-01 (i.e., Cut off annually, hold 7 years, then retire to ISF. Destroy/ delete 20 years after cutoff).

Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-06H	0200 Series Bucket — Personnel and Payroll	H. <u>GO/FO</u> — action documents, consisting of: documents of interest to the JS, responses to taskers and queries maintained by GO/FO as the official record copy.	Temp	Review annually. When no longer needed by GO/FO, transfer to IMD/RRB for disposition in accordance with 0231-01 (i.e., Cutoff annually, hold 7 years, then retire to ISF. Destroy/delete 20 years after cutoff).	FY	Review annually. When no longer needed by GO/FO, transfer to IMD/RRB for disposition in accordance with 0231-01 (i.e., Cutoff annually, hold 7 years, then retire to ISF. Destroy/ delete 20 years after cutoff).
0200-06I	0200 Series Bucket — Personnel and Payroll	I. <u>Offers of Employment</u> — Correspondence, letters, and telegrams offering appointment to potential employees accepted offers.	Temp	Destroy/delete when appointment is effective. (GRS 1, item, 4a).	Appointment Effective	Destroy/delete when appointment is effective. (GRS 1, item, 4a).

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0200-06J	0200 Series Bucket — Personnel and Payroll	J. <u>Offers of Employment</u> — Declined offers when name is received from certificate of eligible.	Temp	Return to OPM with reply and application. (GRS 1, item 4B(1)).	See Disposition Instructions	Return to OPM with reply and application. (GRS 1, item 4B(1)).
0200-06K	0200 Series Bucket — Personnel and Payroll	K. <u>Offers of Employment</u> — Temporary or excepted appointment.	Temp	File inside application. (GRS 1, item 4b(2)).	See Disposition Instructions	File inside application. (GRS 1, item 4b(2)).
0200-06L	0200 Series Bucket — Personnel and Payroll	L. <u>Offers of Employment</u> — All others.	Temp	Destroy/delete immediately. (GRS 1, item 4b(3)).	Immediately	Destroy/delete immediately. (GRS 1, item 4b(3)).
0200-06M	0200 Series Bucket — Personnel and Payroll	M. <u>General Civilian Employment Records</u> — Request for personnel action (SF-52) and related papers pertaining to actions not consummated maintained by the requesting office.	Temp	Cut off on termination of action, hold 30 days, then destroy/delete.	Termination	Cut off on termination of action, hold 30 days, then destroy/delete.
0200-06N	0200 Series Bucket — Personnel and Payroll	N. <u>Position Classification Files</u> — Appeals files relating to certificates of classification issued by OPM maintained by any JS/CCMD activity.	Temp	Destroy/delete when affected position is abolished or superseded. (GRS 1, item 7d(2)).	Abolished/Superseded	Destroy/delete when affected position is abolished or superseded. (GRS 1, item 7d(2)).

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-06O	0200 Series Bucket — Personnel and Payroll	O. <u>Employee Records Cards</u> — Used for informational purposes outside personnel offices maintained by any JS/CCMD activity.	Temp	Destroy/delete on separation or transfer of employee. (GRS 1, item, 4a).	Separation/Transfer	Destroy/delete on separation or transfer of employee. (GRS 1, item, 4a).
0200-06P	0200 Series Bucket — Personnel and Payroll	P. <u>Employee Performance File System Records (Non-SES)</u> — All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based maintained by any JS/CCMD activity.	Temp	Cutoff on date of appraisal, hold 4 years, then destroy/delete. (GRS 1, item 23a(4)).	FY	Cutoff on date of appraisal, hold 4 years, then destroy/delete. (GRS 1, item 23a(4)).
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-06Q	0200 Series Bucket — Personnel and Payroll	Q. <u>Employee Performance File System Records (SES)</u> — Employee Performance-related records pertaining to former SES appointees consisting of: latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating maintained by any JS/CCMD activity.	Temp	Place records on the left-hand side of OPF and forward to gaining Federal agency upon transfer or transfer to National Personnel Records Center (NPRC) if employee leaves Federal service. (GRS 1 item 23b(2)(a)).	See Disposition Instructions	Place records on the left-hand side of OPF and forward to gaining Federal agency upon transfer or transfer to National Personnel Records Center (NPRC) if employee leaves Federal service. (GRS 1 item 23b(2)(a)).
0200-06R	0200 Series Bucket — Personnel and Payroll	R. <u>Donated Leave Program Case Files</u> — Donated leave cases, consisting of: case files documenting the receipt and donation of leave for medical emergencies including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.	Temp	For Records beginning in January 1994, cut off when file is closed, hold 1 year, then destroy/delete. (GRS 1, item 37).	See Disposition Instructions	For Records beginning in January 1994, cut off when file is closed, hold 1 year, then destroy/delete. (GRS 1, item 37).

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0200-06S	0200 Series Bucket — Personnel and Payroll	S. <u>Equal Employment Opportunity</u> — Complaint cases, consisting of: duplicate case files or documents pertaining to complaints maintained by civilian personnel office as the official record copy.	Temp	Cutoff on final resolution of case, hold 1 year, then destroy/delete. (GRS 1, item 25b).	FY	Cutoff on final resolution of case, hold 1 year, then destroy/delete. (GRS 1, item 25b).
0200-06T	0200 Series Bucket — Personnel and Payroll	T. <u>Civilian Leave Application</u> — SF 71 or OPM 71 (Application for Leave) or equivalent and supporting papers relating to requests for and approval of leave maintained by any activity as the official record copy and the time card has been initiated by the employee.	Temp	Destroy/delete at end of applicable pay period. (GRS 2, item 6a).	End of Pay Period	Destroy/delete at end of applicable pay period. (GRS 2, item 6a).
0200-06U	0200 Series Bucket — Personnel and Payroll	U. <u>Military Awards</u> — Joint service personal awards, consisting of: documents relating to recommendation, review, and approval or disapproval of joint service awards for individuals, including requests and related information and the approved/ disapproved award. (See series note #2 — Privacy Act).	Temp	Cut off annually, hold 2 years, then retire to ISF. Destroy/ delete 25 years after cutoff	FY	2 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-06V	0200 Series Bucket — Personnel and Payroll	V. <u>General/Flag Officer Nominations</u> — Papers and related documents from OSD and the military Services on the nominations and position billets of General and Flag officers submitted to the Secretary of Defense through the Joint Staff and the Combatant Commanders. Maintained by the IMD as the Official Record Copy.	Temp	Cut off annually, hold 7 years, then retire by CY block to JS RHA. Destroy/delete 20 years after cutoff.	FY	7 years
0200-06W	0200 Series Bucket — Personnel and Payroll	W. <u>General/Flag Officer Nominations</u> — Maintained by CCMD activities as the official record copy.	Temp	Cut off annually, hold 7 years, then retire to ISF. Destroy/ delete 20 years after cutoff.	FY	20 years
0200-06X	0200 Series Bucket — Personnel and Payroll	X. <u>General/Flag Officer Nominations</u> — GO/FO management files, consisting of: copies of tasking documents, reports, JS papers, and related background materials pertaining to GO/FO matters including copies of inputs from contributing agencies and other related correspondence used for periodic review. Maintained by GO/FO Office as the official record copy.	Temp	Review annually. Transfer completed action to applicable GO/FO file, then destroy/delete all nonessential information.	See Disposition Instructions	Review annually. Transfer completed action to applicable GO/FO file, then destroy/ delete all nonessential information.

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0200-06Y	0200 Series Bucket — Personnel and Payroll	Y. <u>General/Flag Officer Nominations</u> — GO/FO working nominations, consisting of: nomination records being processed for approval or disapproval by higher authority maintained by GO/FO as the official record copy.	Temp	Upon completion transfer to IMD/RRB for disposition in accordance with 0231-01 (i.e., cut off annually, hold 7 years, then retire to ISF. Destroy/delete 20 years after cutoff).	FY	20 years
0200-06Z	0200 Series Bucket — Personnel and Payroll	Z. <u>Individual Military Training Records</u> — consisting of on-the-job training records, qualification training, ancillary training, upgrade training, and related records maintained in accordance with the Service training program.	Temp	Apply Service-specific disposition guidance..		Apply Service-specific disposition guidance..
0200-06AA	0200 Series Bucket — Personnel and Payroll	AA. <u>Individual Employee Pay Records</u> — Individual pay record containing pay data on each employee within an agency, consisting of: record may be in paper or microform but not in machine readable form maintained by any JS/CCMD activity.	Temp	Cutoff annually and transfer to NPRC. Destroy/delete 56 years after cutoff. (General Records Schedule (GRS) 2, item 1b).	FY	56 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-06BB	0200 Series Bucket — Personnel and Payroll	BB. <u>Federal Workplace Drug Testing Program Files</u> — Employee acknowledgement of notice forms, consisting of forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested maintained by any JS/Combatant Command.	Temp	Destroy/delete when employee separates from testing-designated position. (GRS 1, item 36b).	Separates from designated position	Destroy/delete when employee separates from testing-designated position. (GRS 1, item 36b).
0200-06CC	0200 Series Bucket — Personnel and Payroll	CC. <u>Federal Workplace Drug Testing Program Files</u> — Positive test results, consisting of records documenting individual test results, including reports of testing; notifications of employees, applicants, and employing offices; and documents relating to follow- up testing maintained by any JS/CCMD.	Temp	Cutoff annually, hold 3 years, or until employee leaves agency, then destroy/delete. (GRS 1, item 36c(1)).	FY	3 years
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-06DD	0200 Series Bucket — Personnel and Payroll	DD. <u>Alternate Worksite Records</u> — Approved requests or applications to participate in an alternate worksite program, agreements between the agency and the employee, and records relating to the safety of the worksite, the installation and use of equipment, hardware, and software.	Temp	Cutoff at end of employee participation in program, hold 1 year, then destroy/delete. (GRS 1, item 42.1).	FY	Cutoff at end of employee participation in program, hold 1 year, then destroy/delete. (GRS 1, item 42.1).
0200-06EE	0200 Series Bucket — Personnel and Payroll	EE. <u>Political Activity of Federal Employees</u> — Policy and procedures governing permissible and prohibited activities, political contributions, and exceptions of certain elections. Maintained by any JS/CCMD activity.	Temp	Destroy/delete when superseded or obsolete. Authority: N1-218-00-3 item 38.	Superseded/Obsolete	Destroy/delete when superseded or obsolete. Authority: N1-218-00-3 item 38.
0200-06FF	0200 Series Bucket — Personnel and Payroll	FF. <u>Organization and locator files</u> — consisting of: information providing the name, address, telephone number, and similar data for each civilian and military employee assigned to an organization maintained by any JS/CCMD activity.	Temp	Superseded or obsolete.	Superseded/Obsolete	Superseded or obsolete.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-06GG	0200 Series Bucket — Personnel and Payroll	GG. <u>Administrative Grievances and appeals (5 CFR 771)</u> — Records relating to grievances raised by agency employees, excluding EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request. (Note: Official record copy is maintained by servicing civilian personnel office).	Temp	Cutoff on closure of case, hold 1 year, then destroy/delete.	FY	Cutoff on closure of case, hold 1 year, then destroy/delete.
0200-06HH	0200 Series Bucket — Personnel and Payroll	HH. <u>Official Military Personnel Records</u> — Records that relate to leave of military personnel maintained by personnel office.	Temp	Destroy/delete individual leave authorization when adjustments are made. Authority: NC1-218-84-1 item 173.	After Adjustment	Destroy/delete individual leave authorization when adjustments are made. Authority: NC1-218-84-1 item 173.
0200-06II	0200 Series Bucket — Personnel and Payroll	II. <u>Official Military Personnel Records</u> — Privilege card applications, consisting of: documents reflecting applications for privilege cards and ration cards, including Department of Defense Forms (DD Forms) 1172 (Application for Uniformed Services Identification and Privilege Card) and similar documents maintained by any JS/CCMD activity.	Temp	Destroy/delete when no longer needed. Authority: N1-218-00-3 item 20.	No Longer Needed	No Longer Needed

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-06JJ	0200 Series Bucket — Personnel and Payroll	JJ. <u>Job Opportunity Announcements</u> — Announcements of vacancies maintained by any JS/CCMD activity.	Temp	Destroy/delete after announcement closing date. Authority: NC1-218-84-1, item 144.	Closed	Closed
0200-06KK	0200 Series Bucket — Personnel and Payroll	KK. <u>Individual Employee Pay Records</u> — Pay record for each employee as maintained in an electronic database, consisting of: database may be a stand-alone payroll system or part of a combined personnel/payroll system maintained by any JS/CCMD activity.	Temp	Update elements and/or entire record as required. Authority:	See Disposition Instructions	Update elements and/or entire record as required. Authority:
0200-06LL	0200 Series Bucket — Personnel and Payroll	LL. <u>Employee Awards Files</u> — Lists of or indexes to agency award nominations, consisting of: lists of nominees and winners and indexes of nominations maintained by any JS/CCMD activity.	Temp	Destroy/delete when superseded or obsolete. Authority: GRS 1 item 12d.	Superseded/Obsolete	Destroy/delete when superseded or obsolete. Authority: GRS 1 item 12d.

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0200-6MM	0200 Series Bucket — Personnel and Payroll	MM. <u>FERS/CSRS</u> — Records and forms pertaining to an employee's transfer to FERS, participation in the thrift savings plan, and eligibility to retire maintained by any JS/CCMD activity.	Temp	File on permanent side of OPF.	See Disposition Instructions	File on permanent side of OPF.
0200-06NN	0200 Series Bucket — Personnel and Payroll	NN. <u>Correspondence and forms relating to pending personnel actions</u> — Which are maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete on completion of action. Authority: GRS 1 item 17a	Completion	Destroy/delete on completion of action. Authority: GRS 1 item 17a
0200-06OO	0200 Series Bucket — Personnel and Payroll	OO. <u>Labor Management Relations Records</u> — Maintained by other offices.	Temp	Destroy/delete when superseded or obsolete. Authority: GRS 1 item 28a(2).	Superseded/Obsolete	Destroy/delete when superseded or obsolete. Authority: GRS 1 item 28a(2).
0200-06PP	0200 Series Bucket — Personnel and Payroll	PP. <u>Standards of Conduct</u> — Correspondence, memorandums, and other records relating to code of ethics and standards of conduct maintained by any JS/CCMD activity.	Temp	Authority: GRS 25, Items 1a and 1b.		Authority: GRS 25, Items 1a and 1b.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-06QQ	0200 Series Bucket — Personnel and Payroll	QQ. <u>Financial Disclosure Reports</u> — Ethics in Government financial disclosure statements, consisting of records on individual employees filing under the Ethics in Government Act of 1978, Public Law (PL) 95-521, Section 201b, who were not subsequently confirmed by the U.S. Senate. Each file is maintained by employee name and includes OGE Form 278 (Public Financial Disclosure Statement for Executive Branch Personnel), OGE Form 450 (Confidential Financial Disclosure Statement), official position description, disqualification statements if applicable, and similar information maintained by any JS/CCMD activity. (See series note #2 — Privacy Act).	Temp	Authority: GRS 25, Item 2.		Authority: GRS 25, Item 2.
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0200-06RR	0200 Series Bucket — Personnel and Payroll	RR. <u>Official Military Personnel Records</u> — That are created as the result of detail or assignment to the JS or CCMD that normally would be made part of the individual's personnel file and other pertinent and related correspondence maintained by personnel office as the official record copy.	Temp	Forward all records that are considered by the applicable Service as records for inclusion in the individual's personnel file to that Service not later than 30 days after release of duty from the JS or CCMD. Authority: NC1-218-84-1 item 171.	Days	Forward all records that are considered by the applicable Service as records for inclusion in the individual's personnel file to that Service not later than 30 days after release of duty from the JS or CCMD. Authority: NC1-218-84-1 item 171.
0200-06SS	0200 Series Bucket — Personnel and Payroll	SS. <u>Military unit awards</u> — consisting of documents relating to recommendation, review, and approval or disapproval of military awards for units, including requests and related information and the approved/disapproved award maintained by the approval/disapproval authority.	Temp	Cutoff annually, hold 2 years, then retire to ISF. Destroy/delete 25 years after cutoff. Authority: N1-218-00-3 item 26.	FY	Cutoff annually, hold 2 years, then retire to ISF. Destroy/delete 25 years after cutoff. Authority: N1-218-00-3 item 26.

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0300 SERIES BUCKET SCHEDULE

Intelligence and Security

This schedule provides disposition authorization for records that pertain to the Intelligence and Security functions of the Joint Staff and Combatant Commands. Records cover, but are not limited to, areas such as general intelligence policies, intelligence collection and dissemination policy and planning, and counterintelligence. Intelligence is defined as the product resulting from the collection, processing, integration, evaluation, analysis, and interpretation of available information concerning foreign nations, hostile or potentially hostile forces or elements, or areas of actual or potential operations. In addition, records relating to the security of classified U.S. and NATO documents, physical, industrial, and personnel security, general communications security (COMSEC), and security access are found in this series.

Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-01	0300 Series Bucket — Intelligence and Security	Short-Term Records Short-term records related to intelligence and security are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to the list below:	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-01A	0300 Series Bucket — Intelligence and Security	A. <u>Physical Security Container Information</u> — Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container such as locking doors and windows and activating alarms including such forms as SF 701 (Activity Security Checklist), SF 702 (Security Container Check Sheet), and Secure Telephone Unit III data and keys maintained by any JS/CCMD activity.	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
0300-01B	0300 Series Bucket — Intelligence and Security	B. <u>Security Inspections and Audits</u> — Automated Information System (AIS) Audit records, consisting of: AIS Security Officer or Terminal Area Security Officer weekly audit records of audit actions performed on all AIS as required by applicable policy maintained by any JS/CCMD activity.	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-02	0300 Series Bucket — Intelligence and Security	Working Papers & Office Administrative Records Records related to Intelligence and Security that document routine administrative and organizational decisions, actions, and processes of the JS/CCMDs. Records include, but are not limited to the list below:				
0300-02A	0300 Series Bucket — Intelligence and Security	A. <u>Security Administrative Correspondence</u> — Correspondence, reports, and other records relating to the administration of security classification, control, and accounting for classified documents, including files relating to administration and operation of the facilities security and protective service program maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0300-02B	0300 Series Bucket — Intelligence and Security	B. <u>Document Receipt</u> — Forms reflecting the issue of and receipt for documents classified SECRET and below only, consisting of: JS Forms 14, 47, and 74, or any other substitute form or record used for this purpose. Also includes material hand receipts, transactions, supply correspondence item registers, daily inventories, and related records maintained by any JS/CCMD activity. (Note: See 0300 Bucket Series for TOP SECRET documents).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-02C	0300 Series Bucket — Intelligence and Security	C. <u>Destruction Certificates</u> — Certificate of destruction for classified material, consisting of: documentary evidence reflecting appropriate destruction of classified material. JS Forms 48, 63, and 74, or any other substitute form or record used for this purpose maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0300-02D	0300 Series Bucket — Intelligence and Security	D. <u>Access Records</u> — TOP SECRET access records used to record names of individuals who have had access to a particular TOP SECRET document, consisting of: 1. Records that are permanently affixed to TOP SECRET documents until documents are destroyed, downgraded, or transferred from the Joint Staff/Combatant Command. Requests and authorization for individuals to have access to classified files, pickup and deliver classified materials, and act as official couriers. 2. JS Forms 7 and 42 and SecDef Form 194 or any other substitute form or record used for this purpose maintained by any JS/CCMD activity. 3. Disclosure records, consisting of: a record of all JS/CCMD personnel who have been authorized access to classified information of the Joint Staff/CCMD during their assignment maintained by any JS/CCMD activity as the official record copy. 4. Access control log, consisting of: documents relating to JS/CCMD Guard Post Sign-In Logs, Military Security Force Blotters, Night Security Team Inspection Surveys, and other similar documents maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-02E	0300 Series Bucket — Intelligence and Security	E. <u>Communication Security General</u> — Routine administrative records relating to the proper distribution, control, security, and accountability of COMSEC material used to provide cryptographic security for national security related information, consisting of: systems, procedures, equipment, keying material, and facilities maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0300-02F	0300 Series Bucket — Intelligence and Security	F. <u>Inventory Reports</u> — TOP SECRET Inventory records maintained by control points.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0300-02G	0300 Series Bucket — Intelligence and Security	G. <u>Classification Guides</u> — Security Classification Files held at other offices.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0300-02H	0300 Series Bucket — Intelligence and Security	H. <u>Technical Surveys</u> — Documents dealing with technical security surveys for validating the security of cleared areas maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-02I	0300 Series Bucket — Intelligence and Security	I. <u>Property Pass Records</u> — Documents relating to the authorized removal of property or material from the JS and/or CCMD maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0300-02J	0300 Series Bucket — Intelligence and Security	J. <u>Personnel Security Program Records</u> — Documentation reflecting training, security orientation briefing or debriefing, and relevant data including annual security required training and/or reading materials maintained by any JS/CCMD activity; position sensitivity files, including requests for information relating to the designation of sensitive and non-sensitive personnel positions in an agency and results of final actions taken, consisting of: approved requests maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0300-02K	0300 Series Bucket — Intelligence and Security	K. <u>Identification (Credentials, Tags, Passes, and Permits) Records</u> — Records relating to applications for and issuance of permanent and temporary identification badges, cards, decals, and passes, including receipts, inventories, and related information maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-02L	0300 Series Bucket — Intelligence and Security	L. <u>Security Violations/Incidents</u> — Documentation pertaining to alleged security violations, unauthorized divulgence of classified information, results of findings, and final corrective action taken maintained by any JS/CCMD activity as the official record copy; for NATO security incidents.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0300-02M	0300 Series Bucket — Intelligence and Security	M. <u>Security Inspections and Audits</u> — Inspections conducted of TOP SECRET accountability maintained by any JS/CCMD activity; JS Form 147 (SCI Processing Log) or similar form or record used to record SCI processing sessions as required by applicable policy maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-02N	0300 Series Bucket — Intelligence and Security	N. <u>International Security</u> — Destruction certificates, receipts, registers, and disclosure records for NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED, and NATO Unclassified maintained by the JS Sub-registry or by the CCMD registry/sub-registry function; also includes: 1. Maintained at JS/CCMD control points; maintained by any JS/CCMD activity at the division level and below. 2. Records of establishment or disestablishment of JS/CCMD control points maintained by any JS/CCMD activity as the official record copy. 3. Inventory reports, consisting of: semi-annual and annual reports on COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, and NATO CONFIDENTIAL ATOMAL maintained by registry, sub-registry, and control points and no discrepancy has occurred. 4. Maintained by registry, sub-registry, and control points and a discrepancy has occurred. 5. Inspection reports, consisting of: semi-annual inspections of established JS/CCMD control points concerning security protection of NATO information and compliance with applicable directives and administrative instructions. 6. General correspondence, document distribution, custody receipts, etc., maintained by any JS/CCMD activity. 7. Security violations and investigations maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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0300-02O	0300 Series Bucket — Intelligence and Security	O. <u>SCI Documents</u> — SCI billet files, consisting of: information relating to the approval and maintenance of SCI billet structures and SCI billets maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0300-02P	0300 Series Bucket — Intelligence and Security	P. <u>Intelligence Projection Records</u> — copies of reports transmitted to DIA maintained by any activity. (The record copy is maintained by DIA and will be transferred to NARA as a permanent record.)	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0300-02Q	0300 Series Bucket — Intelligence and Security	Q. <u>Counterintelligence Records</u> — Routine administrative files not needed to document program, policy, monitoring, and other mission-related counterintelligence program activities, including surveys, inspections, security, special operations, communications, debriefings, and related references maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0300-02R	0300 Series Bucket — Intelligence and Security	R. <u>Foreign Nationals</u> — Foreign national visits, consisting of: requests for visit, accreditations, foreign national protocols, and related records maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-02S	0300 Series Bucket — Intelligence and Security	S. <u>Special Access Program (SAP)</u> — SAP administrative files relating to memorandums, correspondence, and other routine administrative and facilitative records maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0300-03	0300 Series Bucket — Intelligence and Security	Management and Program/Operations Records Management and program/operations records which document the Intelligence and Security Program/Operations, management processes, and on-going activities of the JS and CCMDs. Records include, but are not limited to the list below:				
0300-03A	0300 Series Bucket — Intelligence and Security	A. <u>Top Secret Register</u> — Records that identify all TOP SECRET material generated or received by a directorate or agency maintained by any JS/CCMD activity. (Note: Master files and databases created in central data processing facilities to supplement or replace the records covered by this item are not authorized for disposal under the above disposition authority. Submit files on SF 115 through IMD/RRB to NARA for disposition authority).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0300-03B	0300 Series Bucket — Intelligence and Security	B. <u>Inventory Reports</u> — TOP SECRET inventory records, consisting of: records accumulated in connection with annual inventory of TOP SECRET materials maintained by any JS/CCMD activity as the official record copy; maintained by document custodian.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-03C	0300 Series Bucket — Intelligence and Security	C. <u>Personnel Security Program Records</u> — Documents containing information on the security clearances of JS/CCMD individual personnel and the accreditation of access to classified files, consisting of: completed personal history statements, personnel security questionnaires, or comparable forms, including lists, rosters, and suspense or status files maintained by any JS/CCMD activity as the official record copy; documents containing information on the security clearance and authorization for non-JS/CCMD personnel for classified matters maintained as the official record copy; Nuclear Weapons Personnel Reliability Program (PRP), consisting of: Personnel Reliability Certificate and Notification of PRP Decertification Action for PRP certification and permanent decertification.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0300-03D	0300 Series Bucket — Intelligence and Security	D. <u>Security Violations/Incidents</u> — Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Defense or the Department of Justice for prosecutive determination maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-03E	0300 Series Bucket — Intelligence and Security	E. <u>Security Inspections and Audits</u> — Documents relating to the internal inspection of physical security, documents control and security, and other routine security type inspections and surveys maintained by inspecting activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0300-03F	0300 Series Bucket — Intelligence and Security	F. <u>International Security</u> — Destruction certificates, receipts, registers, and disclosure records for COSMIC TOP SECRET material maintained by the JS Sub-registry or by the CCMD registry/sub-registry function; maintained at JS/CCMD control points. Destruction certificates, receipts, registers, and disclosure records for ATOMAL material maintained by the JS Sub-registry or by the CCMD registry/sub-registry function; maintained at JS/CCMD control points and at the division level and below.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0300-03G	0300 Series Bucket — Intelligence and Security	G. <u>Intelligence General Correspondence Files</u> — Correspondence, messages, reports, and other records relating to intelligence reports, publications, and supporting agreements; interpreting general release policies; and substantiating requirements for or recipients of intelligence products and other related records and information maintained by the JS/ CCMD as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-03H	0300 Series Bucket — Intelligence and Security	H. <u>Security Classification Files</u> — Security classification files, consisting of: information relating to the security classification or grading system involving the classification or downgrading of information, including correspondence or memorandums and reports on security classification, excluding other files described in this record series at offices in charge of issuance.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0300-04	0300 Series Bucket — Intelligence and Security	Permanent Mission and Function Records Permanent mission and function records related to Intelligence and Security that document policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands that have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited the list below:				
0300-04A	0300 Series Bucket — Intelligence and Security	A. <u>Security Policy</u> — Records reflecting the formulation and establishment of policy, planning, training, coordinating actions, procedural standard operating procedures (SOPs), and any other similar information governing security matters maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-04B	0300 Series Bucket — Intelligence and Security	B. <u>Intelligence Policy and Planning Files</u> — Documents concerning the general intelligence policy of the Joint Staff/Combatant Commands, including directives, communications, and related planning records maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0300-04C	0300 Series Bucket — Intelligence and Security	C. <u>Security/Counterintelligence Investigations</u> — Significant incidents or adverse actions, consisting of: investigations resulting in an adverse personnel action or court-martial or other investigation required for long-term or legal use the official record copy having historical value or widespread congressional value or interest (e.g. extensive media attention, congressional investigation, sets precedent).	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0300-04D	0300 Series Bucket — Intelligence and Security	D. <u>Intelligence Logs</u> — A record of the daily intelligence events occurring during each watch at intelligence centers. The logs also serve as a security register of personnel and visitors. Logs include the watch commander, personnel matters concerning the watch team, and an hourly listing of events maintained by the JS/CCMD as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-04E	0300 Series Bucket — Intelligence and Security	E. <u>Collection Records</u> — Intelligence collection planning and policy records, consisting of: proposals, guidance, and requirements for the collection of intelligence source materials; intelligence collection records, consisting of: source material such as photographs, messages, and other intelligence accumulated by originators; and intelligence exploitation records, consisting of: analysis and finished reports created from intelligence source materials maintained by the JS/CCMD as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0300-04F	0300 Series Bucket — Intelligence and Security	F. <u>Intelligence Dissemination Records</u> — Intelligence disclosure files, consisting of: policy and guidance on the dissemination and distribution of finished intelligence, intelligence reports, scientific and technical information, and intelligence summaries including disclosure to foreign governments and other matters addressed by the National Disclosure Policy Committee (NDPC) maintained by the JS/CCMD as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-04G	0300 Series Bucket — Intelligence and Security	G. <u>Intelligence Projection Records</u> — Intelligence/Counterintelligence Reports and Unevaluated Intelligence Information Reports received from military/defense attaches and other intelligence gathering activities, consisting of: agency-produced Intelligence Reports and Attaché Reports maintained by any JS/CCMD activity as unique reports not transmitted to DIA.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0300-04H	0300 Series Bucket — Intelligence and Security	H. <u>Counterintelligence Records</u> — Counterintelligence program planning and policy records relating to the establishment of the program, including directives, plans, collection operations, reports, briefings, studies, interrogations, and related files maintained by the JS/CCMD as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review..	FY	25 years
0300-04I	0300 Series Bucket — Intelligence and Security	I. <u>Prisoner of War Records</u> — Prisoner of war and civilian internee records, including status inquiries, complaints, investigations, strength reports, rosters, and related records maintained by the JS/CCMD as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-04J	0300 Series Bucket — Intelligence and Security	J. <u>Special Access Program</u> — SAP policy files relating to the establishment, operation, and monitoring of SAP, consisting of: documents, plans, directives, policy, and related records maintained by the JS/CCMD as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0300-04K	0300 Series Bucket — Intelligence and Security	K. <u>Security Classification Guides</u> — Official JS/CCMD record copy of the current edition of each classification guide, consisting of: copy of printed guide, each change, and documents showing coordination, comments, and approval at the issuing activity or OPR; maintained by the JS/CCMD as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0300-05	0300 Series Bucket — Intelligence and Security	Non-Record materials Non-record material maintained by any activity is for reference purposes only. Listed below are non-record numbers from the previous edition of CJCSM 5760.01A, Vol II: 0301-02 0315-02 0314-03 0317-04 0312-02 0320-02 0321-03 0314-05	Temp	Destroy when no longer needed for reference, or 6 months whichever comes sooner.	Every 6 mos.	6 mos. NOTE: For retention longer than 1 yr it must be justified and submitted to the Joint Staff Records and Information Management program.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-06	0300 Series Bucket — Intelligence and Security	Record Exceptions Record Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or permanent dispositions.				
0300-06A	0300 Series Bucket — Intelligence and Security	A. <u>Access Records</u> — Classified or classifiable information nondisclosure agreements (NDAs), consisting of: original, signed SF 312 or similar form or record on all military and DoD civilian personnel, including employees of contractors, licensees, or grantees. This includes files covering original, signed SCI/NDA and, when appropriate, an addendum. NDAs are executed by all personnel as a condition precedent to being authorized access to classified or classifiable information under standards put forth by EO 12958, or signed by personnel who are cleared for access to national security information maintained by any JS/CCMD activity. (Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/CCMD Privacy Act Program procedures to secure one).	Temp	Cutoff annually, destroy/delete 70 years after cutoff. Authority: GRS 18 item 25a.	FY	70 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-06B	0300 Series Bucket — Intelligence and Security	B. <u>Security/Counterintelligence Investigations</u> — official record copy determined not to have permanent historical value or widespread value or congressional interest.	Temp	Cutoff on date of last action, hold 25 years, then destroy/delete.	FY	Cutoff on date of last action, hold 25 years, then destroy/delete.
0300-06C	0300 Series Bucket — Intelligence and Security	C. <u>Personnel Security Program Records</u> — Personnel security inspections and surveys, consisting of: information on inspections and surveys conducted by Personnel Security Offices relating to position sensitivity and personnel security clearances, including reports, recommendations, and related information maintained by any JS/CCMD activity.	Temp	Destroy/delete after next comparable inspection or survey.	Next Inspection	Destroy/delete after next comparable inspection or survey.
0300-06D	0300 Series Bucket — Intelligence and Security	D. <u>International Security</u> — semi- annual inspections of established JS/CCMD control points concerning security protection of NATO information and compliance with applicable directives and administrative instructions maintained by the JS/CCMD control points.	Temp	Destroy/delete on receipt of next inspection report.	Next Inspection	Destroy/delete on receipt of next inspection report.
0300-06E	0300 Series Bucket — Intelligence and Security	E. <u>International Security</u> — Access lists: maintained by the Joint Staff/Combatant Command on control points as well as individual access to NATO information and by the JS/CCMD control points for individual access.	Temp	Destroy/delete when revised..	Revised	Destroy/delete when revised..

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-06F	0300 Series Bucket — Intelligence and Security	F. <u>Classification Guides</u> — Information copies of classification guides regardless of originator maintained by any JS/CCMD activity.	Temp	Destroy/delete when superseded or obsolete or on inactivation, whichever is earlier.	Superseded/Obsolete/Inactivation	Destroy/delete when superseded or obsolete or on inactivation, whichever is earlier.
0300-06G	0300 Series Bucket — Intelligence and Security	G. <u>Classification Guides</u> — Original classification authority delegations maintained by any JS/CCMD activity.	Temp	Destroy/delete when superseded or obsolete.	Superseded/Obsolete/Inactivation	Destroy/delete when superseded or obsolete.
0300-06H	0300 Series Bucket — Intelligence and Security	H. <u>Accreditation</u> — Documents pertaining to room or vault accreditation that validate the area for classified storage and/or work maintained by any JS/CCMD activity.	Temp	Destroy/delete when superseded or obsolete.	Superseded/Obsolete/Inactivation	Destroy/delete when superseded or obsolete.
0300-06I	0300 Series Bucket — Intelligence and Security	I. <u>Accreditation</u> — AIS security accreditation package, consisting of: request for accreditation, plans, analyses, evaluations, certifications, and control program files and documentation to support assignment of appropriate AIS security officer positions required for recommendation from the Automation Security Manager for or against accreditation approval maintained by any JS/CCMD activity.	Temp	Destroy/delete when superseded or obsolete.	Superseded/Obsolete/Inactivation	Destroy/delete when superseded or obsolete.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-06J	0300 Series Bucket — Intelligence and Security	J. <u>SCI Documents</u> — Copies of documents in SCI control channels that are not covered in specific subject items elsewhere in this disposition schedule maintained by any JS/CCMD activity.	Temp	Dispose of in accordance with IC directives for SCI documents. Obtain guidance from Special Security Office (SSO). Ultimate disposition is that of the appropriate subject or case file.	See Disposition Instructions	Dispose of in accordance with IC directives for SCI documents. Obtain guidance from Special Security Office (SSO). Ultimate disposition is that of the appropriate subject or case file.
0300-06K	0300 Series Bucket — Intelligence and Security	K. <u>Access Records</u> — Classified or classifiable information NDA, consisting of: copies of NDA, such as SF 312 (Classified Information NDA), signed by employees with access to information that is classified or classifiable under standards put forth by EO 12958. These forms should be maintained separately from personnel security clearance files maintained by personnel security offices.	Temp	JS: forward to OSD and/or appropriate Service for inclusion in appropriate official security files. CCMDs: retain in accordance with CCMD security directives.	See Disposition Instructions	JS: forward to OSD and/or appropriate Service for inclusion in appropriate official security files. CCMDs: retain in accordance with CCMD security directives.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-06L	0300 Series Bucket — Intelligence and Security	L. <u>Controlled Material (Special SCI/Special Access Requirements)</u> — Documents in special control channels (i.e., limited distribution papers) concerning special technical operations that are not covered in specific subject items elsewhere in this disposition schedule maintained by the special technical operations function as the official record copy.	Temp	Review annually for removal from control channels. Dispose of in accordance with IC directives for these documents. Ultimate disposition is that of the appropriate subject or case file.	See Disposition Instructions	Review annually for removal from control channels. Dispose of in accordance with IC directives for these documents. Ultimate disposition is that of the appropriate subject or case file.
0300-06M	0300 Series Bucket — Intelligence and Security	M. <u>Controlled Material (Other Than SCI)</u> — Documents maintained by any JS/CCMD activity in special control channels other than SCI (e.g., limited distribution papers) that are not covered in specific subject items elsewhere in this disposition schedule.	Temp	Review annually for removal from control channels. When removable, incorporate in appropriate subject file. Disposition is that of the appropriate mission or subject file.	See Disposition Instructions	Review annually for removal from control channels. When removable, incorporate in appropriate subject file. Disposition is that of the appropriate mission or subject file.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-06N	0300 Series Bucket — Intelligence and Security	N. <u>Security Inspections and Audits</u> — Maintained by any JS/CCMD activity.	Temp	Destroy/delete after next comparable survey or inspection.	Next Inspection	Destroy/delete after next comparable survey or inspection.
0300-06O	0300 Series Bucket — Intelligence and Security	O. <u>Report of Investigation</u> — Investigative reports and related papers furnished to JS/CCMD by investigative organizations for use in making security suitability determination maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete in accordance with investigating activity instructions or when no longer required for making a security determination. Authority: GRS 18, item 22b.	No Longer Required	Destroy/delete in accordance with investigating activity instructions or when no longer required for making a security determination. Authority: GRS 18, item 22b.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-06P	0300 Series Bucket — Intelligence and Security	P. <u>Physical Security Container Information</u> — Up-to-date records of all JS/CCMD office safes, vaults, and padlock combinations, together with other information necessary to identify and locate the safes, vaults, or containers and the individuals having knowledge of the combinations maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete when superseded by new form or listing or upon turn-in of container. Authority: GRS 18 item 7a.	Superseded/ Turned in	Destroy/delete when superseded by new form or listing or upon turn-in of container. Authority: GRS 18 item 7a.
0300-06Q	0300 Series Bucket — Intelligence and Security	Q. <u>Special and general access lists</u> - consisting of: billet rosters and alphabetical access rosters listing the names of personnel authorized access to specific classified information; i.e., Sensitive Information, Special Access Program, SIOP, Extremely Sensitive Information (ESI), Critical Nuclear Weapons Design Information, Military Space Programs. Includes control points that reflect individuals authorized to receipt for TOP SECRET documents and below maintained by any JS/CCMD activity.	Temp	Destroy/delete when updated or superseded.	Updated/ Superseded	Destroy/delete when updated or superseded.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-06R	0300 Series Bucket — Intelligence and Security	R. <u>Top Secret Register</u> — Forms reflecting the transfer and receipt for TOP SECRET materials transmitted through the Defense Courier Service maintained by any JS/CCMD activity; forms accompanying documents to ensure continuing control showing names of persons handling the documents, intra-office routing, and comparable data maintained by any activity.	Temp	Destroy/delete when related document is downgraded, transferred, or destroyed. Authority: GRS 18 item 5b.	Downgraded/ Transferred/ Destroyed	Destroy/delete when related document is downgraded, transferred, or destroyed. Authority: GRS 18 item 5b.
0300-06S	0300 Series Bucket — Intelligence and Security	S. <u>Intelligence Reports and Studies</u> — country studies and/or reports prepared by DIA and/or the IC, consisting of: specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations, and appraisals including both general and technical intelligence and intelligence concerning combat applications maintained by any JS/CCMD activity.	Temp	Superseded or obsolete.	Superseded/ Obsolete	Superseded or obsolete.
0300-06T	0300 Series Bucket — Intelligence and Security	T. <u>Security/Counterintelligence Investigations</u> — Personnel security investigation requests, consisting of: unit requests for investigation, clearance, or unescorted entry maintained by any JS/CCMD activity.	Temp	Destroy/delete when no longer needed for reference.	No Longer Needed	No Longer Needed

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0300-06U	0300 Series Bucket — Intelligence and Security	U. <u>Personnel Security Program Records</u> — Position sensitivity files, including requests for information relating to the designation of sensitive and nonsensitive personnel positions in an agency and results of final actions taken, consisting of: approved requests maintained by any JS/CCMD activity.	Temp	Destroy/delete when position is abolished, redesignated, or no longer needed, whichever is later.	Abolished/Redesignated/No Longer Needed	Destroy/delete when position is abolished, redesignated, or no longer needed, whichever is later.
0300-06V	0300 Series Bucket — Intelligence and Security	V. <u>Intelligence Estimates</u> — National Intelligence Estimates (NIEs), Special National Intelligence Estimates (SNIEs), National Intelligence Analytical Memorandums (NIAMs), and other intelligence estimates, consisting of: strategic estimates of capabilities, vulnerabilities, and probable courses of action of foreign nations that are produced at the national level by the IC, maintained by any JS/CCMD activity; semi-annual consolidated listing of NIEs, SNIEs, and NIAMs provided to JS/CCMD by DIA and maintained by any JS/CCMD activity.	Temp	Superseded or obsolete.	Superseded/Obsolete	Superseded or obsolete.

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0400 SERIES BUCKET SCHEDULE						
Military Justice, Legal, Protocol, and Public Affairs						
This schedule provides disposition authorization for records that pertain to the Military Justice, Legal, Protocol, and Public Affairs functions of the Joint Staff and Combatant Commands. Records cover, but are not limited to, areas such as White House and Congressional Correspondence, Public Affairs and Protocol Office records, congressional testimony, General Laws and legal matters, Military Justice Records, Patent/Invention/Copyright/Trademark records, and Law Libraries.						
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-01	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	Short-Term Records Short-term records related to military justice, legal, protocol, and public affairs are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include but are not limited to the list below:	Temp	Destroy/Delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-01A	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	A. <u>Information Requests</u> — Requests for information or copies of replies thereto involving no administrative actions, no policy decisions, and no special compilations or research, including requests for and transmittals of publications, photographs, and other informational literature maintained by public affairs offices.	Temp	Destroy/Delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
0400-01B	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	B. <u>Acknowledgement</u> — Acknowledgments and transmittals of inquiries and requests that have been referred elsewhere for reply maintained by public affairs offices.	Temp	Destroy/Delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-02	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	Working Papers & Office Administrative Records Working papers and office administrative records related to Military Justice, Legal, Protocol, and Public Affairs that document routine administrative and organizational decisions, actions, and processes of the JS and CCMDs. Records include, but are not limited to the list below:				
0400-02A	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	A. <u>White House Correspondence</u> — Correspondence of a routine non-policy nature with no long-term value maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-02B	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	B. <u>Congressional Correspondence</u> — Correspondence of a routine nature with no historical value, consisting of congressional inquiries originated by Armed Forces personnel, the public, or members of Congress that are forwarded to the Joint Staff/Combatant Command for reply. Examples include letters regarding rejection for military service and purchase of military equipment maintained by any JS/CCMD activity as the official record copy; Congressional correspondence received or created by directorate or agency heads, including DD Form 2136 (Insert for the Record) maintained by any JS/CCMD activity as the official record copy; at offices of legislative officers or persons designated to coordinate and control congressional correspondence at the Joint Staff/Combatant Command, and used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a); at offices of persons designated to coordinate and control congressional correspondence at lower echelons, and are used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-02C	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	C. <u>Speeches and Public Relations</u> — maintained by Office of the Director, Joint Staff, as the official JS record copy; maintained by directorate or agency heads; correspondence on acceptance or declination of speaking engagements, attendance at public affairs, seminars, conferences, etc., maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0400-02D	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	D. <u>General Laws and Legal Matters Records</u> — General files, consisting of: reports and correspondence relating to the routine internal operation and administration of the office maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-02E	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	E. <u>Military Justice Records</u> — General correspondence files consisting of: reports (excluding records of trials and decisions rendered in Article 15, Uniform Code of Military Justice [UCMJ] [non-judicial punishment] appeals) relating to the internal administration of military justice accumulated by the CCMDs maintained by any CCMD activity; military justice administration, consisting of: correspondence, memorandums, statistical reports and summaries, activity summaries, narrative reports, instructions, briefs, and other records relating to military justice not covered under general correspondence and legal opinions maintained by any CCMD activity; files relating to pretrial matters (military justice), including Article 32 investigations not resulting in general courts-martial maintained by any CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-02F	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	F. <u>Law library</u> — Acquisition records, consisting of: requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records that are control records accumulated by librarians for material procured from locally-funded appropriated or non-appropriated funds, or received from other sources that are at or below \$2,000 maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0400-03	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	Management and Program/Operations Records. Records which document the Military Justice, Legal, Protocol, and Public Affairs Program/Operations, management processes, and on-going activities of the JS and CCMDs. Records include, but are not limited to the list below:				
0400-03A	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	A. <u>Congressional Correspondence</u> — At offices of legislative officers or persons designated to coordinate and control congressional correspondence at the Joint Staff/Combatant Command, and are not used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a); at offices of persons designated to coordinate and control congressional correspondence at lower echelons, and are not used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-03B	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	B. <u>Public Affairs Records</u> — Distinguished visitor program documentation, consisting of: messages and other correspondence, guest lists, invitations, schedules, airlift requests, authority to use commercial airports, etc., maintained by protocol or public affairs offices; news media visitor documentation, consisting of: messages and other correspondence, guest lists, invitations, schedules, and results of visits maintained by protocol or public affairs offices; special events planning, consisting of: correspondence, minutes of meetings, photographs, plans, layouts, drawings, manpower requirements, progress reports, and similar records used in planning military ceremonies, retirements, funerals, dedications, special holidays, parades, etc., maintained by protocol or public affairs offices.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years
0400-03C	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	C. <u>General Laws and Legal Matters Records</u> — consisting of: opinions based on established precedent at originating offices (record).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-03D	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	D. <u>Law Libraries</u> — Library acquisition (centrally-funded), consisting of: requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records that are control records accumulated by librarians for material procured from centrally-funded sources that exceed \$2,000 maintained by any JS/CCMD activity.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years
0400-04	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	Permanent Mission and Function Records. This series contains records related to Military Justice, Legal, Protocol, and Public Affairs documenting policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands that have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to the list below:				
0400-04A	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	A. <u>White House Correspondence</u> — Correspondence relating to substantive policy-related matter maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-04B	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	B. <u>Congressional Correspondence</u> — Correspondence of a substantial nature with historical significance, consisting of: congressional inquiries originated by Armed Forces personnel, the public, or members of Congress that are forwarded to the JS/CCMD for reply. They are primarily originated by Congress and pertain to substantial policy issues such as plans, objectives, or responsibilities maintained by any JS/CCMD activity as the official record copy; CJCS memorandum of invitation before congressional committee maintained by the Office of the Chairman, Joint Chiefs of Staff, as the official JS record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-04C	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	C. <u>Legislative Testimony</u> — Programs file, consisting of: documents pertaining to the legal status of the Office of the Chairman of the Joint Chiefs of Staff, JS, and Combatant Commanders, such as the National Security Act, comments on changes to proposed legislation, and letters from and to congressional committees or individual members monitoring the programs and coordinating legislative activities maintained by any JS/CCMD activity as the official record copy; testimony (statement) before congressional committee and transcript, consisting of: designation and appearance of witnesses and coordination of actions relating to congressional consideration maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-04D	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	D. <u>Public Affairs Records (Internal)</u> — Documents concerning the general program policy of the JS/CCMD relating to the public affairs mission, consisting of: policy directives and procedures governing relations with the news media and the public. Examples are: policy relating to freedom of information, participation by the Armed Forces in public events, and the release of news maintained by the Office of the Chairman of the Joint Chiefs of Staff, as the official JS record copy; including those maintained by any CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0400-04E	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	E. <u>Public Affairs Records (External)</u> — Releases, consisting of: press releases, publications, transcripts of press conferences, official speeches, or other presentations, including graphics or exhibits, television or radio scripts, and other formally presented publicity or informational material maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-04F	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	F. <u>Speeches and Public Relations</u> — Speeches, talks, interviews, photographs, and written articles of key officials of the Joint Staff and Combatant Commands, such as the Chairman of the Joint Chiefs of Staff, Combatant Commanders, and directorate Heads maintained by any JS activity as the official record copy; maintained by CCMD activities as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-04G	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	G. <u>General Laws and Legal Matters Records (Legal Planning and Policy)</u> — Records, consisting of: records that reflect the overall development and accomplishment of plans, policies, programs, procedures, and legal processes governing all phases of assigned legal responsibilities maintained by any JS/CCMD activity as the official record copy; legal opinions, consisting of: opinions establishing precedent at originating offices (record); trials of U.S. personnel in foreign countries, consisting of: records created after 1990, including reports on exercise of criminal jurisdiction by foreign tribunals over U.S. personnel, all enclosures and accompanying records, reports of personnel confined in foreign penal institutions, and other comparable reports and supporting documents submitted to the Department of Defense concerning the exercise of foreign criminal jurisdiction over military personnel, over civilian personnel serving with, employed by, or accompanying the Combatant Command who are U.S. nationals, and over dependents of all such military and civilian personnel, that have precedential value or where there has been congressional, press, or public concern, particularly where questionable whether basic rights of accused were violated by foreign court at any CCMD activity.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-04H	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	H. <u>General Laws and Legal Matters Records (Politico-Military Matters)</u> — Consisting of: records concerning politico-military matters, such as negotiation and drafting of treaties and other agreements involving military considerations, military rights in foreign countries, and military planning and policy aspects of national and international civil aviation at any JS/CCMD activity; consisting of: reports on violations of the law of armed conflict at any JS/CCMD activity.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0400-04I	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	I. <u>Military Justice Records (General courts-martial)</u> — consisting of: trial records of general courts-martial, military commissions, and courts of inquiry. Included are original records of the trial, copies of charge sheets and related information, reviews by staff judge advocates, court martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdiction maintained by any CCMD activity. (Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/CCMD Privacy Act Program procedures to secure one).	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-04J	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	J. <u>Military Justice Records (Special courts-martial)</u> — consisting of: trial records of special courts-martial, including bad conduct discharges, whether or not suspended, which have been approved by the officer exercising general court-martial jurisdiction over the command. Included are original records of the trial, copies of charge sheets and related information, reviews by staff judge advocates, court-martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdictions and convening authorities maintained by any CCMD activity. (Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/CCMD Privacy Act Program procedures to secure one).	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-05	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	Non-Record materials Non-Record material maintained by any activity is for reference purposes only. Listed below are non-record numbers from the previous edition of CJCSM 5760.01A, Vol II: 0403-03 0406-06 0402-09 0409-09 0409-05 0410-08 0404-09	Temp	Destroy when no longer needed for reference, or 6 months whichever comes sooner.	Every 6 mos.	6 mos. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB
0400-06	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	Record Exceptions Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions as listed below:				
0400-06A	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	A. <u>Public Affairs Records</u> — Public affairs correspondence, consisting of: comments on or contributions to news releases or other media furnished by information officers to publicize and promote missions or functions maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete after 2 years or on discontinuance, whichever is earlier—except that documents in the cutoff file that require additional action or relate to reopened cases will be brought forward for filing in the current file.	FY	2 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-06B	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	B. <u>Public Affairs Records</u> — Community affairs, consisting of: correspondence, memorandums, reports, information, and other records relating to community activities such as providing guest speakers, public school interactions, community events, and other related activities maintained by the Combatant Command.	Temp	Cutoff on completion of event, hold 2 years, then destroy/delete, or destroy/destroy when no longer needed whichever is later.	FY	Cutoff on completion of event, hold 2 years, then destroy/delete, or destroy/when no longer needed whichever is later.
0400-06C	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	C. <u>Military Justice Records</u> — Summary courts-martial, consisting of: formal record copies of trials of military personnel by summary courts-martial, formal record of special courts-martial and attachments, and related correspondence maintained at any CCMD activity. (Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/CCMD Privacy Act Program procedures to secure one).	Temp	On final action by supervisory authority, hold 75 years, then destroy/delete.	FY	On final action by supervisory authority, hold 75 years, then destroy/delete.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-06D	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	D. <u>Military Justice Records</u> — Nonjudicial punishment, consisting of: information and forms gathered for the Record of Proceedings under Article 15, UCMJ, retained for monitoring nonjudicial punishment maintained at any CCMD activity. (Note: Privacy Act System. If Privacy Act Notice has been processed, apply applicable Privacy Act Number; if notice has not been processed, follow JS/CCMD Privacy Act Program procedures to secure one).	Temp	Cutoff when case is closed and all appeals exhausted or when individual has departed station, hold 2 years, then destroy/delete.	Closed	Cutoff when case is closed and all appeals exhausted or when individual has departed station, hold 2 years, then destroy/delete.
0400-06E	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	E. <u>Patent, Invention, Copyright, and Trademark Records</u> — General correspondence relating to the handling of patent, invention, copyright, trademark and royalty payment matters, requests, authorizations to use or reproduce copyrighted materials. Also includes matters relating to decisions, opinions, determinations, and recommendations maintained by any JS/CCMD activity.	Temp	Cutoff on completion of final action, hold 50 years, then destroy/delete. Earlier destruction is authorized for routine materials not needed for legal purposes.	FY	Cutoff on completion of final action, hold 50 years, then destroy/delete. Earlier destruction is authorized for routine materials not needed for legal purposes.
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0400-06F	0400 Series Bucket — Military Justice, Legal, Protocol, and Public Affairs	F. <u>Standards of Conduct</u> — Correspondence, memorandums, and other records relating to codes of ethics and standards of conduct maintained by any JS/CCMD activity.	Temp	Completed final action.	Completion	Completed

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0500 SERIES BUCKET SCHEDULE

C2, Operations, Planning, and Exercises

This schedule provides disposition authorization for records that pertain to the Command and Control (C2), Operations, Planning, and Exercises of the Joint Staff and Combatant Commands. C2 functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission. Records cover, but are not limited to, areas such as Codeword/Nickname operations, Exercises, Lessons Learned, Operations and Contingency Plans (OPLANS/CONPLANS), Crisis Incident Action Books, Reconnaissance and Surveillance records, Emergency Planning, War Games, SIOP Documents, Combat Camera, Operations Security, Satellite and Space Operations, Records relating to Aerospace Defense of North America (NORAD), Antiterrorism / Force Protection planning, Counternarcotics, Ballistic Missile defense, Climate/Environmental, and Chemical and Biological records.

Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0500-01	0500 Series Bucket — C2, Operations, Planning, and Exercises	Short-term records Short-term records related to C2, Operations, Planning, and Exercises are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to the list below:				
0500-01A	0500 Series Bucket — C2, Operations, Planning, and Exercises	A. <u>Satellite and Space Operations</u> — Consist of other than special interest to any JS/CCMD activity; space operations logs, consisting of: data on daily operations located at space operations units or command and control activities.	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0500-02	0500 Series Bucket — C2, Operations, Planning, and Exercises	Working Papers & Office Administrative Records Working papers and office administrative records related to C2, Operations, Planning, and Exercises that document routine administrative and organizational decisions, actions, and processes of the JS and CCMDs. These records include, but are not limited to the list below:				
0500-02A	0500 Series Bucket — C2, Operations, Planning, and Exercises	A. <u>Operations Summaries</u> — Various reports, logs, memorandums, etc., that serve as background for preparation of Operations Summaries maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0500-02B	0500 Series Bucket — C2, Operations, Planning, and Exercises	B. <u>Readiness and Operations</u> — Information relating to reporting actual readiness conditions of agency forces maintained at other offices.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0500-02C	0500 Series Bucket — C2, Operations, Planning, and Exercises	C. <u>Cover and Deception Operations</u> — General correspondence files, consisting of: files relating to the routine administration of cover and deception matters maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0500-02D	0500 Series Bucket — C2, Operations, Planning, and Exercises	D. <u>Exercises</u> — Instructions, procedures, messages, reports, briefs, etc., pertaining to specific exercises, including NATO exercise documents maintained by any JS/CCMD activity as the official record copy; schedules and developmental records of significant exercises maintained by any JS/CCMD activity as the official record copy (fiscal year); schedules and developmental records of Joint Staff/Combatant Command-directed and -coordinated exercises (fiscal year); significant Military Exercise Briefs maintained by any JS/CCMD activity as the official record copy (fiscal year); Annual Joint Exercise Scheduling Conference records maintained by any JS/CCMD activity as the official record copy (fiscal year).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0500-02E	0500 Series Bucket — C2, Operations, Planning, and Exercises	E. <u>Codeword/Nickname Terms</u> — Documents pertaining to procedures for assigning, using, and managing codewords, nicknames, and operation/exercise terms maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0500-02F	0500 Series Bucket — C2, Operations, Planning, and Exercises	F. <u>War Games</u> — Catalog of Wargaming and Military Simulation Models and biannual evaluation reports maintained by any JS/CCMD activity as the official record copy; Politico-Military War Games, consisting of: war game support materials and diaries, including copies of completed memorandums or requests and other politico-military war games related documents maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0500-02G	0500 Series Bucket — C2, Operations, Planning, and Exercises	G. <u>Alerts, Defense Readiness Conditions (DEFCONS), Information Conditions (INFOCONS), Threat Conditions (THREATCONS), Warnings, and Rules of Engagement (ROE)</u> — Routine correspondence and messages on alerts, DEFCONS, INFOCONS, THREATCONS, warnings, and ROE maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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0500-02H	0500 Series Bucket— C2, Operations, Planning, and Exercises	H. <u>Airspace Management</u> — Airspace management agreements, consisting of: correspondence records, rules, and reports between/among U.S. Government offices, foreign nations, military services, lateral commands, and subordinate agencies pertaining to relations, negotiations, amendments, agreements, and minutes of meetings relative to airspace use at any JS/CCMD activity; aircraft clearances, consisting of: information pertaining to requests for aircraft clearances maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0500-02I	0500 Series Bucket— C2, Operations, Planning, and Exercises	I. <u>Satellite and Space Operations</u> — Consists of other than special interest to any JS/CCMD activity; launch information, consisting of: case files documenting how foreign launches are tracked, any problems, and related records at responsible activity; United Nations registry reports, consisting of: copies of original reports sent to the Joint Chiefs of Staff for forwarding to United Nations at CCMD OPR; operations reviews, consisting of: operations review panel and operations review board minutes at units and above; consisting of: summary messages and trend analysis reports maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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0500-02J	0500 Series Bucket— C2, Operations, Planning, and Exercises	J. <u>Chemical and Biological Records</u> — General correspondence of a routine internal nature maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0500-03	0500 Series Bucket— C2, Operations, Planning, and Exercises	Management and Program/Operations Records Management and program/operations records which document the C2, Operations, Planning, and Exercise Program/Operations, management processes, and on-going activities of the JS/CCMD. Records include, but are not limited to the list below:				
0500-03A	0500 Series Bucket— C2, Operations, Planning, and Exercises	A. <u>Exercises</u> — General exercise message traffic and miscellaneous exercise correspondence maintained by any JS/CCMD activity as the official record copy (fiscal year); NATO exercise evaluation reports maintained by any JS/CCMD activity as the official record copy (fiscal year).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0500-03B	0500 Series Bucket— C2, Operations, Planning, and Exercises	B. <u>Information Operations/Information Assurance</u> — Files relating to operational, routine, and administrative activities and events within information operations/information assurance maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years

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0500-03C	0500 Series Bucket — C2, Operations, Planning, and Exercises	C. <u>Command and Control Centers</u> — Files relating to operational, routine, and administrative activities and events within command and control centers maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 years
0500-03D	0500 Series Bucket — C2, Operations, Planning, and Exercises	D. <u>Operations Security Records</u> — Files relating to operational security activities maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 years
0500-03E	0500 Series Bucket — C2, Operations, Planning, and Exercises	E. <u>Antiterrorism/Force Protection Planning</u> — Files relating to operational, routine, and administrative activities and events within antiterrorism/ force protection activities maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 years
0500-03F	0500 Series Bucket — C2, Operations, Planning, and Exercises	F. <u>Counternarcotics Program</u> — Files relating to operational, routine, and administrative activities and events within counternarcotics activities maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 years

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0500-03G	0500 Series Bucket — C2, Operations, Planning, and Exercises	G. <u>Ballistic Missile Defense (BMD) Plans and Programs</u> — Files relating to BMD activities and operations maintained by any JS/CCMD activity as the official record copy, including routine and administrative activities and events relating to BMD plans and programs.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0500-03H	0500 Series Bucket — C2, Operations, Planning, and Exercises	H. <u>Satellite and Space Operations</u> — Case files documenting how cooperative launches are tracked, initial launch alert message, any problems, and related records maintained by any JS/CCMD activity; radar cross section catalog at OPR.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0500-04	0500 Series Bucket — C2, Operations, Planning, and Exercises	Permanent Mission and Function Records Records related to C2, Operations, Planning, and Exercises documenting policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands which have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to the list below:				
0500-04A	0500 Series Bucket — C2, Operations, Planning, and Exercises	A. <u>Operations Policy</u> — Documents concerning the general policy of the Joint Chiefs of Staff/CCMDs relating to the operations and command and control missions maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0500-04B	0500 Series Bucket — C2, Operations, Planning, and Exercises	B. <u>Operations Summaries</u> — Weekly and/or special reports prepared on status of forces and military operations for distribution to OSD and other government activities maintained by any JS activity as the official record copy; periodic operations logs and supporting documents, consisting of: records of all significant events occurring within a Combatant Command and its area of operational responsibility that require Combatant Commander attention maintained by the Combatant Command as the official record copy and do not serve as a feeder report.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0500-04C	0500 Series Bucket — C2, Operations, Planning, and Exercises	C. <u>Operations (Codeword Nickname)</u> — Records concerning specific operations that include plans, approval, execution, decisions, reports, messages, briefings, summaries, directives, background papers, etc., that follow to conclusion of the operation maintained by any JS/CCMD activity as the official record copy; held by the JS/ CCMD in SCI channels; records protected in Focal Point Communications Systems concerning specific operations, including plans, approval, execution, decisions, reporting, messages, briefings, summaries, directives, background papers, etc., that follow to conclusion of the operation maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0500-04D	0500 Series Bucket — C2, Operations, Planning, and Exercises	D. <u>Readiness and Operations</u> — Policies, procedures, and technical guidance relating to the readiness of U.S. forces maintained by any JS/CCMD activity as the official record copy; readiness reports, consisting of: information relating to reporting actual readiness conditions of agency forces. Included are individual and consolidated unit readiness reports, personnel status reports, logistics readiness reports, records concerning the actual readiness conditions of agency forces, and similar information at office having agency-wide responsibility.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0500-04E	0500 Series Bucket — C2, Operations, Planning, and Exercises	E. <u>Special Operations</u> — Documents pertaining to special operations, unconventional warfare (UW), psychological operations, reconnaissance, and certain other sensitive operations held by Joint Reconnaissance Center (JRC), J-3/SOD, J-3/JOD, and any other JS activity in special control channels other than SCI as the official record copy; maintained by any CCMD activity as the official record copy; held by any JS/CCMD activity in SCI channels.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0500-04F	0500 Series Bucket — C2, Operations, Planning, and Exercises	<p>F. <u>Special Operations</u> — UW planning files, consisting of: information relating to the development of the UW part of war plans. These files relate to the use of such techniques as guerrilla warfare and internal resistance in hostile areas. They also form a part of, or are preliminary to, the development of the operational parts of war plans. Included are estimates, annexes, directives, and similar information maintained by any JS/CCMD activity as the official record copy.</p> <p>1. Psychological operations plans and information, consisting of: information on the development of the psychological operations part of war plans. This information relates to the use of such techniques as propaganda and political, military, economic, and ideological actions planned and conducted to create in neutral or foreign friendly groups the emotions, attitudes, or behavior to support the achievement of national objectives. It also forms a part of, or is preliminary to, the development of the operational parts of war plans. Included are estimates, annexes, directives, or similar information maintained by any JS/CCMD activity as the official record copy.</p> <p>2. Psychological operations informational materials, consisting of: information relating to the development and distribution of informational materials that are designed to influence the opinions, emotions, attitude, and behavior of enemy, neutral, or friendly groups to support the achievement of national objectives. Included are flyers, posters, leaflets, and similar information produced from source data and related requests for publication and distribution maintained by any JS/CCMD activity.</p>	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0500-04G	0500 Series Bucket — C2, Operations, Planning, and Exercises	G. <u>Cover and Deception Operations</u> — Files consisting of: information relating to the development of cover and deception plans maintained by any JS/CCMD activity.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0500-04H	0500 Series Bucket — C2, Operations, Planning, and Exercises	<p>H. <u>General Purpose Operations</u></p> <p>1. Land forces, consisting of: reviews and analyses of Active and Reserve land forces, combat and support, weapons systems requirements, and alternative mixes and levels of land forces structures maintained by any JS/CCMD activity as the official record copy.</p> <p>2. Naval forces, consisting of: reviews and analyses of Naval forces, including antisubmarine warfare, amphibious, fire support, mine countermeasures, replenishment, fleet escort, and shipbuilding programs maintained by any JS/CCMD activity as the official record copy.</p> <p>3. Tactical air forces, consisting of: reviews and analyses of Active and Reserve tactical air forces, including land- and sea-based aircraft for air-ground support operations, air-to-air combat, interdiction, reconnaissance, and other support missions, including reviews and analyses of theatre and fleet air defense forces maintained by any JS/CCMD activity as the official record copy.</p> <p>4. Space forces, consisting of: reviews and analyses of military space forces detailing weapons systems requirements and combat support requirements and activities, including command and control center operations and general overall structure of DoD military space mission and organization maintained by any JS/CCMD activity as the official record copy.</p> <p>5. Mobility forces, consisting of: reviews and analyses of mobility programs including airlift and sealift forces, equipment prepositioning programs, emergency use of civil transportation resources, indirect support aircraft forces, and mobility support forces maintained by any JS/CCMD activity as the official record copy.</p> <p>6. Civil defense operations, consisting of: emergency planning documents relating to planning for and providing military assistance to civil authorities as a result of emergency conditions resulting from civil unrest, violation of Federal law, natural disaster, and emergency conditions that may result from enemy attack. Includes consolidated or summary reports of tests conducted under emergency civil defense plans maintained by any JS/CCMD activity.</p>	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review,	FY	25 years

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0500-04I	0500 Series Bucket — C2, Operations, Planning, and Exercises	I. <u>Exercises</u> — JS/CCMD policies and directives relating to exercises maintained by any JS/CCMD activity as the official record copy (fiscal exercise); exercise evaluation reports, excluding NATO exercise reports maintained by any JS/CCMD activity as the official record copy (fiscal year).	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0500-04J	0500 Series Bucket — C2, Operations, Planning, and Exercises	J. <u>Lessons Learned</u> — Documents relating to lessons learned on operations, crises, incidents, combat, contingencies, exercises, and emergencies and published as a report with transmittal memo maintained by any JS/CCMD activity as the official record copy.		Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0500-04K	0500 Series Bucket — C2, Operations, Planning, and Exercises	K. <u>Codeword/Nickname Terms</u> — Policy for assigning, using, and managing codewords, nicknames, and operation/exercise terms maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0500-04L	0500 Series Bucket — C2, Operations, Planning, and Exercises	<u>L. Operations Plans/Contingency Plans</u> 1. OPLAN or CONPLAN prepared by the JS for a single or series of operations (assigned a series of numbers as a short title, e.g., JS OPLAN 0100) maintained by any JS activity as the official record copy. 2. OPLAN or CONPLAN prepared by CCMD/ subordinate command for single or series of operations (assigned a series number as short title, e.g., OPLAN 9999) and forwarded to the JS for approval maintained by any JS activity as the official record copy. 3. CCMD OPLAN/CONPLAN maintained at the CCMD. 4. Operational planning files, consisting of: information relating to the preparation, coordination, and approval of operational war, campaign, defense, and other comparable plans which are applicable to or involve the resources and mission of the overall department, agency, command, installation, activity, or unit. These files do not relate to plans described elsewhere in this regulation or to plans confined to specific functional areas that are not a segment of, or an annex to, the overall plan. Included are copies of the approved plans and comments, recommendations, contributions, approvals, disapprovals and other information directly relating to the plans maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0500-04M	0500 Series Bucket — C2, Operations, Planning, and Exercises	M. <u>Crisis Incident Action Books</u> — Documents, reports, directives, briefings, and incoming and outgoing message traffic pertaining to crises or incidents from beginning to completion thereof, consisting of: the complete set of documentation, maintained in folders or books, until the crisis or incident is officially concluded. Also, the final report prepared after the conclusion of the crisis or incident, with lessons learned, recommendations, and after-actions required maintained by any JS/CCMD activity as the official record copy; including those held by any JS/CCMD activity in SCI channels.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0500-04N	0500 Series Bucket — C2, Operations, Planning, and Exercises	N. <u>Reconnaissance and Surveillance Programs and Plans</u> 1. Policy-related documents that apply to JS/CCMD reconnaissance missions maintained by any JS/CCMD activity as the official record copy. 2. Documents relating to the preparation, coordination, and approval of reconnaissance/surveillance programs maintained by JRC (fiscal year) in SCI channels as the official JS/CCMD record copy. 3. Documents relating to the formation of planning guidance concerning reconnaissance support for nuclear weapons employment maintained by any JS/CCMD activity as the official record copy. 4. Papers concerning reconnaissance in NATO countries maintained by JRC in SCI channels as the official JS/CCMD record copy. 5. Various supporting documents and plans provided by the Combatant Commanders for the execution of approved reconnaissance programs maintained by JRC in SCI channels as the official JS/CCMD record copy. 6. Documents relating to the formulation of joint reconnaissance planning guidance maintained by JRC in special control channels other than SCI as the official JS record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0500-04O	0500 Series Bucket — C2, Operations, Planning, and Exercises	O. <u>Emergency Planning</u> — Documents that describe evacuation, relocation, vital records programs, continuity of operations, personnel assignments, and related procedures: maintained by any JS/CCMD activity as the official record copy; documents or papers relating to various contingency actions and to the testing of various emergency plans maintained by JRC in SCI channels as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0500-04P	0500 Series Bucket — C2, Operations, Planning, and Exercises	P. <u>War Games</u> — Annual SIOP/Red Integrated Strategic Offensive Plan (RISOP) War Games, consisting of: action officer file used for background information, dynamic simulation brief (briefing text, slide, film, and list of persons briefed) relevant to machine-readable records, and report on probable effects of SIOP execution and continuing policy and guidance maintained by any JS/CCMD activity as the official record copy. 1. RISOP, consisting of: notional plan produced by USSTRATCOM with oversight by the red planning board, chaired by the Joint Staff maintained at USSTRATCOM as the official record copy. 2. Theater Nuclear Force War Games, consisting of: action officer file used for background in developing a war game simulation and analysis of precursor events leading to total nuclear war maintained by any JS/CCMD activity as the official record copy. 3. Politico-military war games final report, consisting of: a summary of politico-military war games proceedings that includes comments on points of major policy consensus derived from the game maintained by any JS/CCMD activity as the official record copy. 4. Politico-military war games video tapes, consisting of: war game introduction, scenario introduction, and policy guidance maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0500-04Q	0500 Series Bucket — C2, Operations, Planning, and Exercises	Q. <u>Joint Strategic Planning System (JSPS) Documents</u> — Documents, reports, studies, etc., gathered to support formulation of JSPS recurring guidance published under the provisions of CJCSI 3110.01 maintained by JS directorates or agencies responsive to the JS as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0500-04R	0500 Series Bucket — C2, Operations, Planning, and Exercises	R. <u>SIOP Documents</u> — SIOP Decision Handbook (black book) and corrigendums maintained by JS/J-3 in special control channels as the official record copy; SIOP Decision Handbook revision actions, consisting of: input, data, information, concurrences, and approvals from multiple sources documenting the processes of building the SIOP Decision Handbook maintained by JS/J-3 in special control channels as the official record copy; SIOP briefings, consisting of: briefings given to appropriate personnel for decision-making purposes maintained by JS/J-3 in special control channels as the official record copy; SIOP and/or Strategic Forces related actions, consisting of: general planning support documents or materials maintained by any JS/CCMD activity in special control channels as the official record copy; Joint Strategic Target Planning System documents, consisting of: the SIOP and its associated target lists developed and maintained by Joint Strategic Target Planning Staff (JSTPS) in special control channels as the official record copy; maintained by USSTRATCOM as a successor to the JSTPS as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0500-04S	0500 Series Bucket — C2, Operations, Planning, and Exercises	S. <u>Information Operations/Information Assurance</u> — Policies, procedures, and guidance relating to actions taken to affect adversary information and information systems and to defend one's own information/ information systems, including both offensive and defensive operations maintained by any JS/CCMD activity as the official record copy; files relating to oversight and assessments of information operations/information assurance including correspondence, staff papers, reports, and similar documents maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0500-04T	0500 Series Bucket — C2, Operations, Planning, and Exercises	T. <u>Alerts, DEFCONS, INFOCONS, THREATCONS, Warnings, and ROE</u> — Policies and directives on alerts, DEFCONS, INFOCONS, THREATCONS, warnings, and ROE maintained by any JS/CCMD activity as the official record copy; false alerts, DEFCONS, INFOCONS, THREATCONS, and warnings final reports maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0500-04U	0500 Series Bucket — C2, Operations, Planning, and Exercises	U. <u>Strategic Forces</u> — Analyses of U.S. strategic force postures and requirements, including Continental Air Defense, Ballistic Missile Defense, Civil Defense, Space Defense, Strategic Command and Control, Warning and Surveillance, and U.S. Bomber Survivability, consisting of: studies and evaluations of alternative force postures, summaries of alternative programs for decisions on strategic defensive and command, control, and surveillance forces, including characteristics, effectiveness, costs, and alternatives to meet strategic objectives maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0500-04V	0500 Series Bucket — C2, Operations, Planning, and Exercises	V. <u>Command and Control Centers</u> — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents relating to the establishment and operation of command centers maintained by any JS/CCMD activity as the official record copy; command reports, consisting of: reports through which commanders of designated organizations and units periodically submit information, evaluations, and recommendations on combat operations of their commands. Included are command reports, special reports, comments, evaluations, recommendations, lessons learned reports, and copies of maps, directives, overlays, sketches, or photographs supporting the reports maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0500-04W	0500 Series Bucket — C2, Operations, Planning, and Exercises	W. <u>Combat Camera Operations Records</u> — Policies, procedures, and guidance relating to support provided to Joint Staff/Combatant Command by combat camera operations maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0500-04X	0500 Series Bucket — C2, Operations, Planning, and Exercises	X. <u>Operations Security Records</u> — Policies, procedures, guidance, oversight, and assessment files, including correspondence, staff papers, reports, and similar documents relating to the establishment and execution of operational security maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0500-04Y	0500 Series Bucket — C2, Operations, Planning, and Exercises	Y. <u>Satellite and Space Operations</u> — Policies, procedures, and guidance relating to the readiness of U.S. space forces to provide space support to the Warfighter, including space policy, planning, theater implementation, and contingency support maintained by any JS/CCMD activity as the official record copy; files relating to requirements, oversight, and assessments, including correspondence, staff papers, reports, and similar documents relating to departmental policy and procedures of satellite and space operations maintained by any JS/CCMD activity as the official record copy; tracking and impact prediction (TIP) data, consisting of: TIP record, final decay message, computer printouts of satellite positional data, including spiral decay vectors, final element sets (ELSET), and related data of special interest (most valuable data) maintained by any JS/CCMD activity.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0500-04Z	0500 Series Bucket — C2, Operations, Planning, and Exercises	Z. <u>Aerospace Defense of North America</u> — Correspondence, reports, briefings, and memorandums on the policies, procedures, and guidance relating to Joint Staff/Combatant Command and U.S. Element, North American Aerospace Defense Command (NORAD), involvement in NORAD's mission maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0500-04AA	0500 Series Bucket — C2, Operations, Planning, and Exercises	AA. <u>Antiterrorism/Force Protection Planning</u> — Policies, procedures, and guidance relating to antiterrorism/force protection activities maintained by any JS/CCMD activity as the official record copy; files relating to oversight and assessments, including correspondence, staff papers, reports, briefings, and similar documents relating to the preparation of joint doctrine and standards, plans, physical security, training, and resource requirements for antiterrorism/force protection activities maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0500-04BB	0500 Series Bucket — C2, Operations, Planning, and Exercises	BB. <u>Counternarcotics Program</u> — Policies, procedures, and guidance relating to counternarcotics activities maintained by any JS/CCMD activity as the official record copy; files relating to oversight and assessments, including correspondence, staff papers, reports, briefings, and similar documents relating to the preparation of joint doctrine and standards, plans, physical security, training, and resource requirements for counternarcotics activities maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0500-04CC	0500 Series Bucket — C2, Operations, Planning, and Exercises	CC. <u>Ballistic Missile Defense Plans and Programs</u> — Consisting of: BMD records relating to policy, planning, and interaction with OSD-level activities (Strategic Defense Initiative Organization, BMD Organization), including requirements reviews, operational planning, and threat assessments regarding national missile defense and theater missile defense maintained at the JS/CCMD as the official record copy; files relating to oversight and assessments, including correspondence, staff papers, reports, briefings, and similar documents relating to BMD plans and programs maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0500-04DD	0500 Series Bucket — C2, Operations, Planning, and Exercises	DD. <u>Climatological/Environmental Files</u> — Documents relating to policies, procedures, and technical guidance governing environmental service programs for the Joint Staff, Combatant Commands, and OSD maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0500-04EE	0500 Series Bucket — C2, Operations, Planning, and Exercises	EE. <u>Chemical and Biological Warfare Records</u> — Records relating to chemical and biological warfare plans and programs maintained by any JS/CCMD activity.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0500-05	0500 Series Bucket — C2, Operations, Planning, and Exercises	Non-Record materials Non-record material maintained by any activity is for reference purposes only. Listed below are non-record numbers from the previous edition of CJCSM 5760.01A, Vol II: 0501-02 0531-02 0505-04 0538-05 0534-13 0504-02 0535-02 0511-04 0507-06 0508-14 0516-02 0539-02 0512-04 0522-06 0521-02 0502-03 0532-04 0527-06 0525-02 0503-03 0517-05 0530-06 0526-02 0509-03 0523-05 0503-07 0528-02 0515-03 0533-05 0511-07 0529-02 0534-03 0536-05 0517-10	Temp	Destroy when no longer needed for reference, or 6 months whichever comes sooner.	Every 6 mos.	6 mos. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0500-06	0500 Series Bucket — C2, Operations, Planning, and Exercises	Record Exceptions Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions as listed below.				
0500-06A	0500 Series Bucket — C2, Operations, Planning, and Exercises	A. <u>Exercises</u> — Other headquarters policies and directives relating to exercises maintained by any JS/CCMD activity.	Temp	Destroy/delete when superseded or obsolete.	Superseded/Obsolete	Destroy/delete when superseded or obsolete.
0500-06B	0500 Series Bucket — C2, Operations, Planning, and Exercises	B. <u>Strategic Weapons Systems</u> — Strategic weapons trouble/failure reports, consisting of: agency missile weapons, high energy laser systems, and FBM/SWS trouble/failure and corrective action reports maintained by any JS/CCMD activity.	Temp	Destroy/delete when weapons system is removed from inventory or when no longer needed.	Removed/No longer needed	Destroy/delete when weapons system is removed from inventory or when no longer needed.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0500-06C	0500 Series Bucket — C2, Operations, Planning, and Exercises	C. <u>Satellite and Space Operations</u> — Sensor network tasking data (previously optical surveillance data), consisting of: sensor tasking response data, tasking for such data, tracking reports such as ELSET requests, sensor tasking and launch change messages, Baker-Nunn camera films, and optical sensor passage records of special interest to any JS/CCMD activity.	Temp	Destroy/delete when no longer needed for reference.	No Longer Needed	No Longer Needed
0500-06D	0500 Series Bucket — C2, Operations, Planning, and Exercises	D. <u>Satellite and Space Operations</u> — Missile warning systems located at responsible activity.	Temp	Hold for life of Missile Warning System; destroy/delete upon termination of system.	Hold	Hold for life of Missile Warning System; destroy/delete upon termination of system.
0500-06E	0500 Series Bucket — C2, Operations, Planning, and Exercises	E. <u>Satellite and Space Operations</u> — Operations center activity logs at tactical warning/attack assessment and space surveillance functional OPRs.	Temp	Cut off on last entry in log, hold 1 year, then destroy/delete, or destroy/delete when no longer needed, whichever is later.	FY	Cutoff on last entry in log, hold 1 year, then destroy/delete, or destroy/delete when no longer needed, whichever is later.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0500-06F	0500 Series Bucket — C2, Operations, Planning, and Exercises	F. <u>Satellite and Space Operations</u> — Evaluation materials, consisting of: evaluation scenarios, scripts, written tests, annotated error guides, and other evaluation or simulation materials at units and wings.	Temp	Destroy/delete when superseded or obsolete.	Superseded/Obsolete	Destroy/delete when superseded or obsolete.
0500-06G	0500 Series Bucket — C2, Operations, Planning, and Exercises	G. <u>Satellite and Space Operations</u> — Operations records, consisting of: positional checklists, reports, guidebooks, operations positional reference handbooks, operations manuals (other than technical orders).	Temp	Cut off annually, hold 2 years, then destroy/delete.	FY	2 years
0500-06H	0500 Series Bucket — C2, Operations, Planning, and Exercises	H. <u>Exercises</u> — Recurring exercise reports, including inputs, significant monthly reports, current situation book inputs, CJCS briefer inputs, etc., maintained by any JS/CCMD activity.	Temp	Destroy/delete when no longer needed for reference.	No Longer Needed	No Longer Needed

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0500-06I	0500 Series Bucket — C2, Operations, Planning, and Exercises	I. <u>Exercises</u> — Exercise message traffic during the actual JS/CCMD- sponsored exercise (nickname) maintained by any JS/CCMD activity as the official record copy.	Temp	Cut off on conclusion of exercise, hold until publication of final exercise report, then destroy/ delete when no longer needed.	Conclusion	Cutoff on conclusion of exercise, hold until publication of final exercise report, then destroy/ delete when no longer needed.
0500-06J	0500 Series Bucket — C2, Operations, Planning, and Exercises	J. <u>Satellite and Space Operations</u> — Consisting of: individual's record of duties and qualifications at CCMD OPR.	Temp	Destroy/delete when no longer needed for reference.	No Longer Needed	No Longer Needed
0500-06K	0500 Series Bucket — C2, Operations, Planning, and Exercises	K. <u>Exercises</u> — Documents pertaining to test and evaluation, gaming and simulation, and special analyses maintained by any JS/CCMD activity as the official record copy.	Temp	Superseded or obsolete.	Superseded/ Obsolete	Superseded or obsolete.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0500-06L	0500 Series Bucket — C2, Operations, Planning, and Exercises	L. <u>Airspace Management</u> — Operational/administrative airspace management in domestic/foreign environments, consisting of: letters, messages, correspondence, memorandums, and forms governing operational/administrative directions.	Temp	Superseded or obsolete.	Superseded/Obsolete	Superseded or obsolete.
0500-06M	0500 Series Bucket — C2, Operations, Planning, and Exercises	M. <u>Airspace Management</u> — Airspace flight routes and flight areas, consisting of: data pertaining to international and domestic flight route/track systems; aerial refueling routes, tracks, and areas.	Temp	Superseded or obsolete.	Superseded/Obsolete	Superseded or obsolete.
0500-06N	0500 Series Bucket — C2, Operations, Planning, and Exercises	N. <u>Satellite and Space Operations</u> — Individual evaluation folders, consisting of: letters of certification and decertification and other records pertaining to an individual's mission ready qualification status located at units and wings.	Temp	Give to individual upon transfer, reassignment, or separation.	Transferred/Reassigned/Separated	Give to individual upon transfer, reassignment, or separation.
0500-06O	0500 Series Bucket — C2, Operations, Planning, and Exercises	O. <u>Codeword/Nickname Terms</u> — Documents pertaining to procedures for assigning, using, and managing code words, nicknames, and operation/exercise terms, which are maintained by other JS/CCMD activities.	Temp	Superseded or obsolete.	Superseded/Obsolete	Superseded or obsolete.

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0600 SERIES BUCKET SCHEDULE

Logistics, Acquisitions, Supply, Services, Budget, and Safety

This schedule provides disposition authorization for records that pertain to the logistics, acquisition, supply, services, budget, and safety functions of the JS and CCMDs. The logistics records include those aspects of military operations that deal with design and development, storage, movement, distribution, maintenance, evacuation, and disposition of materiel; movement, evacuation, and hospitalization of personnel; construction, maintenance, operation, and disposition of facilities; and procurement or furnishing of services.

Records in this series also cover, but are not limited to, areas such as acquisition/procurement, financial management and budget, general safety records, and the nuclear safety program.

Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0600-01	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	Short-Term Records Records related to logistics, acquisition, supply, services, budget, and safety are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities.	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0600-02	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	Working Papers & Office Administrative Records Working papers and office administrative records related to logistics, acquisition, supply, services, budget, and safety that document routine administrative and organizational decisions, actions, and processes of the JS and CCMDs. Records include, but are not limited to the below list:				
0600-02A	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	A. <u>Budget Estimates, and Justifications and Program Objective Memorandum Records</u> — prepared by JS/CCMD activities to document budget requirements.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0600-02B	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	B. <u>Financial Management</u> — Government Contractor-Issued Travel Card, consisting of: administrative support and control of charge cards (e.g. American Express, Diners Club), including card application form, applicant acknowledgements, delinquent notices, account cancellation control log, maintenance form, account transfer notice, card agreement, projected renewal report, account summary list management report, audit management report, expense activity analysis, expense variance report, member list, airline credit report, travel activity report, volume report, aging and status analysis report, cardholder write-off recovery report, delinquency report, trial balance, monthly statistical report, payment coupon, payment summary account activity, and related records maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0600-02C	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	C. <u>Payroll</u> — Bi-weekly cost reports maintained by JS/CCMD comptroller as the official record copy; overtime reports and related documents maintained by JS/CCMD comptroller as the official record copy; maintained by other JS/CCMD activities (fiscal year) other than Comptroller office.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0600-02D	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	D. <u>Procurement</u> — Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000 and are maintained by the JS/CCMD as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0600-02E	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	E. <u>Procurement</u> — International Merchants Purchase Authorization Card (IMPAC) — Administration, consisting of: administrative support and control of the IMPAC system and associated cards and checks; e.g., card application forms, acknowledgements of receipt, delinquent and transfer notices, account cancellation control logs, tax reimbursement receipts, maintenance forms, payment summaries, and related reports maintained by the JS/CCMD as the official record copy.	Temp	Destroy/delete 3 years after cutoff	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0600-02F	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	F. <u>Contract Appeals Case Files</u> — Contract appeals case files arising under the Contracts Dispute Act, consisting of: notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers — records created after 30 September 1979, and maintained by the JS/CCMD as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0600-02G	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	G. <u>Supply, Property, and Space Management and Services</u> — Files relating to routine administrative supply and property management activities, consisting of: storage and warehousing, inventories, requisitions (including nonpersonal services), reports of survey and bills of lading, property and space management, property accounting books and receipts, packing and shipping maintained by any JS/CCMD activity as the official record copy; USSTRATCOM supply system management, consisting of: USSTRATCOM forms at USSTRATCOM supply support of maintenance activities.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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0600-03	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	Management and Program/Operations Records Management and program/operations records document the logistics, acquisition, supply, services, budget, and safety program/ operations, management processes, and on-going activities of the JS and CCMDs. Records include, but are not limited to the list below:				
0600-03A	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	A. <u>General Logistics Records</u> — Files relating to routine and administrative activities and events within logistics activities maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years
0600-03B	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	B. <u>Mobilization Logistics Records</u> — Files relating to routine and administrative activities and events within mobilization logistical activities maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0600-03C	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	C. <u>Nuclear, Biological, and Chemical Weapons Logistics</u> — Files relating to routine and administrative activities and events relating to nuclear, biological, and chemical logistics, including storage, maintenance, and movement maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years
0600-03D	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	D. <u>Mobilization Support Materials</u> — Files relating to routine and administrative activities and events relating to the storage, maintenance, and distribution of mobilization support materials maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years
0600-03E	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	E. <u>Planning, Programming, and Budgeting Systems (PPBS)</u> — Files relating to routine and administrative activities and events within the PPBS maintained by any JS/CCMD activity as the official record copy (fiscal year).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years

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0600-03F	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	F. <u>Budget Estimates, and Justifications and Program Objective Memorandum Records</u> — Files relating to routine and administrative activities maintained by any JS/CCMD activity as the official record copy (fiscal year).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years
0600-03G	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	G. <u>Financial Management</u> — Files relating to routine and administrative activities and events within financial management maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0600-03H	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	H. <u>Procurement</u> — Routine procurement files, consisting of: contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment. Procurement or purchase organization copy and related papers. Transaction dated on or after 3 July 1995 (the effective date of the Federal Acquisition Regulations [FAR] rule defining simplified acquisition threshold) transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000 and are maintained by the Joint Staff/Combatant Command as the official record copy.	Temp	Destroy/ Delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years
0600-03I	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	I. <u>Transportation, Travel, and Passenger Reimbursement</u> — Files relating to operational activities and events within transportation and travel maintained by any JS/CCMD activity as the official record copy; files relating to routine and administrative activities and events within transportation and travel, consisting of: accountability records, requests, vouchers, registers, area clearances, cargo and freight shipments maintained by any JS/CCMD activity as the official record copy; travel administrative office files, consisting of: records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel maintained by any JS/CCMD activity as the official record copy (fiscal year).	Temp	Destroy/ Delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years

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0600-03J	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	J. <u>Ground Support Equipment and Maintenance Records</u> — Files relating to guidance, procedures, operational activities, and events within ground support equipment and maintenance maintained by any JS/CCMD activity as the official record copy; files relating to routine and administrative activities and events within ground support equipment and maintenance records (e.g. testing and calibration, maintenance records, inspections, logs) maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/ Delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years
0600-03K	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	K. <u>General Safety Records</u> — Files relating to guidance, procedures, and routine and administrative activities for safety programs (e.g., awareness, training, accident and incident, standards, surveys, hazards) maintained by any JS/CCMD activity as the official record copy; files relating to oversight and assessments, including correspondence, staff papers, reports, and similar documents relating to safety programs (e.g., inspections, evaluations) maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/ Delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years

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0600-04	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	Permanent Mission and Function Records Permanent mission and function records related to logistics, acquisitions, supply, services, budget, and safety that document policies, plans, procedures, and significant activities of the JS and CCMDs that have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to the list below:	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0600-04A	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	A. <u>General Logistics Records</u> — Policies, procedures, guidance, oversight and assessments, including correspondence, staff papers, reports, and similar documents, relating to logistics activities, including, but not limited to, airlift, sealift, ground transportation, stockpiling, ammunition (including Explosive Ordnance Disposal), petroleum, oils, and lubricants, and related maintenance maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0600-04B	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	B. <u>Mobilization Logistics Records</u> — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents, relating to mobilization logistical activities such as prepositioning equipment and materials, rations, etc., maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0600-04C	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	C. <u>Nuclear, Biological, and Chemical Weapons Logistics</u> — Policies, procedures, guidance, oversight, and assessment, including correspondence, staff papers, reports, and similar documents, relating to the storage, maintenance, and movement of nuclear, biological, and chemical weapons maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0600-04D	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	D. <u>Mobilization Support Materials</u> — Policies, procedures, and guidance relating to the storage, maintenance, and distribution of mobilization support materials other than fuel, weapons, ammunition, and equipment (e.g. rations, water) maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0600-04E	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	E. <u>Planning, Programming, and Budgeting Systems</u> — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents, relating to the PPBS maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0600-04F	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	F. <u>Budget Estimates, and Justifications and Program Objective Memorandum Records</u> — Budget estimates, preparation, development, review, justification, submission, defense, approval, and justification of the budget, consisting of: proposed appropriation sheets, narrative statements, and related schedules and data, including justification documentation and submission documents for the POM maintained by the JS/CCMD comptroller as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0600-04G	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	G. <u>Financial Management</u> — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents, relating to financial management activities maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0600-04H	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	H. <u>Procurement</u> — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents, relating to procurement activities maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0600-04I	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	I. <u>Supply, Property, and Space Management and Services</u> — Policies, procedures, and guidance relating to supply and property management activities maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0600-04J	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	J. <u>Transportation, Travel, and Passenger Reimbursement</u> — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents, relating to transportation and travel maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0600-04K	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	K. <u>Nuclear Safety Program</u> — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents, relating to the nuclear safety program maintained by any JS/CCMD activity as the official record copy; files relating to nuclear operational activities and events maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0600-05	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	Non-Record materials Non-record material maintained by any activity is for reference purposes only. Listed below are non-record numbers from the previous edition of CJCSM 5760.01A, Vol II: <div> 0618-01 0601-04 0608-04 0604-03 0603-04 0616-04 0611-03 0605-04 0602-05 0613-03 0606-04 0617-05 0615-03 0607-04 0614-07 </div>	Temp	Destroy when no longer needed for reference, or 6 months whichever comes sooner.	Every 6 mos.	6 mos. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB
0600-06	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	Records Exceptions Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions as listed below.				

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0600-06A	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	A. <u>Mobilization Logistics Records</u> — Nuclear weapons stock record accounts supply records or materiel courier receipts.	Temp	Cutoff after audit of the account, hold 7 months, then destroy/delete.	Months	7 months
0600-06B	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	B. <u>Nuclear Safety Program</u> — Files relating to nuclear operational activities and events maintained by any JS/CCMD activity as the official record copy.	Perm	Cutoff annually, hold 25 years, then destroy/delete.	FY	25 years
0600-06C	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	C. <u>Procurement — Obligations Copy</u> — Other copies of records described above used by component elements of a procurement office for administrative purposes maintained by the JS/CCMD as the official record copy.	Temp	Destroy/delete upon termination or completion of action.	Termination	Destroy/delete upon termination or completion of action.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0600-06D	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	D. <u>Procurement — Obligations Copy</u> — Obligation copy maintained by the JS/CCMD as the official record copy.	Temp	Destroy/delete when funds are obligated.	Obligated	Destroy/delete when funds are obligated.
0600-06E	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	E. <u>Transportation, Travel, and Passenger Reimbursement</u> — Obligation copies maintained by any JS/CCMD activity as the official record copy (fiscal year).	Temp	Destroy/delete when funds are obligated.	Obligated	Destroy/delete when funds are obligated.
0600-06F	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	F. <u>Nuclear Safety Program</u> — Files relating to routine and administrative activities and events within the nuclear safety program maintained by any JS/CCMD activity as the official record copy.	Temp	Cutoff annually, hold 15 years, then destroy/delete.	FY	Cutoff annually, hold 15 years, then destroy/delete.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0600-06G	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	G. Financial Management — Files relating to specific financial management activities expenditure accounting, preparation of accounting ledgers, reconciliations, journals, unit funds, financial property accounting, cost accounting. Maintained by any JS activity as the Official Information Copy.	Temp	Destroy/delete when no longer needed for reference.	No Longer Needed	No Longer Needed
0600-07	0600 Series Bucket — Logistics, Acquisition, Supply, Services, Budget, and Safety	Acquisition Program Management Acquisition program management pertains to unique mission acquisition records created by U.S. Special Operations Command (USSOCOM), Title X and Title 50 regulations that gives the Commander, USSOCOM, exclusive acquisition authorities and responsibilities. This schedule is in addition to the NARA GRS applicable routine acquisition schedules. This collection includes documenting the entire acquisition process of a single acquisition program from cradle-to-grave and all acquisition program of record documentation as it pertains to the specific acquisition program. Records include, but are not limited to the below list of acquisition programs and project management files for specific acquisition and logistics initiatives undertaken by USSOCOM in accordance with approved acquisition guidelines and authorities (See Appendix B to Enclosure C –Series Notes for 0600). Disposition: TEMPORARY . Cutoff on termination of program. Destroy/delete 7 years after cutoff.				

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Appendix A
Enclosure C

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0700 SERIES BUCKET SCHEDULE						
Communications, Cryptology, and Electronics Policies, Procedures, and Reports						
This schedule provides disposition authorization for records that pertain to the communications, cryptology, and electronics policies, procedures, and reports functions of the Joint Staff and Combatant Commands. Communications and electronics-related records cover the use of electronic devices, circuitry, and systems for the acquisition or acceptance, processing, storage, display, analysis, protection, disposition, and transfer of information or messages. Records include, but are not limited to, policies, procedures, communications agreements, communications publications, Frequency/Spectrum Management records, Cryptology records, Vouchers, Message Center Operations records, Special handling and NATO messages, Satellite Communications (SATCOM) records, and Technical Control Functions records.						
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-01	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	Short-Term Records Short-term records related to communications, cryptology, and electronics policies, procedures, and reports are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to the list below:	Temp	Destroy/ Delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-01A	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	A. <u>Communications and Electronics Policies, Procedures, and Reports</u> — Operational control records, consisting of: logs (service, circuit status, intercept, service message, online/offline 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 maintained by any JS/CCMD activity as the official record copy. (Note: See 0500 bucket series for contingency planning communications records (e.g. natural and manmade disasters).	Temp	Destroy/ Delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
0700-01B	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	B. <u>Communications/Message Center Operations</u> — Incoming and outgoing messages maintained at Combatant Command; Joint Message Form containing approved text for outgoing messages received in the JS/CCMD message center and filed by date-time group after dispatch; Original Joint Message Form authenticated for release and filed by date-time group in the DIA communications center.	Temp	Destroy/ Delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-01C	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	C. <u>Other Messages</u> — All types of incoming messages provided to principals (e.g. Office of the Director, Joint Staff) maintained by any JS/CCMD activity.	Temp	Destroy/ Delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
0700-01D	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	D. <u>Technical Control Functions/Patch and Test Facilities</u> — DD Form 1441 (Circuit Data) maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/ Delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-01E	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	E. <u>Circuit Records</u> — Networks and landlines, consisting of: files relating to planning, operations, and resources for networks and landlines maintained by any JS/CCMD activity.	Temp	Destroy/ Delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
0700-02	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	Working Papers & Office Administrative Records Records related to communications, cryptology, and electronics policies, procedures, and reports that document routine administrative and organizational decisions, actions, and processes of the JS and CCMDs. Records include, but are not limited to the list below:				
0700-02A	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	A. <u>Communications and Electronics Policies, Procedures, and Reports</u> — Routine and administrative correspondence for activities and events relating to communications and electronics maintained by any JS/CCMD activity as the official record copy; communications general files, including plans, reports, and other records pertaining to equipment requests, telephone, personal wireless communications services, and like matters maintained by any JS/CCMD activity as the official record copy; communications statistical reports, including cost and volume data maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/ delete 3 years after cutoff	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-02B	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	B. <u>Communications Agreements</u> — Copies of agreements with background data and other records relating to agreements for communications services maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff	FY	3 years
0700-02C	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	C. <u>Frequency/Spectrum Management</u> — Propagation records, consisting of: records of special frequency predictions, including tables of maximum useable frequency/frequency optimum traffic for times of day maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0700-02D	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	D. <u>Communications Vouchers</u> — Records relating to installation change, removal and servicing of equipment maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-02E	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	E. <u>Communications/Message Center Operations</u> — All electronic messages handled by the JS/CCMD message center, to include incoming and outgoing messages maintained at the JS message center for reference purposes only; message reading files of incoming and/or outgoing message traffic chronologically arranged extra copies circulated for information purposes within a JS/CCMD element; correspondence and related documents pertaining to the management of message Address Indicating Group, Plain Language Address Directory, Collective Address Designators, and Defense Message System Directory Information Tree, and to the appointment of Authorizing Official and Organizational Responsible Authority by the cognizant authority maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0700-02F	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	F. <u>Other Messages</u> — Incoming electronic messages pertaining to NATO COSMIC TOP SECRET and all ATOMAL classifications received in the JS/CCMD sub-registry, controlled as regular NATO documents.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-02G	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	G. <u>Technical Control Functions/Patch and Test Facilities</u> — Operational direction/coordination messages, record of frequency use/changes, and related products maintained by any JS/CCMD activity as the official record copy; routine administrative records (master station logs, master clock logs, outage reports, performance reports, worksheets, status reports, and other related records) maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0700-02H	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	H. <u>Circuit Records</u> — Automated Digital Information Network switching centers (ASC), consisting of: files pertaining to planning for establishing or deactivating ASC maintained by any JS/CCMD activity; files relating to operations of the ASC maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0700-02I	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	I. <u>Joint Interoperability of Tactical Command and Control System</u> — JINTACCS records held at other offices. Reference Copies.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-02J	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	J. <u>Cryptology Records</u> — Records relating to the physical security of cryptographic equipment and materials. Maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0700-03	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	Management and Program/Operations Records Management and program/operations records that document the communications, cryptology, and electronics program/operations, management processes, and on-going activities of the JS and CCMDs. Records include, but are not limited to the list below:				
0700-03A	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	A. <u>Frequency/Spectrum Management</u> — Routine and administrative records maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-03B	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	B. <u>Standards of Interoperability</u> — Interoperability standards, including specifications, doctrine, and guidance pertaining to the interoperability of tactical communications equipment maintained by any JS/CCMD as the official record copy; interface planning, including plans, reports, and other records relating to the development, coordination, and approval of technical interface concepts and technical interface designs for communications maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/ delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years
0700-03C	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	C. <u>Cryptology Records</u> — Operational, routine, and administrative activities and events relating to cryptology maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/ delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years
0700-03D	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	D. <u>Communications Vouchers</u> — Accountable Officer's copies of vouchers, bills, invoices, and related records maintained by any JS/CCMD as the official record copy.	Temp	Destroy/ delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-03E	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	E. <u>Satellite Communications Records</u> — routine and administrative activities and events relating to SATCOM maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/ delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years
0700-03F	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	F. <u>Joint Interoperability of Tactical Command and Control System</u> — JINTACCS test procedures and plans, consisting of: information related 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 at office having responsibility.	Temp	Destroy/ delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years
0700-03G	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	G. <u>Frequency/Spectrum Management</u> — Allocation and frequency usage records, consisting of: records documenting the application, coordination, approval, and authorization of frequency allocations for operational use of communications equipment and systems of actual usage maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/ delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-03H	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	H. <u>Standards of Interoperability</u> — Joint test procedures and results, including reports, analyses, and similar documents relating to test philosophies, proposals, and procedures as well as test results, coordination actions, and recommendations for implementing actions maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete no less than 7 years and no more than 10 years after cutoff.	FY	7- 10 years
0700-04	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	Permanent Mission and Function Records Permanent mission and function records related to communications, cryptology, and electronics policies, procedures, and reports that document policies, plans, procedures, and significant activities of the JS and CCMDs that have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to the list below:				
0700-04A	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	A. <u>Communications and Electronics Policies, Procedures, and Reports</u> — Policies, procedures, guidance, oversight and assessments, correspondence, staff papers, and reports relating to communications and electronics maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-04B	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	B. <u>Allied Communications Publications</u> — ACPs, consisting of: non-cryptographic publications containing Allied Communications procedures developed by the Combined Communications Electronics Board for guidance and use in Allied Forces, and supplements issued thereto maintained by Military Communications Electronics Board (MCEB) as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0700-04C	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	C. <u>Joint Army-Navy-Air Force Publications</u> — Consisting of: U.S. communications publications developed by U.S. MCEB primarily for use by U.S. forces maintained by MCEB as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review, declassification review.	FY	25 years
0700-04D	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	D. <u>Frequency/Spectrum Management</u> — Policies, procedures, guidance, oversight and assessment, correspondence, staff papers, and reports relating to frequency/spectrum management, maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-04E	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	E. <u>Cryptology Records</u> — Policies, procedures, guidance, oversight and assessments, correspondence, staff papers, and reports relating to cryptology maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0700-04F	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	F. <u>Other Messages</u> — Special handling messages received by Chairman of the Joint Chiefs of Staff maintained by JS activities as the official record copy; special handling messages received by Combatant Commander maintained by CCMD activities as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0700-04G	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	G. <u>Satellite Communications Records</u> — Policies, procedures, guidance, oversight and assessments, correspondence, staff papers, and reports relating to SATCOM records maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-04H	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	<u>H. Joint Interoperability of Tactical Command and Control System</u> — Interface planning files, consisting of: information relating to the development, coordination, and approval of technical interface concepts and technical interface design plans for tactical command and control systems at office having responsibility; JINTACCS configuration management files, consisting of: 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 relating to those changes at office having responsibility; JINTACCS data standardization files, consisting of: 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. Data dictionaries are also included.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0700-05	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	Non-Record materials Non-record material maintained by any activity is for reference purposes only. Listed below are non-record numbers from the previous edition of CJCSM 5760.01A, Vol II: 0705-02 0708-04 0711-04 0701-08 0711-02 0709-04 0710-07	Temp	Destroy when no longer needed for reference, or 6 months whichever comes sooner.	Every 6 mos.	6 mos. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-06	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	Record Exceptions Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions as listed below:				
0700-06A	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	A. <u>Communications and Electronics Policies, Procedures, and Reports</u> — Communications requirements documents, consisting of requests for support, equipment, systems, software, etc. For example, Communications System Requirements Document (CSRD) or like documents maintained by any JS/CCMD activity as the official record copy.	Temp	Superseded or obsolete	Superseded/Obsolete	Superseded or obsolete.
0700-06B	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	B. <u>Communications Agreements</u> — maintained by any JS/CCMD activity as the official record copy.	Temp	Superseded or obsolete.	Superseded/Obsolete	Superseded or obsolete.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-06C	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	C. <u>Allied Communications Publications</u> — NATO Supplements to ACP documents maintained by any JS/CCMD activity as the official record copy.	Temp	Superseded or obsolete.	Superseded/Obsolete	Superseded or obsolete.
0700-06D	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	D. <u>Frequency/Spectrum Management</u> — Satellite/radio frequency listings/authorizations maintained by any JS/CCMD activity as the official record copy.	Temp	Superseded or obsolete.	Superseded/Obsolete	Superseded or Obsolete.
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-06E	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	E. <u>Cryptology Records</u> — Records relating to software changes that do not affect the electronic or mechanical characteristics of cryptographic equipment maintained by any JS/CCMD activity as the official record copy.	Temp	Superseded or obsolete.	Superseded/Obsolete	Superseded or Obsolete.
0700-06F	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	F. <u>Communications/Message Center Operations</u> — Incoming or outgoing electronic messages in SCI channels for JS/CCMD addresses received in the DIA Communications center and retained in computer storage for approximately 30 days.	Temp	30 days erase.	Days	30 days

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-06G	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	G. <u>Communications/Message Center Operations</u> — Incoming electronic messages, including messages requiring special handling such as Special Category (SPECAT), SIOP- ESI, SPECAT Codeword, SPECAT EXCLUSIVE FOR, RESTRICTIVE DATA or FORMERLY RESTRICTED DATA, and LIMITED DISTRIBUTION. Also included are “FOR” or “PERSONAL FOR” and those held in SSO facilities received and maintained by JS/CCMD addressee in mission or subject files.	Temp	Disposition is that of particular mission or subject file.	See Disposition Instructions	Disposition is that of particular mission or subject file.
0700-06H	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	H. <u>Other Messages</u> — NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED, and NATO Unclassified messages received in JS/CCMD control points from the JS/CCMD command message center.	Temp	Destroy/delete within 30 days—except that if retention value is determined to be beyond 30 days, deliver to JS/CCMD subregistry for introduction into NATO system as a regular NATO document with disposition in accordance with 0811-02.	Days	Destroy/delete within 30 days—except that if retention value is determined to be beyond 30 days, deliver to JS/CCMD subregistry for introduction into NATO system as a regular NATO document with disposition in accordance with 0811-02.

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0700-06I	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	I. <u>Other Messages</u> — NATO Exercise messages, regardless of classification, received by exercise participants from the JS/CCMD message,	Temp	Cut off on termination of the exercise, hold for 30 days—except that if retention value is determined to be beyond 30 days, deliver to JS/CCMD subregistry for introduction into NATO system as a regular NATO document with disposition in accordance with 0811-02.	Termination	Cut off on termination of the exercise, hold for 30 days—except that if retention value is determined to be beyond 30 days, deliver to JS/CCMD subregistry for introduction into NATO system as a regular NATO document with disposition in accordance with 0811-02.
0700-06J	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	J. <u>Other Messages</u> — Outgoing electronic messages prepared by JS/CCMD element comeback copies received in the originating office and filed in mission or subject files, including those held in SSO facilities.	Temp	Disposition is that of particular mission or subject file.	See Disposition Instructions	Disposition is that of particular mission or subject file.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-06K	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	K. <u>Other Messages</u> — Currently held in the JS records center.	Temp	Destroy/delete when no longer needed for reference	No Longer Needed	No Longer Needed
0700-06L	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	L. <u>Technical Control Functions/Patch and Test Facilities</u> — History folder (circuit, trunk link, route, or system history), excluding quality control test records, consisting of records pertaining to activation, reconfiguration, or deactivation; initial test and acceptance data; DD Forms 1697 and 1697-1 (circuit parameter test data); Technical Evaluation Program reports; out-of- service quality control test records including spare channel test results; analysis products; and other related historical material maintained by any JS/CCMD activity as the official record copy.	Temp	Cut off monthly, hold until superseded or for 6 months after deactivation, whichever is later; then destroy/delete.	Months	Cut off monthly, hold until superseded or for 6 months after deactivation, whichever is later; then destroy/delete.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-06M	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	M. <u>Technical Control Functions/Patch and Test Facilities</u> — History folder (circuit, trunk link, route, or system history) quality control test records maintained by any JS/CCMD activity as the official record copy (note: out-of-service quality control testing records will replace 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 will replace the previous quarter's test results).	Temp	Destroy/delete when replaced with the next like test record.	Replaced	Destroy/delete when replaced with the next like test record.
0700-06N	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	N. <u>Technical Control Functions/Patch and Test Facilities</u> — Technical control operations, excluding DD Form 1441 (Circuit Data), consisting of: quality control test schedules, reporting guides, circuit/trunk directories, Defense Information Systems Agency (formerly Defense Communications Agency) engineering drawings, systems/circuit layout diagrams/ records, fault isolation charts/ diagrams, and related products maintained by the JS/CCMD activity as the official record copy.	Temp	Destroy/delete when superseded.	Superseded	Destroy/delete when superseded.
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0700-06O	0700 Series Bucket — Communications, Cryptology, and Electronics Policies, Procedures, and Report	O. <u>Applied Communications Publications</u> — NATO Supplements to ACP Documents maintained by other JS/CCMD activities.	Temp	Retain in accordance with 0811-02. Return no later than 6 months to the appropriate sub-registry section.	See Disposition Instructions	Retain in accordance with 0811-02. Return no later than 6 months to the appropriate sub-registry section.

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0800 SERIES BUCKET SCHEDULE						
International						
This schedule provides disposition authorization for records that pertain to international negotiations, agreements, relationships with other countries, organizations, conferences, and other international relations functions of the JS and CCMDs. Additional records include, but are not limited to, treaty obligations, strategic planning and arms limitation, foreign disclosure, foreign training, the Navigation and Overflight Program, and security assistance and foreign military sales. This schedule also covers NATO records, including, but not limited to, reviews and analyses of U.S. and related military posture; strategy and force requirements; and military, economic, and political considerations for the purpose of providing understanding of the factors and basis for planning strategy and force requirements. Also includes programs and issues impacting NATO, such as Partnership for Peace. NATO classifications include COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, NATO SECRET, NATO CONFIDENTIAL ATOMAL, NATO CONFIDENTIAL, NATO RESTRICTED.						
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0800-01	0800 Series Bucket — International	Short-Term Records. Short-term records related to the International Series are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies that require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to the list below:	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0800-01A	0800 Series Bucket — International	A. <u>NATO Files</u> — NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED documents, excluding Agenda documents, Atlantic Council papers, and documents held by individuals who are members of a NATO committee and need the information for everyday operations distributed to JS/CCMD control points permanently for action officer and division usage.	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
0800-02	0800 Series Bucket — International	Working Papers & Office Administrative Records. Record related to the International Series are records that document routine administrative and organizational decisions, actions, and processes of the JS and CCMDs. Records include, but are not limited to the below list:				
0800-02A	0800 Series Bucket — International	A. <u>NATO Files</u> — NATO serial-numbered documents published by the Atlantic Alliance (SHAPE staff, major NATO commanders, subordinate commanders, NATO civilian and military staff organizations, committees, subcommittees, staff groups, working groups, etc.). Documents are generally published by alphabetical identification and/or numerical sequence within a given CY maintained by any JS/CCMD activity as the official record copy. (Note: The U.S. Central Registry is the official archive for all U.S. NATO records (USSAN 1-07)).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0800-03	0800 Series Bucket — International	Management and Program/Operations Records. Records that document the international program/operations, management processes, and on-going activities of the JS and CCMDs. Records include, but are not limited to the list below:				
0800-03A	0800 Series Bucket — International	A. <u>Security Assistance and Foreign Military Sales</u> — Files relating to routine and administrative activities and events relating to security assistance and foreign military sales maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0800-03B	0800 Series Bucket — International	B. <u>Foreign Training</u> — Files relating to routine and administrative activities and events relating to foreign training maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0800-03C	0800 Series Bucket — International	C. <u>Foreign Disclosure</u> — Disclosure of military information to foreign governments and international organizations, consisting of: records of NDPC that announce the NDP, agency representation on the NDPC, approval and denial by the NDPC of requests for exception surveys of foreign governments conducted by NDPC representatives, and related papers maintained by any JS/CCMD activity as the official record copy; foreign disclosure records, consisting of: all records pertaining to release of classified military information or classified export controlled technical information to foreign governments and international organizations maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0800-04	0800 Series Bucket — International	Permanent Mission and Function Records. Records related to the International Series that document policies, plans, procedures, and significant activities of the JS and CCMDs which have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records includes, but are not limited to the list below:				
0800-04A	0800 Series Bucket — International	A. <u>International Negotiations</u> — Policies, procedures, and guidance relating to international negotiations, consisting of: advice formulation and coordination of JS/CCMD positions relating to international negotiations maintained by any JS/CCMD activity as the official record copy; scientific, engineering, and other support documents directed toward current strategic policy issues associated with discussion alternatives in negotiations maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0800-04B	0800 Series Bucket — International	B. <u>International Agreements</u> — Policies, procedures, and guidance relating to the establishment of international agreements maintained by any JS/CCMD activity as the official record copy; agreements in which the Joint Staff provides representation, recommendations, guidance, and the final signed agreements maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0800-04C	0800 Series Bucket — International	C. <u>Treaty Obligations</u> — Documents containing military commitments and treaty obligations, interpretations, comments, or proposals maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0800-04D	0800 Series Bucket — International	D. <u>Strategic Planning and Arms Limitation</u> — Analyses and studies of arms control issues and present and future strategic capabilities, including the impact of negotiation alternatives on strategic forces and balance, such as Strategic Arms Limitation Treaty and Strategic Arms Reduction Treaty maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0800-04E	0800 Series Bucket — International	E. <u>Special Studies</u> — Reviews and analyses of U.S. forces and allied effectiveness relating to general purpose forces in various regions maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0800-04F	0800 Series Bucket — International	F. <u>Navigation and Overflight</u> — Legal, treaty, and NSC documents and other records (briefings, background papers, studies, etc.) relating to policy issues of the navigation and overflight program maintained by any JS/CCMD activity as the official record copy; files relating to oversight and assessments, including correspondence, staff papers, reports, and similar documents relating to freedom of navigation and overflight operations maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0800-04G	0800 Series Bucket — International	G. <u>International Logistics Conferences</u> — Documents relating to the general conduct of international logistics conferences (e.g., Senior NATO Logistics Conference), consisting of background materials, minutes of meetings, studies, reports, agreements, and final decisions maintained by any JS/CCMD activity as the official record copy; documents relating to the formulation and coordination of JS/CCMD positions on specific international logistics issues and programs, consisting of: sequence for current issues or programs maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0800-04H	0800 Series Bucket — International	H. <u>Security Assistance and Foreign Military Sales</u> — Policies, procedures, guidance, oversight, and assessments, including correspondence, staff papers, reports, and similar documents, relating to security assistance and foreign military sales maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0800-04I	0800 Series Bucket — International	I. <u>Foreign Training</u> — Foreign training programs, consisting of: documents relating to developing programs for training foreign nationals by agency schools, facilities, mobile training teams, contractor technicians, and training missions and groups. Included are communications on training requirements with the foreign army concerned, training program requirements reports, foreign training conference reports, program guidance refined programs, and related documents maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0800-05	0800 Series Bucket — International	Non-Record Materials. Non-record material maintained by any activity is for reference purposes only. Listed below are non-record numbers from the previous edition of CJCSM 5760.01A, Vol II: 0801-02 0806-03 0809-04 0803-02 0807-03 0804-02 0810-03 0805-02 0802-04	Temp	Destroy when no longer needed for reference, or 6 months whichever comes sooner.	Every 6 mos.	6 mos. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
0800-06	0800 Series Bucket — International	Record Exceptions. Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions. Listed below are descriptions and dispositions that are authorized by the previous CJCSM 5760.01A, Vol II and are still in effect:				
0800-06A	0800 Series Bucket — International	A. <u>NATO Files</u> — NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED documents held by individual NATO committee members and needed for everyday operations distributed to JS/CCMD control points permanently for action officer and division usage.	Temp	Destroy/delete when no longer needed for reference.	No Longer Needed	No Longer Needed

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0800-06B	0800 Series Bucket — International	B. <u>Country Agreements — Support Use of Facilities</u> — Host-nation agreements between Military Departments, U.S. forces in country, and country on support use of facilities. Forwarded to Joint Staff/Combatant Command for information purposes only. Maintained by any JS/CCMD activity.	Temp	Destroy/delete when superseded or obsolete. Authority: N1-218-00-9 item 05.	Superseded/Obsolete	Destroy/delete when superseded or obsolete. Authority: N1-218-00-9 item 05.
0800-06C	0800 Series Bucket — International	C. <u>NATO Files</u> — COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, NATO SECRET, NATO CONFIDENTIAL ATOMAL, NATO CONFIDENTIAL, NATO RESTRICTED documents loaned to JS/CCMD control points within the JS/CCMDs.	Temp	Return within no later than 6 months to the appropriate subregistry section.	Months	Return within no later than 6 months to the appropriate subregistry section.
0800-06D	0800 Series Bucket — International	D. NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED Agenda and Atlantic Council documents distributed to JS/CCMD control points permanently for action officer and division usage.	Temp	Cut off monthly, hold 6 months, then destroy/delete, or destroy/delete when no longer needed, whichever is later.	Months	Cut off monthly, hold 6 months, then destroy/delete, or destroy/delete when no longer needed, whichever is later.
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0800-06E	0800 Series Bucket — International	E. NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED documents loaned to action officer via JS/CCMD control points within the Joint Staff/Combatant Command.	Temp	Return within no later than 6 months to the JS/CCMD control point for appropriate 0811-02 or 0811-03.	Months	Return within no later than 6 months to the JS/CCMD control point for appropriate 0811-02 or 0811-03.

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0900 SERIES BUCKET SCHEDULE						
General Administration and Management						
This schedule provides disposition authorization for records that pertain to General Administration and Management functions of the JS and CCMDs. Records cover administrative subject files; facilitative records such as suspense files, tracking and control records, calendars, and indexes; and transitory documents. Also included are working papers; internal administration-housekeeping records; reports and project control files; staff visits; Forms Management and Records Management Program files; Freedom of Information Act (FOIA) and Declassification Programs files; Joint Staff Terminology Master List; and Schedules of Daily activities.						
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-01	0900 Series Bucket — General Administration and Management	Short-Term Records Short-term records related to general administration and management are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies that require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to the list below:	Temp	Destroy/delete 6 months after cutoff	Every 6 months	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/ RRB

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-01A	0900 Series Bucket — General Administration and Management	A. <u>General Office Administration Records</u> — Duty reports/duty rosters, consisting of: information prepared by duty officer of the day or by personnel on charge-of-quarters duty to record routine duties performed by employees and special duties performed on a rotating basis. Included are daily activity reports and related information maintained by any JS/CCMD activity; office personnel registers, consisting of: information used to account for office personnel and to control office visitors, including registers showing personnel arrival, departure, leave, and temporary duty travel, excluding official personnel registers used to prepare input to automated personnel system maintained by any JS/CCMD activity.	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/ RRB.
0900-01B	0900 Series Bucket — General Administration and Management	B. <u>Reading and Transitory Files</u> — Transitory files, consisting of: correspondence, messages, and other documents maintained for reference; copies of documents that require no official action; letters of transmittal; routine requests for information and replies thereto involving no administrative or policy decisions and no special compilations or research; courtesy or informational documents that are not needed to document specific functions but are of reference value to an office maintained by any JS/CCMD activity.	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/ RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-01C	0900 Series Bucket — General Administration and Management	C. <u>JS/CCMD Bulletins, Circulars, and Newsletters/Newspapers</u> — Proposed articles for all publications submitted by JS/CCMD activities, working papers, drafts, art work, and related background papers used to publish the bulletin maintained by any JS/CCMD activity.	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB
0900-01D	0900 Series Bucket — General Administration and Management	D. <u>Audits and Audit Reports</u> — Terminated audits or surveys maintained by any JS/CCMD activity.	Temp	Destroy/delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-01E	0900 Series Bucket — General Administration and Management	E. <u>Postal Administration Records</u> — Records of and receipts for mail and packages received through the Official Mail and Messenger Service maintained by JS/CCMD activities as the official record copy or for mail control, excluding JS Form 47. (Note: See 0300 bucket series for JS Form 47).	Temp	Destroy/delete 6 months after cutoff	Every 6 months	6 months NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB
0900-01F	0900 Series Bucket — General Administration and Management	F. <u>Postal Administration Records</u> — Locator cards, directories, indexes, and other records relating to mail delivery to individuals maintained by any JS/CCMD activity; correspondence, request forms, and other records relating to changes in mailing lists maintained by any JS/CCMD activity.	Temp	Destroy/delete 6 months after cutoff	Every 6 months	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-02	0900 Series Bucket — General Administration and Management	Working Papers & Office Administrative Records Working papers and office administrative records related to general administration and management that document routine administrative and organizational decisions, actions, and processes of the JS and CCMDs. Records include, but are not limited to the below list:				
0900-02A	0900 Series Bucket — General Administration and Management	A. <u>Working Papers</u> — Project background records such as studies, analyses, notes, drafts, and interim reports maintained by any JS/CCMD activity. (Note: These papers are often filed in case files or other functional files as documentation of the action they address).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02B	0900 Series Bucket — General Administration and Management	B. <u>Terminology and Dictionary</u> — Correspondence on standardization of military terminology, coordination, and promulgation by the Joint Military Terminology Group (JMTG), including terminology disapproved by JMTG maintained by the Joint Staff as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02C	0900 Series Bucket — General Administration and Management	C. <u>JS/CCMD Bulletins, Circulars, and Newsletters/Newspapers</u> — Publications used to provide unclassified official and unofficial information of an advisory, informative, or directive nature to JS/CCMD activities maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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0900-02D	0900 Series Bucket — General Administration and Management	D. <u>Audits and Audit Reports</u> — Completed audits or surveys, including comments, recommendations, and actions taken in relation thereto maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02E	0900 Series Bucket — General Administration and Management	E. <u>Reports Control</u> — Case files on reports created, canceled, or superseded that contain evidence of their existence and/or discontinuance, consisting of: files relating to reports for which there are formal requirements, including files accumulated in the course of administrative control of the reports, excluding the reports themselves, maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02F	0900 Series Bucket — General Administration and Management	F. <u>Project Control</u> — Memorandums, reports, and other papers documenting assignments, progress, and completion of projects maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-02G	0900 Series Bucket — General Administration and Management	G. <u>Staff Visits</u> — Documents relating to scheduled or special visits for the purpose of performing staff or technical supervision or for conducting studies, including requests for permission to visit, reports of visit, trip reports, recommendations, and other directly related documents, excluding inspections, surveys, audits, and visits made in connection with a specific process or case that should be filed with documentation of the process or case maintained by any JS/CCMD activity. (Note: See 0400 bucket series for distinguished visitor program documentation).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02H	0900 Series Bucket — General Administration and Management	H. <u>Records Management</u> — Copies of correspondence, reports, authorizations, and other records that relate to the management of JS/CCMD records, including such matters as forms, correspondence, reports, mail, and files management maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02I	0900 Series Bucket — General Administration and Management	I. <u>Records Disposition</u> — Basic documentation of records descriptions and dispositions, consisting of: NARA approved SF 115 (Request for Records Disposition Authority) maintained by any JS/CCMD activity as the official record copy; also included are extra copies, routine correspondence, and memorandums related to descriptive records inventories, records disposal authorizations, records schedules, and reports maintained by any activity for reference.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-02J	0900 Series Bucket — General Administration and Management	J. <u>Freedom of Information Act Requests</u> — Correspondence and supporting documents granting access to all the requested records, excluding the official file copy of the records requested if filed therein maintained by any JS/CCMD activity; correspondence and supporting documents responding to requesters who provide inadequate description and to those who fail to pay agency reproduction fees and the request is not appealed, excluding the official file copy of the records requested if filed therein maintained by any JS/CCMD activity (See series note #2 — FOIA).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02K	0900 Series Bucket — General Administration and Management	K. <u>FOIA Appeals</u> — FOIA reports, consisting of: reports relating to recurring reports and one-time information requirements on implementation of FOIA, including annual reports to Congress maintained by any JS/CCMD activity (See series note #2 — FOIA).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02L	0900 Series Bucket — General Administration and Management	L. <u>Privacy Act Reports</u> — Recurring reports and one-time information requirements relating to agency implementation, including reports to OSD and the Privacy Act Board and reports at agency level maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02M	0900 Series Bucket — General Administration and Management	M. <u>Privacy Act</u> — General Administrative — Records relating to the general agency implementation of the Privacy Act, including notices, memorandums, routine correspondence, and related records maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-02N	0900 Series Bucket — General Administration and Management	N. <u>Schedules of Daily Activities</u> — Consisting of: records containing substantive information relating to official activities, the substance of which has not been incorporated into official files maintained by directorate heads and heads of separate offices in the Joint Staff and Combatant Command (Note: Schedules of the Chairman of the Joint Chiefs of Staff and Combatant Commanders use 0900-04-F).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02O	0900 Series Bucket — General Administration and Management	O. <u>Internal Control Programs</u> — Internal control correspondence, consisting of: general correspondence, regulations, policy, action plans, schedules for required reviews, and other related correspondence maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02P	0900 Series Bucket — General Administration and Management	P. <u>Inspections</u> — Documents relating to inspecting and surveying JS/CCMD activities at all levels, including command/IG safety, equipment, and related inspections pertaining to performance of missions and functions, excluding security inspections maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02Q	0900 Series Bucket — General Administration and Management	Q. <u>Administrative Orders (PCS)</u> — Permanent change of station orders, consisting of: duplicate copies of orders maintained by any JS/CCMD activity as the JS/CCMD record copy (Note: Official record copy is maintained in Service files).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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0900-02R	0900 Series Bucket — General Administration and Management	R. <u>Administrative Orders</u> — Background material to orders, consisting of: letter request for orders, amendments, etc., and justification files on special authorizations when required by orders publishing activity maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02S	0900 Series Bucket — General Administration and Management	S. <u>Postal Administration Records</u> — Records relating to incoming or outgoing registered mail; pouches; registered, certified, insured, overnight express, and special delivery mail, including receipts and return receipts maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02T	0900 Series Bucket — General Administration and Management	T. <u>Postal Administration Records</u> — General files, including correspondence, memorandums, directives, and guides relating to the administration of mail room operations maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02U	0900 Series Bucket — General Administration and Management	U. <u>Postal Administration Records</u> — Distribution Authorization Sheets maintained by distributing JS/CCMD activities.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-02V	0900 Series Bucket — General Administration and Management	V. <u>Postal Administration Records</u> — used for tracking or suspending, excluding use for control and accountability purposes, maintained by JS/CCMD activity (Note: See 0300 series for distribution records used for control and accountability purposes).	Temp	Destroy/delete 3 years after cutoff	FY	3 years
0900-02W	0900 Series Bucket — General Administration and Management	W. <u>Graphics, Printing, Reproduction, Office Copier, and Distribution Management</u> — Records relating to internal management, operations, and costs of graphics, printing, reproduction, office copiers, and distribution functions maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-02X	0900 Series Bucket — General Administration and Management	X. <u>Graphics, Printing, Reproduction, Office Copier, and Distribution Management</u> — Control files, consisting of: control registers pertaining to requisitions and work orders maintained by any JS/CCMD activity as the official record copy; files of masters (copy preps) of vu-graphs, book covers, and related papers used in the production of graphics aids maintained by any JS/CCMD activity (fiscal year).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-02Y	0900 Series Bucket — General Administration and Management	Y. <u>Internal administration/housekeeping</u> — Records accumulated by individual offices relating to the internal administration or housekeeping activities of the office rather than the functions for which the office exists, including records relating to staffing, procedures, hours of duty, supplies and office services and equipment requests use of office space, activity and workload reports, and comparable records not associated with functional programs, excluding documentation relating to assigned functional or program responsibilities, which is disposed of in accordance with the instructions pertaining to the function or program.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
0900-03	0900 Series Bucket — General Administration and Management.	Management and Program/Operations Records. Records that document the general administration and management program/ operations, management processes, and on-going activities of the JS and CCMDs. Records include, but are not limited to the list below:				
0900-03A	0900 Series Bucket — General Administration and Management	A. <u>JS/CCMD Forms Management Program</u> — One record copy of each form created by JS/CCMD with related instructions and documentation showing inception, scope, and purpose of the form maintained, controlled, and issued by JS/CCMD forms activity.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-03B	0900 Series Bucket — General Administration and Management	B. <u>Agreements</u> — Documents relating to agreements between elements of the Joint Staff/Combatant Commands, between the Military Services or Federal agencies and the Joint Staff/Combatant Commands, or between other non-Federal organizations or agencies and the Joint Staff/Combatant Commands, including memorandums of agreement, base host tenant agreements, inter-Service support agreements, and interagency support agreements, excluding agreements with foreign maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0900-03C	0900 Series Bucket — General Administration and Management	C. <u>Records Management</u> — Correspondence, reports, authorizations, and other records that relate to the management of JS/CCMD records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, IT systems, and word processing; records management surveys; vital records programs; and all other aspects of records management maintained as the official JS/CCMD record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0900-03D	0900 Series Bucket — General Administration and Management	D. <u>Records Disposition</u> — Consisting of: Records such as SF 135 (Records Transmittal and Receipt), SF 258 (Agreement to Transfer Records to National Archives of the United States), and related documentation maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-03E	0900 Series Bucket — General Administration and Management	E. <u>FOIA Requests</u> — Correspondence and supporting documents denying access to all or part of the records requested and the request is not appealed, excluding the official file copy of the records requested if filed therein maintained by any JS/CCMD activity (See series note #2 — FOIA).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0900-03F	0900 Series Bucket — General Administration and Management	F. <u>FOIA Appeals</u> — Correspondence and supporting documents, excluding the official file copy of the records under appeal if filed therein, maintained by any JS/CCMD activity as the official record copy (See series note #2 — FOIA).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0900-03G	0900 Series Bucket — General Administration and Management	G. <u>FOIA Control</u> — Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requester, consisting of the register or listing maintained by any JS/CCMD activity as the official record copy; all other files maintained by any JS/CCMD activity as the official record copy (See series note #2 — FOIA).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-03H	0900 Series Bucket — General Administration and Management	H. <u>Privacy Act Matters</u> — Files maintained in response to requests from individuals to gain access to their records or to any information in the records pertaining to them as provided for under 5 USC 552a(d)(1), consisting of: files containing original request, copy of reply thereto, and all related supporting documents. May include the official file copy of records requested or a copy thereof maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0900-03I	0900 Series Bucket — General Administration and Management	I. <u>Declassification</u> — JS/CCMD supplemental documents, directives, and correspondence relating to declassification actions; internal and external declassification requests; response, appeal, referrals, and general policy files maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0900-03J	0900 Series Bucket — General Administration and Management	J. <u>Internal Control Programs</u> — Vulnerability assessments records pertaining to internal control or elimination of waste, fraud, and abuse of resources maintained by the Joint Staff/Combatant Command as the official record copy; internal control reviews records used as reference material to track problems in assessable units over the years and to compare with succeeding vulnerability assessments and reviews maintained by the Joint Staff/Combatant Command as the official record copy (fiscal year).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-03K	0900 Series Bucket — General Administration and Management	K. <u>Inspector General (IG) Investigation Records</u> — Files containing information or allegations that are of an investigative nature but do not relate to a specific investigation, including anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information that may prove useful in IG investigations maintained by any JS/CCMD activity (See series note #1, IG Records).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0900-03L	0900 Series Bucket — General Administration and Management	L. <u>Science Advisor Records/Activities</u> — Files relating to routine and administrative activities and events within general management sciences activities maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0900-03M	0900 Series Bucket — General Administration and Management	M. <u>Administrative Orders</u> — Temporary duty orders, consisting of: originals or record copies of orders maintained by any JS/CCMD activity (fiscal year).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-03N	0900 Series Bucket — General Administration and Management	N. <u>Instructions (Operating Instructions, SOPs, Etc.)</u> — Documents containing instructions covering policies and special procedures of those features of operations that lend themselves to a definite or standardized procedure maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0900-03O	0900 Series Bucket — General Administration and Management	O. <u>Inspector General (IG) Investigation Records</u> — All other investigative case files, excluding those that are unusually significant for documenting major violations of criminal law or ethical standards by agency officials or others maintained by any JS/CCMD activity (fiscal year) (See series note #1, IG Records).	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 – 10 years
0900-04	0900 Series Bucket — General Administration and Management	Permanent Mission and Function Records This series contains records related to general administration and management that document policies, plans, procedures, and significant activities of the Joint Staff and Combatant Commands that have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to the list below:				
0900-04A	0900 Series Bucket — General Administration and Management	A. <u>Terminology and Dictionary</u> — DoD Dictionary of Military and Associated Terms (Joint Publication (Jt Pub) 1-02)) is published to ensure uniformity in the application and use of terms and definitions throughout DoD maintained by the Joint Staff as the official record copy; Terminology Master Index, consisting of: a compilation of the history of military terms maintained by the Joint Staff as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0900-04B	0900 Series Bucket — General Administration and Management	B. <u>Finding Aids</u> — Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for permanent retention and transfer to NARA, excluding records containing abstracts or other information that can be used as an information source apart from the related records maintained by any JS/CCMD activity.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0900-04C	0900 Series Bucket — General Administration and Management	C. <u>Background Papers</u> — Documents providing concise but thorough information used to inform principals on the substantive aspects of a subject. Background papers are more similar to studies than to working papers and are used for a variety of purposes and occasions maintained by any JS/CCMD activity. (Note: These papers are often filed in case files or other functional files as documentation of the action they address).	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0900-04D	0900 Series Bucket — General Administration and Management	D. <u>Talking Papers</u> — Documents provided to a principal with good knowledge of a subject, used by the principal as a memory aid in an oral discussion maintained by any JS/CCMD activity. (Note: These papers are often filed in case files or other functional files as documentation of the action they address).	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0900-04E	0900 Series Bucket — General Administration and Management	E. <u>Studies</u> — Studies, analyses, and summaries, consisting of: special detailed analyses, cost studies, and summaries covering all subject areas that serves as an index to the economical use of resources and furnish data in the preparation and support of plans, budgets, and programs maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0900-04F	0900 Series Bucket — General Administration and Management	F. <u>Schedules of Daily Activities</u> — Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal (JS/CCMD) employees while serving in an official capacity, excluding material determined to be "personal records." Consisting of records containing substantive information relating to the official activities of a high-level official—the Chairman of the Joint Chiefs of Staff/Top 4/Combatant Commander—the substance of which has not been incorporated into memorandums, reports, correspondence, or other records included in the official files maintained by the Office of the Chairman, Joint Chiefs of Staff/headquarters, Combatant Command.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0900-04G	0900 Series Bucket — General Administration and Management	G. <u>Internal Control Programs</u> — Internal control annual statement of assurance, consisting of: annual statement of assurance of JS/CCMD compliance to the Secretary of Defense, semiannual statistical summary of the JS Internal Management Control program, summary of internal control taskings, 5-year management control plan, and miscellaneous correspondence within the Joint Staff/Combatant Command concerning implementation and monitoring of internal control programs, maintained by the Joint Staff/Combatant Command as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0900-04H	0900 Series Bucket — General Administration and Management	H. <u>IG Investigation Records</u> — Reports and actions taken on inspections/ investigations of the Combatant Commands and other joint activities by the IG and special inspection teams as directed by OSD and the Joint Staff/Combatant Command that are considered significant in terms of media/public interest, effect on policy and procedures, or high visibility litigation maintained by the Joint Staff/Combatant Command as the official record copy (See series note #1, IG Records).	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0900-04I	0900 Series Bucket — General Administration and Management	I. <u>Science Advisor Records/Activities</u> — Records generated by the science advisor, consisting of: reports, studies, tasking orders, and similar records. Reports are usually informal and unpublished. Records may be generated at all activities maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-04J	0900 Series Bucket — General Administration and Management	J. <u>Administrative Orders</u> — General administrative orders, consisting of: assumptions of command, courts martial authority, etc., maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0900-04K	0900 Series Bucket — General Administration and Management	K. <u>Postal Administration Records</u> — Distribution authorization sheets for documents used to list addresses and numbers of copies to be delivered by the distribution activity maintained by any JS/CCMD activity as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
0900-04L	0900 Series Bucket — General Administration and Management	L. <u>Staff Meetings and Conferences</u> — Staff meetings and conferences not covered elsewhere, consisting of: record copies of agendas, minutes, and related correspondence of committees and boards established by higher headquarters directives and not filed with another series of records—record copies at CCMD HQ.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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0900-05	0900 Series Bucket — General Administration and Management	Non-Record Materials Non-Record material maintained by any activity is for reference purposes only. Listed below are non-record numbers from the previous edition of CJCSM 5760.01A, Vol II: 0903-01 0916-02 0946-02 0931-04 0944-05 0907-01 0917-02 0912-03 0933-04 0916-01 0918-02 0915-03 0925-05 0902-02 0928-02 0926-03 0934-05 0911-02 0929-02 0942-03 0937-05 0914-02 0935-02 0904-04 0943-05	Temp	Destroy when no longer needed for reference, or 6 months whichever comes sooner.	Every 6 mos.	6 mos. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
0900-06	0900 Series Bucket — General Administration and Management	Record Exceptions Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions. The below list contains descriptions and dispositions that are authorized by the previous CJCSM 5760.01A, Vol. II and are still in effect.				
0900-06A	0900 Series Bucket — General Administration and Management	A. <u>Reading and Transitory Files</u> — Reading files, consisting of duplicate copies of incoming and outgoing correspondence maintained by any JS/CCMD activity.	Temp	Cutoff annually, hold 1 year, or until no longer needed, whichever is earlier; then destroy/delete.	FY	1 year

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-06B	0900 Series Bucket — General Administration and Management	B. FOIA Control — Freedom of information electronic databases providing a means of retrieving information on requests to DoD submitted under provisions of FOIA EO 12958 maintained and managed by Joint Staff/Combatant Command (See series note #2 — FOIA).	Temp	Data updated as required. Destroy/delete when no longer needed.	NLN	Data updated as required. Destroy/delete when no longer needed.
0900-06C	0900 Series Bucket — General Administration and Management	C. <u>Audio (Sound Recordings)</u> — Recordings of meetings made exclusively for note-taking or transcription maintained by any JS/CCMD activity.	Temp	Destroy/delete immediately after use (GRS 21, item 22).	After Use	Destroy/delete immediately after use (GRS 21, item 22).
0900-06D	0900 Series Bucket — General Administration and Management	D. <u>Audio (Sound Recordings)</u> — Dictation belts or tapes maintained by any JS/CCMD activity.	Temp	Destroy/delete immediately after use (GRS 21, item 23).	After Use	Destroy/delete immediately after use (GRS 21, item 23).
0900-06E	0900 Series Bucket — General Administration and Management	E. <u>Postal Administration Records</u> — Card list maintained by any JS/CCMD activity.	Temp	Destroy/delete individual card when canceled or revised (GRS 13, item 4b).	Canceled/Revised	Destroy/delete individual card when canceled or revised (GRS 13, item 4b).

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0900-06F	0900 Series Bucket — General Administration and Management	F. <u>Graphics, Printing, Reproduction, Office Copier, and Distribution Management</u> — Copies of requests for graphics, printing, and reproduction maintained by any JS/CCMD activity.	Temp	Destroy/delete on completion of job.	Completion	Destroy/delete on completion of job.
0900-06G	0900 Series Bucket — General Administration and Management	G. <u>Postal Administration Records</u> — Military postal office files, consisting of: requests, approvals, studies, reviews, coordination, and evaluation relating to the establishment and/or disestablishment of military postal offices maintained by any JS/CCMD activity. (Note: Official record copy is maintained by Military Postal Service Agency).	Temp	Destroy/delete upon termination of the military postal office.	Termination	Destroy/delete upon termination of the military postal office.
0900-06H	0900 Series Bucket — General Administration and Management	H. <u>JS/CCMD Forms Management Program</u> — Miscellaneous correspondence and papers used for the approval, disapproval, and review of JS/CCMD forms maintained by any JS/CCMD activity.	Temp	Destroy/delete when no longer needed for reference.	No Longer Needed	No Longer Needed
0900-06I	0900 Series Bucket — General Administration and Management	I. <u>Still Photography</u> — Duplicate items in excess of record elements required for preservation, duplication, and reference service maintained by any JS/CCMD activity.	Temp	Destroy/delete when no longer needed for reference.	No Longer Needed	No Longer Needed

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-06J	0900 Series Bucket — General Administration and Management	J. <u>Graphic Arts</u> — Routine artwork for handbills, flyers, posters, letterhead, and other graphics maintained by any JS/CCMD activity.	Temp	Destroy/delete when no longer needed (GRS 21, item 6).	No Longer Needed	Destroy/delete when no longer needed (GRS 21, item 6).
0900-06K	0900 Series Bucket — General Administration and Management	K. <u>Schedules of Daily Activities</u> — Routine materials containing no substantive information regarding the daily activities of other than high-level officials and records of all Federal employees containing substantive information, the substance of which has been incorporated into official files.	Temp	Destroy/delete when no longer needed (GRS 23, item 5b).	No Longer Needed	Destroy/delete when no longer needed (GRS 23, item 5b).
0900-06L	0900 Series Bucket — General Administration and Management	L. <u>JS/CCMD Forms Management Program</u> — Working papers, background materials, requisitions, specifications, processing data, and control records maintained by JS/CCMD forms activity.	Temp	Destroy/delete when related form is discontinued, superseded, or canceled.	Discontinued /Superseded /Canceled	Destroy/delete when related form is discontinued, superseded, or canceled.
0900-06M	0900 Series Bucket — General Administration and Management	M. <u>JS/CCMD Forms Management Program</u> — Forms files containing requests for approval of forms and pertinent background material maintained by other JS/CCMD activities.	Temp	Destroy/delete when related form is discontinued, superseded, or canceled.	Discontinued /Superseded /Canceled	Destroy/delete when related form is discontinued, superseded, or canceled.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-06N	0900 Series Bucket — General Administration and Management	N. <u>General Office Administration Records</u> — Additional duty designations/delegations of authority, consisting of: documents relating to the assignment of additional duties, delegation of authority, etc., maintained by any JS/CCMD activity.	Temp	Destroy/delete when rescinded or superseded.	Rescinded/Superseded	Destroy/delete when rescinded or superseded.
0900-06O	0900 Series Bucket — General Administration and Management	O. <u>Declassification</u> — JS/CCMD listings of papers that have been reviewed and declassified, maintained by the Joint Staff/Combatant Command as the official record copy.	Temp	Superseded or obsolete.	Superseded/Obsolete	Superseded or obsolete.
0900-06P	0900 Series Bucket — General Administration and Management	P. <u>Studies</u> — Routine, periodic analyses and studies maintained by any JS/CCMD activity.	Temp	Superseded or obsolete.	Superseded/Obsolete	Superseded or obsolete.
0900-06Q	0900 Series Bucket — General Administration and Management	Q. <u>Orientation and Briefing Files</u> — Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office, and in briefings given to the staff about the mission and various special projects. Included are photographs, copies of specially prepared handouts, video tapes, and related or similar documents maintained by any JS/CCMD activity.	Temp	Superseded or obsolete.	Superseded/Obsolete	Superseded or obsolete.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-06R	0900 Series Bucket — General Administration and Management	R. <u>Graphics, Printing, Reproduction, Office Copier, and Distribution Management</u> — Publications/forms requisitions and requirements, consisting of: forms, other records, and related correspondence used to requisition or establish requirements for publications/ forms maintained by any JS/CCMD activity.	Temp	Superseded or obsolete.	Superseded/ Obsolete	Superseded or obsolete.
0900-06S	0900 Series Bucket — General Administration and Management	S. <u>Finding Aids</u> — Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, excluding records containing abstracts or other information that can be used as an information source apart from the related records maintained by any JS/CCMD activity.	Temp	Destroy/delete with the related records (GRS 23, Item 9).	Related Records	Destroy/ delete with the related records (GRS 23, Item 9).
0900-06T	0900 Series Bucket — General Administration and Management	T. <u>FOIA Requests</u> — Official file copy of requested records maintained by any JS/CCMD activity (See series note #2 — FOIA).	Temp	Dispose of in accordance with approved disposition instructions for the related records, or with the related FOIA request, whichever is later (GRS 14, item 11b).	See Disposition Instructions	Dispose of in accordance with approved disposition instructions for the related records, or with the related FOIA request, whichever is later (GRS 14, item 11b).

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-06U	0900 Series Bucket — General Administration and Management	U. <u>FOIA Appeals</u> — Official file copy of records under appeal maintained by any JS/CCMD activity as the official record copy (See series note #2— FOIA).	Temp	Dispose of in accordance with approved disposition instructions for the related records, or with the related FOIA request, whichever is later (GRS 14, item 12b).	See Disposition Instructions	Dispose of in accordance with approved disposition instructions for the related records, or with the related FOIA request, whichever is later (GRS 14, item 12b).
0900-06V	0900 Series Bucket — General Administration and Management	V. <u>Audiovisual Records Documentation</u> — Finding aids for identification, retrieval, or use of temporary audiovisual records maintained by any JS/CCMD activity.	Temp	Disposition is that of the related audiovisual records (GRS 21, item 29).	See Disposition Instructions	Disposition is that of the related audiovisual records (GRS 21, item 29).
0900-06W	0900 Series Bucket — General Administration and Management	W. <u>Point, Position, and Information Papers</u> — Point papers/position papers, consisting of: documents designed to present key points, facts, positions, or questions in the most brief and orderly fashion. Documents are flexible in format and state the thrust of the subject maintained by any JS/CCMD activity. (Note: These papers are often filed in case files or other functional files as documentation of the action they address).	Temp	If not filed in related subject files, destroy/delete upon termination of event, briefing, or meeting.	Termination	If not filed in related subject files, destroy/delete upon termination of event, briefing, or meeting.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-06X	0900 Series Bucket — General Administration and Management	X. <u>Schedules of Daily Activities</u> — At NARA for archival purposes.	Temp	NARA may destroy non-permanent records.	See Disposition Instructions	NARA may destroy non-permanent records.
0900-06Y	0900 Series Bucket — General Administration and Management	Y. <u>Unscheduled/Unidentified Files</u> .	Temp	Retain in current files area until file number is added to this manual.	See Disposition Instructions	Retain in current files area until file number is added to this manual.
0900-06Z	0900 Series Bucket — General Administration and Management	Z. <u>Postal Administration Records</u> — Address plates, stencils, or tapes.	Temp	Correct individual plates, stencils, or tapes as required, destroy/delete when canceled. Authority: N1-218-00-10 item 52.	Canceled	Canceled

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-06AA	0900 Series Bucket — General Administration and Management	AA. <u>JS Audiovisual Records</u> — Routine and non-mission related still photographs, graphic arts, video recordings, and motion pictures that are maintained by any JS/CCMD activity.	Temp	Please see series note #3 for information regarding audio-visual records disposition instructions.	See Disposition Instructions	Please see series note #3 for information regarding audio-visual records disposition instructions.
0900-06BB	0900 Series Bucket — General Administration and Management	BB. <u>JS Audiovisual Records</u> — Official record copy still photographs, graphic arts, video recordings, and motion pictures of a permanent nature maintained by JS activities.	Temp	Please see series note #3 for information regarding audio-visual records disposition instructions.	See Disposition Instructions	Please see series note #3 for information regarding audio-visual records disposition instructions.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
0900-08	0900 Series Bucket — General Administration and Management	<p>Personal Papers (non-official/non-record) Unclassified CJCS/Combatant Commander's personal and private correspondence, including copies of speeches, statements, and testimonies. (<i>speeches, statements, and testimonies will be filed in both official and personal files</i>). Records include, but are not limited to:</p> <p>Personal Papers. Unofficial personal and private papers, diaries, logs, handwritten notes, verbatim transcripts of conversations, reference books, and other personal items from private sources—provided all official information has been incorporated in memorandums for record and placed in the appropriate official file identified as wholly unofficial in nature and filed in clearly designated files separately from the official records of an office. (Note: Any material, regardless of how categorized by the user, that addresses the conduct of official business is an official record of the JS/CCMD and is subject to disposition under Federal law and the provisions of this schedule. See paragraph 7 of Enclosure A to Volume I of this manual for examples of materials that are prohibited from removal from the JS/CCMD offices).</p>	Temp	Upon departure	Upon departure	Until departed

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1000 SERIES BUCKET SCHEDULE

Information Technology (IT) Procurement, Planning, Operations, and Management

This schedule provides disposition authorization for files created and maintained for the procurement, planning, operations, and management of IT and related services, regardless of the physical form or characteristics of the files, whether retained on paper, in microform, or in electronic form for the JS and CCMDs. This includes IT records relating solely to IT as well those that relate to other agency activities.

Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-01	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	Short-Term Records Short-term records related to IT procurement, planning, operations, and management are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities. These records include, but are not limited to the list below:	Temp	Destroy/delete 6 months after cutoff	Every 6 months	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB
1000-01A	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	A. <u>Temporary Input/Output Files</u> — Output records retained by IT service and support units, consisting of: extract, summary, and aggregate data files derived from a database in cases where it is possible to regenerate the extract, summary, or aggregate from the database, and copies of output reports produced for clients maintained by any JS/CCMD activity.	Temp	Destroy/delete 6 months after cutoff	Every 6 months	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-02	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	Working Papers & Office Administrative Records Working papers and office administrative records related to IT procurement, planning, operations, and management are records that document routine administrative and organizational decisions, actions, and processes of the JS and CCMDs. Records include, but are not limited to the below list:				
1000-02A	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	A. <u>IT Policy and Direction Files</u> — Files relating to the development and issuance of policies and directives for all aspects of the management of IT and related assets and services, excluding IT policies and directives maintained in other files, such as a general directives system maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
1000-02B	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	B. <u>Management of IT Organizations and Projects: IT Planning Files</u> — IT long-term plans, operational plans, technological infrastructure plans, and data processing services plans maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-02C	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	C. <u>Management of IT Organizations and Projects: IT Planning Files</u> — IT capital planning and investment management files documenting the agency's process for maximizing the value and assessing and managing the risks of acquisitions of IT infrastructure, facilities, security, and services, including IT investment management records in the offices of the Chief Information Officer or other official or body charged with reviewing and approving IT investments, excluding IT investment management records in program offices that propose IT investments and records maintained for budget, property, expenditure, or cost accounting purposes maintained by any JS/CCMD activity. (Note: See 0600 bucket series and GRS 3 through 8 for IT records maintained for budget, property, expenditure, or cost accounting purposes. For IT investment management records in program offices that propose IT investments, disposition is that of the appropriate related program).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-02D	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	D. <u>Management of IT Organizations and Projects: IT Planning Files</u> — IT project plans for specific initiatives undertaken in accordance with IT long-term plans, operational plans, technological infrastructure plans, and data processing services plans, such as projects for installation, upgrade, or replacement of infrastructure components, including hardware, software, and networks, excluding those limited to an individual IT application that supports a specific program or administrative function maintained by any JS/CCMD activity. (Note: See 1000-02-Q for management files relating to individual IT applications that support specific programs or administrative functions).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
1000-02E	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	E. <u>Resources Requirements Records</u> — Records used to define and track requirements for IT resources, such as hardware, software, and services, that support more than one application, identify and evaluate options, recommend actions, justify acquisitions, and determine criteria for acceptance, consisting of: cases where one or more recommendations for satisfying IT requirements are implemented, maintained by any JS/CCMD activity; cases where the final decision is not to implement recommendations, maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-02F	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	F. <u>IT Procurement Files</u> — Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000, maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
1000-02G	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	G. <u>IT Implementation Files</u> — Records on implementation of IT policies, directives, and plans, including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities maintained by any JS/CCMD activity; files that support multiple applications, including plans and reports concerning installation, migration, conversion, and acceptance of hardware, software, and networks; related models, diagrams, and schematics; data and other files created to test performance; and related technical documentation, consisting of: files for systems or components that are not accepted or accredited, maintained by any JS/CCMD activity; files for systems or components that are accepted or accredited, maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-02H	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	H. <u>IT Facility and Site Management Files</u> — Files identifying IT facilities and sites, consisting of: files concerning implementation of IT facility and site management and support services provided to specific sites, including reviews, site visit reports, trouble reports, service histories, reports of follow-up actions, and related correspondence maintained by any JS/CCMD activity. (Note: See GRS 8 for records of stores or plant accounting and GRS 4 for records of property disposal). (Note: Also, see series note)	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
1000-02I	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	I. <u>Asset and Configuration Management Files</u> — Records identifying or inventorying IT assets, equipment control systems, inventories of network circuits, and building or circuitry diagrams maintained by any JS/CCMD activity; IT hardware maintenance records used to track specific equipment items (by serial number) for maintenance as required by applicable policy maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-02J	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	J. <u>Asset and Configuration Management Files</u> — Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment, consisting of, but not limited to: data and detailed reports on implementation of systems, applications, and modifications; assessments of effectiveness, application sizing, and resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release management; and records of IT maintenance documenting preventative, corrective, adaptive, and perfective (enhancement) maintenance actions including requests for service, work orders, service histories, and related records maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
1000-02K	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	K. <u>Systems and Data Security</u> — Documents identifying IT risks and analyzing their impact, consisting of risk measurements and assessments, actions to mitigate risks, implementation of risk action plans, service test plans, test files, and data maintained by any JS/CCMD activity; user identification, profiles, authorizations, and password files maintained by any JS/CCMD activity; security incident handling, reporting, and follow-up maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-02L	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	L. <u>IT Operations Records</u> — Schedules, consisting of: workload schedules, run reports, run requests, and other records documenting the successful completion of a run and schedules of maintenance and support activities maintained by any JS/CCMD activity; problem reports, user complaints and questions, proposals for changes, and related decision documents maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
1000-02M	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	M. <u>Systems, Services, and Resources Usage and Monitoring</u> — Usage and monitoring data and reports including operations data, such as system event logging, log-in files, system usage files, and audit trails; reports on workload management, incident reports, and audit trails of problems and solutions; and reports on operations including summary computer usage reports, measures of benchmarks, performance indicators and critical success factors, error and exception reports, self-assessments, service delivery monitoring, and management reports; excluding records created under procedures mandated by Office of Management and Budget (OMB) Circular A-123 (Management Accountability and Control Systems) and PL 97-255, the Federal Manager's Financial Integrity Act maintained by any JS/CCMD activity. (Note: See GRS 16 item 14 for records created under OMB Circular A-123 and PL 97-255).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-02N	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	N. <u>IT Resources and Services Financial</u> Records — Service-level agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
1000-02O	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	O. <u>Systems, Services, and Resources Usage and Monitoring</u> — Files relating to managing third-party services including control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance maintained by any JS/CCMD activity; records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing, and other IT services maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
1000-02P	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	P. <u>Customer Service Files</u> — Records relating to providing service and support to customers, including pamphlets, responses to frequently asked questions, and other documents prepared in advance to assist customers; help desk logs and reports and other files relating to customer query and problem response; query monitoring and clearance; customer feedback records; and related trend analysis and reporting maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-02Q	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	Q. <u>Application Development and Implementation</u> — Application development case files, consisting of: records created and used in determining customer needs for applications and in designing, developing, acquiring, or modifying applications, including user requirements and specifications, system or subsystem specifications, system integration documents, application and data deployment strategies, status reports, records documenting acceptance of applications and modifications, and related correspondence maintained by any JS/CCMD activity; installation and testing records for applications maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
1000-02R	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	R. <u>Technical Documentation, Metadata, and Software Necessary to Retain, Access, Retrieve, and Use Electronic Records</u> — Technical documentation of data or related output records or records of action where the data or records are temporary maintained by any JS/CCMD activity; documents defining data quality controls, including source document, input, processing, and output controls maintained by any JS/CCMD activity; application software, consisting of: automated program listing/source code necessary to access, retrieve, use, or maintain electronic records, including program flowcharts, maintenance logs, change notices, and other records documenting modifications to computer programs that support applications maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-02S	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	S. <u>Temporary Input/Output Files</u> — Input records, consisting of: documents and files designed and used solely to create, update, or modify electronic records including non-electronic documents or forms and digital input/source files; files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database; and metadata or reference data such as format, range, or domain specifications that is transferred from a host computer or server to another computer for input, updating, or transaction processing operations maintained by any JS/CCMD activity.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
1000-03	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	Management and Program/Operations Records Management and program/operations records that document the IT procurement, planning, operations, and management program/operations, management processes, and on-going activities of the JS and CCMDs. Records include, but are not limited to the below list:				

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-03A	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	A. <u>Management of IT Organizations and Projects: IT Planning Files</u> — Feasibility studies conducted before the installation of any technology or equipment associated with IT systems, including word processing, copiers, micrographics, and communications, consisting of: studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives to the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system maintained by any JS/CCMD activity as the official record copy; technical support requirements documents used for planning IT support and programming resources to fulfill legal and policy requirements, maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years
1000-03B	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	B. <u>IT Procurement Files</u> — Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to planning, award, administration, receipt, inspection, and payment. Procurement or purchase organization copy and related papers. Transaction dated on or after 3 July 1995 (the effective date of the FAR rule defining simplified acquisition threshold), consisting of: transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000 maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-03C	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	C. <u>Compliance/Measurement Records</u> — Records on impact and compliance with IT policies, directives, and plans, including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities, excluding audit files of the agency's IG, consisting of: performance measurements and benchmarks, audits and management reviews, certifications and accreditations, quality assurance reviews and reports, reports on implementation of plans, effectiveness evaluations, compliance reviews, and data measuring or estimating impact and compliance maintained by any JS/CCMD activity.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years
1000-03D	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	D. <u>IT Reports</u> — ITMRA annual report, consisting of: reports relating to responding to ITMRA requirements maintained by any JS/CCMD activity as the official record copy; Information Resource Management (IRM) Triennial Review File, consisting of: reports required by the General Services Administration concerning reviews of IRM practices, including associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports maintained by any JS/CCMD activity as the official record copy; IT correspondence file, consisting of: correspondence, reports, and other records that relate to JS/CCMD IT activities, maintained by any JS/CCMD activity.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-04	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	Permanent Mission and Function Records Permanent Mission and Function records related to IT procurement, planning, operations, and management that document policies, plans, procedures, and significant activities of the JS and CCMDs that have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to the list below:				
1000-04A	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	A. Data systems specifications, file specifications, data and process models, data dictionaries, codebooks, record layouts, user guides, output specifications, and other technical documentation supporting retrieval, access, use, or interpretation of the data including processing specifications for input, updating, retrieval, output, interpretation, and data conversion, consisting of: technical documentation of data or related output records or records of action where the data or records are permanent maintained by any JS/CCMD activity.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-05	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	Non-Record Materials Non-Record material maintained by any activity is for reference purposes only. Listed below are non-record numbers from the previous edition of CJCSM 5760.01A, Vol II: 1001-02 1004-03 1019-05 1002-07	Temp	Destroy when no longer needed for reference, or 6 months whichever comes sooner.	Every 6 mos.	6 mos. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
1000-06	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	Record Exceptions Exceptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions. The below list contains descriptions and dispositions that are authorized by the previous CJCSM 5760.01A, Vol. II and are still in effect.				
1000-06A	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	A. Management of IT Organizations and Projects: IT Planning Files — IT requirements documents, consisting of: requests for support, equipment, systems, software, etc., such as CSRD or like documents maintained by the JS/CCMD as the official record copy.	Temp	Superseded or obsolete.	Superseded/Obsolete	Superseded or obsolete.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-06B	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	B. <u>Asset and Configuration Management Files</u> — IT maintenance procedures, consisting of: library systems and back-up maintenance documents including disaster recovery maintained by any JS/CCMD activity.	Temp	Superseded or obsolete.	Superseded / Obsolete	Superseded or obsolete.
1000-06C	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	C. <u>Asset and Configuration Management Files</u> — IT software maintenance records used to track software packages maintenance as required by applicable policy, maintained by any JS/CCMD activity.	Temp	Retain for life of software.	See Disposition Instructions	Retain for life of software.
1000-06D	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	D. <u>Systems and Data Security</u> — Security backup records (e.g., magnetic tapes, CD-ROMs, diskettes), consisting of: files identical to records scheduled for transfer to NARA maintained by any JS/CCMD activity.	Temp	Destroy/delete or reuse when the identical records have been transferred to NARA and successfully copied, or when replaced by a subsequent security backup file.	Transferred / Copied / Replaced	Destroy/delete or reuse when the identical records have been transferred to NARA and successfully copied, or when replaced by a subsequent security backup file.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1000-06E	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	E. <u>Systems and Data Security</u> — Files identical to records authorized for disposal in a NARA-approved records schedule, maintained by any JS/CCMD activity.	Temp	Destroy/delete or reuse when the identical records have been deleted, or when replaced by a subsequent security backup file.	Deleted/ Replaced	Destroy/delete or reuse when the identical records have been deleted, or when replaced by a subsequent security backup file.
1000-06F	1000 Series Bucket — InfoTech (IT) Procurement, Planning, Operations, and Management	F. <u>Work Files and Intermediate files</u> — Created in the production or use of other electronic records for the sole purpose of enabling, supporting, or facilitating the use of the other electronic records; for example, work files, valid transaction files, and print files maintained by any JS/CCMD activity.	Temp	Destroy/delete on termination of the process in which the intermediate file is created or used.	Termination	Destroy/delete on termination of the process in which the intermediate file is created or used.

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1100 SERIES BUCKET SCHEDULE						
Medical						
This schedule provides disposition authorization for records that pertain to medical functions of the Joint Staff and Combatant Commands. Records cover, but are not limited to, areas such as medical doctrine, strategic plans, logistics support, operational support planning, and exercises/operations. Other records include general medical administration, preventative medicine, force health protection, aeromedical evacuation, family advocacy, substance abuse, mental health, and military and civilian health and medical records.						
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1100-01	1100 Series Bucket — Medical	Short-term Records Short-term records related to the Medical Series are records that have minimal or no documentary or evidential value. Examples are: routine requests for information or publications and copies of replies that require no administrative action, no policy decision, and no special compilation or research for reply; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, other scheduling related activities.	Temp	Destroy/Delete 6 months after cutoff.	Every 6 months.	6 months. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
1100-02	1100 Series Bucket — Medical	Working Papers & Office Administrative Records Working papers and office administrative records related to the Medical Series that document routine administrative and organizational decisions, actions, and processes of the JS and CCMDs.				
1100-02A	1100 Series Bucket — Medical	A. <u>General Medical Administration</u> — Correspondence and memorandums.	Temp	Destroy/delete 3 years after cutoff.	FY	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1100-02B	1100 Series Bucket — Medical	B. <u>Family Advocacy Case Records</u> — Consisting of unsubstantiated cases/did not occur, maintained by any JS/CCMD activity as the official record copy. (Note: During retention period, if there is a new report on the same family within days or weeks, the record may be used to provide demographic and assessment information about the family so that the family need not be reassessed). (Also, See Series Note).	Temp	Destroy/delete 3 years after cutoff.	FY	3 years
1100-03	1100 Series Bucket — Medical	Management and Program/Operations Records Management and program/operations records that document the medical program/operations, management processes, and on-going activities of the JS and CCMDs. These records include, but are not limited to the list below:				
1100-03A	1100 Series Bucket — Medical	A. <u>Preventative Medicine Matters</u> — Files relating to routine and administrative activities and events.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years
1100-03B	1100 Series Bucket — Medical	B. <u>Medical Logistic Support</u> — Files relating to routine and administrative activities and events.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1100-03C	1100 Series Bucket — Medical	C. <u>Medical Doctrine</u> — Force health routine and administrative files.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years
1100-03D	1100 Series Bucket — Medical	D. <u>Medical Strategic Plans</u> — Files relating to routine and administrative activities and events.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years
1100-03E	1100 Series Bucket — Medical	E. <u>Medical Operational Support Planning</u> — Files relating to routine and administrative activities and events.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years
1100-03F	1100 Series Bucket — Medical	F. <u>Force Health Protection (FHP)</u> — Files relating to routine and administrative file.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1100-03G	1100 Series Bucket — Medical	G. <u>Aeromedical Evacuation Records</u> — Files relating to operational activities and events involving aeromedical evacuation; files relating to routine and administrative activities and events.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years
1100-03H	1100 Series Bucket — Medical	H. <u>Medical Exercise Operations</u> — Files relating to operational activities and events; files relating to routine and administrative activities and events.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years
1100-03I	1100 Series Bucket — Medical	I. <u>Medical, Statistical, and Related Reports</u> — Special studies and reports that have no substantive value, which are maintained by any JS/CCMD activity as the official record copy.	Temp	Destroy/Delete no less than 7 years and no more than 10 years after cutoff.	FY	7 - 10 years
1100-04	1100 Series Bucket Medical	Permanent Mission and Function Records Permanent mission and function records related to the Medical Series that document policies, plans, procedures, and significant activities of the JS and CCMDs, which have permanent historical value. These records document key actions, decisions, functions, and operations relating to the mission of the organization. Records include, but are not limited to the list below:				

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1100-04A	1100 Series Bucket — Medical	A. <u>Preventive Medicine Matters</u> — Policies, procedures, and guidance relating to preventive medicine matters; files relating to oversight and assessments, including correspondence, staff papers, reports, and similar documents governing general health, immunization policy, anthrax tracking programs, and biological/chemical defense.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review..	FY	25 years
1100-04B	1100 Series Bucket — Medical	B. <u>Medical Logistic Support</u> — Policies, procedures, and guidance relating to medical logistic support, including publications, directives, instructions, and similar documents governing medical logistics support; files relating to oversight and assessments.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
1100-04C	1100 Series Bucket — Medical	C. <u>Medical Doctrine</u> — Policies, procedures, and guidance: consisting of publications, directives, instructions, and similar documents governing the formulation of medical doctrine; files relating to oversight and assessments relating to medical doctrine. Maintained by any Joint Staff/Combatant Command as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1100-04D	1100 Series Bucket — Medical	D. <u>Medical Strategic Plans</u> — Records relating to formulation of medical strategic plans: consisting of correspondence, reports, directives, briefings, studies, and other documents related to readiness, training, and wartime requirements, maintained by the Joint Staff/Combatant Command as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
1100-04E	1100 Series Bucket — Medical	E. <u>Medical Operational Support Planning</u> — Records relating to the formulation of medical operational support planning: consisting of correspondence, reports, directives, briefings, studies and other documents relating to the development of OPLANs and CONPLANs, maintained by the JS/CCMD as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
1100-04F	1100 Series Bucket — Medical	F. <u>Force Health Protection</u> — Records relating to the development of the FHP Communication Plan including correspondence, reports, directives, briefings, studies, and other documents maintained by the Joint Staff/Combatant Command as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1100-04G	1100 Series Bucket — Medical	G. <u>Aeromedical Evacuation Records</u> — Files relating to oversight of aeromedical evacuation including correspondence, staff papers, reports, and similar documents.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
1100-04H	1100 Series Bucket — Medical	H. <u>Medical Exercise Operations</u> — Files relating to policies, procedures, guidance, oversight, and assessments relating to medical exercises and operations, e.g., MEDFLAG, JTF NOBLE ANVIL. Maintained by the Joint Staff/Combatant Command as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years
1100-04I	1100 Series Bucket — Medical	I. <u>Medical, Statistical and Related Reports</u> — Special studies and reports that have substantive value, maintained by the Joint Staff/Combatant Command as the official record copy.	Perm	Transfer paper records to the National Archives 25 years after cutoff, after declassification review.	FY	25 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1100-05	1100 Series Bucket — Medical	Non-Record Materials Non-Record material maintained by any activity is for reference purposes only. Listed below are non-record numbers from the previous edition of CJCSM 5760.01A, Vol II: 1101-03 1106-03 1102-04 0109-05 1104-03 1107-03 0103-04 1105-03 1110-03 0108-04	Temp	Destroy when no longer needed for reference, or 6 months whichever comes sooner.	Every 6 mos.	6 mos. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.
1100-06	1100 Series Bucket — Medical	Record Exceptions Exemptions are for records that do not fall under the 6 months, 3 year, 7-10 years, or Permanent dispositions as listed below:				
1100-06A	1100 Series Bucket — Medical	A. <u>General Medical Administration</u> — Directives and guides relating to the administration of medical activities.	Temp	Superseded or obsolete.		Superseded or obsolete.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1100-06B	1100 Series Bucket — Medical	B. <u>Military Personnel Health Records</u> — Active Duty/Reserve military personnel health records held by JS/CCMD activities.	Temp	Return to individual/Service and apply appropriate Service disposition schedule.	See Disposition Instructions	Return to individual/Service and apply appropriate Service disposition schedule.
1100-06C	1100 Series Bucket — Medical	C. <u>Civilian Employee Medical Records</u> — Employee Medical Folder Information reflecting outpatient medical care and treatment furnished to individual civilian employees.	Temp	OPM is the authorized custodian of these records. Transfer and destroy these records in accordance with OPM instructions and GRS 1 item 21; reassigned employees: forward file to treatment facility of record upon request; separated or retired individuals: transfer records to servicing Civilian Personnel Office for retirement in accordance with OPM instructions and GRS 1 item 21.	See Disposition Instructions	OPM is the authorized custodian of these records. Transfer and destroy these records in accordance with OPM instructions and GRS 1 item 21; reassigned employees: forward file to treatment facility of record upon request; separated or retired individuals: transfer records to servicing Civilian Personnel Office for retirement in accordance with OPM instructions and GRS 1 item 21.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1100-06D	1100 Series Bucket — Medical	D. <u>Family Advocacy Case Records</u> — Family advocacy case records, consisting of substantiated cases and unsubstantiated-unresolved cases. (Note: Unsubstantiated-unresolved cases may be transferred to social work services or other mental health treatment or continued as a voluntary at-risk case, or they may be used in combination with other unsubstantiated- unresolved reports to create sufficient information for a substantiated report). (Note: See Series Note).	Temp	Cutoff when case review committee determination is made or when treatment ends, hold 2 years, then transfer to NPRC (MPR), 9700 Page Blvd., St. Louis, MO 63132. Destroy/delete as a family group 25 years after cutoff.	Determination	Cutoff when case review committee determination is made or when treatment ends, hold 2 years, then transfer to NPRC (MPR), 9700 Page Blvd., St. Louis, MO 63132. Destroy/delete as a family group 25 years after cutoff.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1100-06E	1100 Series Bucket — Medical	E. Substance Abuse Records — Information relating to rehabilitation of participants in the Alcohol and Drug Abuse Prevention and Control Program. Included are results of biochemical urine analysis and other tests, individualized treatment plans, observations of patient's behavior, progress during treatment, documentation by physician and other clinical personnel, and discharge disposition.	Temp	Cutoff when case is closed or when a minor child reaches 23 years of age, hold 5 years, then destroy/delete.	Closed	Cutoff when case is closed or when a minor child reaches 23 years of age, hold 5 years, then destroy/delete.
1100-06F	1100 Series Bucket — Medical	F. Mental Health Records — Information relating to conducting psychological evaluations of individuals and other consultations relating to mental health services, including social work case records (information relating to interviews of patients and appropriate individuals to assist in the adjustment of the patient and in the evaluation of personal and social data for diagnosis and treatment).	Temp	Cutoff at the end of year in which case is closed or when a minor child reaches 23 years of age, hold 5 years, then destroy/delete.	FY	Cutoff at the end of year in which case is closed or when a minor child reaches 23 years of age, hold 5 years, then destroy/delete.

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1200 SERIES BUCKET SCHEDULE
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1300 SERIES BUCKET SCHEDULE

Academic Affairs

This schedule provides disposition authorization for records that pertain to the National Defense University Academic Affairs records. The records series items described here are available for use by any JS or CCMD activity that operates as a school or university or for the purposes of education. Records include, but are not limited to, school accreditations, academic program administrative records, class schedules, training, curriculum, master course catalogs and commencement booklets, applications for graduation, and official student academic records.

For the purposes of this schedule, "Academic Year" is defined as the time period when school is in session and generally lasts from 1 July - 30 June in any given cycle.

Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instruction	Retention Period
1300-01-A	1300 Series Bucket — Academic Affairs	Short-Term Records Short-term records include records of requests for official transcripts fulfilled by the University Registrar's Office.	Temp	Destroy when no longer needed or 6 months whichever comes sooner for business use, or according to an agency predetermined time period or business rule.	Every 6 mos.	6 mos. NOTE: For retention longer than 1 yr it must be justified and submitted to the JS IMD/RRB.

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1300-02-A	1300 Series Bucket — Academic Affairs	Foreign Student Education Credential Verifications. Records include, but are not limited to, evaluations of academic credentials from all countries of the world. The evaluations are provided by an independent agency outside the University and the information provided on the final evaluations may contain Personal Identifying Information (PII).	Temp	Cutoff at end of academic year, destroy 3 years after cutoff.	End of academic year.	3 years
1300-02-B	1300 Series Bucket — Academic Affairs	Academic Action Authorizations. Records include, but are not limited to, authorizations to change the student database (communicated via formal correspondence) which include email or memorandums requesting changes to the University Student Information System. Examples include course changes e.g., Dropping, Adding, Auditing courses, and grade appeals.	Temp	Cutoff at end of academic year, destroy 3 years after cutoff.	End of academic year.	3 years
1300-02-C	1300 Series Bucket — Academic Affairs	Academic Advising Records. Records of communication between academic advisor and student. These records document assistance given to students in choosing educational career objectives commensurate with their interests and abilities and in monitoring progress toward these goals. Records include, but are not limited to: --Comprehensive exam results -- Correspondence --Recommendation letters.	Temp	Cutoff at end of academic year, destroy 3 years after cutoff.	End of academic year.	3 years

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Record No	Record No- Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1300-02-D	1300 Series Bucket — Academic Affairs	Non-acceptance Admission Decision Letters. Records of applied students who were not admitted. Records include, but are not limited to: --Notices to students of denied admission --Waitlist --Withdrawals -- Cancellation of admittance Records contain PII and sensitive information.	Temp	Cutoff at end of academic year, destroy 3 years after cutoff.	End of academic year.	3 years
1300-02-E	1300 Series Bucket — Academic Affairs	Student Academic Waivers. Records identifying/ justifying a student's extenuating circumstances which have caused them to lose good academic standing and/or satisfactory academic progress. The University/ College provides the opportunity for a student to request a waiver of these standards. Such a waiver will be granted only if the student's situation is viewed as an exceptional or extraordinary case, meaning, the circumstances preventing the student from meeting the requirements were highly unusual and most probably out of the student's control. The student must be an otherwise serious and successful student. Records include, but are not limited to approvals to meet program requirements with administrative action.	Temp	Cutoff at end of academic year, destroy 3 years after cutoff.	End of academic year.	3 years
1300-02-F	1300 Series Bucket — Academic Affairs	Academic Program Administrative Records. Records of the daily and routine administration of academic programs of the department or college. Records include, but are not limited to: --Registration reports --Add-drop analyses and reports --Course enrollment summaries by class --Graduation summaries --Majors by class level --International activities --Advising notes --Cooperative ventures --Welcome packages --Term class schedules and enrollment reports --Placement information --Convenience copies of reports prepared by admissions, registrar's, and other offices --Memos; working papers; and related documentation and correspondence.	Temp	Cutoff at end of academic year, destroy 3 years after cutoff.	End of academic year.	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instruction	Retention Period
1300-02-G	1300 Series Bucket—Academic Affairs	Training Forms. Records of course material developed, gathered and used in training. Records include, but are not limited to: reference material, outlines, handouts, notes, evaluations, and actual presentations. May include employee registration and rosters. Includes both required and non-required training. Records are organized by Academic Year.	Temp	Cutoff at end of academic year, destroy 3 years after cutoff.	End of academic year.	3 years
1300-02H	1300 Series Bucket—Academic Affairs	Schedule of Classes. Records of formulating class schedules by academic departments for inclusion in the published schedule of classes. Records include, but are not limited to: --Final edition of the schedule of classes --Requests from departments for class offerings --Deviation from schedule forms --Copies of course schedule maintenance forms --Requests for class changes --Working papers and related documentation and correspondence.	Temp	Cutoff at end of academic year, destroy 3 years after cutoff.	End of academic year.	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1300-02-I	1300 Series Bucket — Academic Affairs	Academic Book Order Records. Records of books ordered for courses taught in the department. Records include, but are not limited to: the institution textbook request forms which includes authors, titles, publications, course numbers, and expected enrollment; other forms; and related documentation and correspondence.	Temp	Cutoff at end of academic year, destroy 3 years after cutoff.	End of academic year.	3 years
1300-03-A	1300 Series Bucket — Academic Affairs	Accreditation Documentation. Records/ documentation regarding a college or program's efforts to prepare for accreditation by a relevant educational accreditation body which sets the standards for that particular discipline, including the University's or individual college's formal accreditation by a relevant educational accreditation body (currently Middle States Association of Colleges and Schools (MSCHE) and Process of Accreditation for Joint Education (PAJE)). Also included are remarks prepared by institution officials to respond to the committee's observations and suggestions. Records include, but are not limited to: ---- College/program reports, memos and other correspondence such as statistical, descriptive and evaluative materials necessary to prepare for or maintain accreditation. Materials must have been created specifically for accreditation -----Self-study reports, final report and questions and responses. Final reports are received from study committees of accreditation associations for colleges and universities. Reports reflect suggestions and recommendations concerning an institution's or college's organizational structure and administration, educational programs, financial resources, faculty qualifications, library resources, student body characteristics, physical plant features and vital areas for institutions of higher learning.	Temp	Destroy 10 year(s) after accreditation or when superseded by a new accreditation occurs, whichever is later	After accreditation or when superseded by a new accreditation, whichever is later	10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instruction	Retention Period
1300.03B	1300 Series Bucket — Academic Affairs	Academic Review Board Records. Records include, but are not limited to: Disciplinary Action Records, Written Decisions of Hearings, Correspondence associated with hearings, Notification of hearing letters sent to students, Academic Board Meetings.	Temp	Cutoff at end of academic year, destroy 10 years after cutoff.	End of academic year.	10 years
1300-03-C	1300 Series Bucket — Academic Affairs	Admission Board Review Records. Records of applications for admissions and acceptance decisions. Records include, but are not limited to: application/ nomination packages, recommendations, justifications, final decisions, and admissions offers to students. Records contain PII and sensitive information.	Temp	Cutoff at end of academic year, destroy 10 years after cutoff.	End of academic year.	10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1300-03-D	1300 Series Bucket—Academic Affairs	Course Records. Records of departmental course offerings and individual course contents that are routinely accessed on a daily basis. Records include, but are not limited to: syllabi; course descriptions; course outlines; course summaries; curriculum approval lists; reading lists; course announcements; handout materials; and related documentation and correspondence.	Temp	Cutoff at end of academic year, destroy 10 years after cutoff.	End of academic year.	10 years
1300-03-E	1300 Series Bucket—Academic Affairs	Curriculum Development Documentation. Records of files documenting approval of new programs and degrees. It is the organized preparation of whatever is going to be taught in schools at a given time in a given year. They are made into official documents, as guides for professors, and made obligatory by provincial and territorial departments.	Temp	Cutoff at end of academic year, destroy 10 years after cutoff.	End of academic year.	10 years
1300-03-F	1300 Series Bucket—Academic Affairs	Degree Audit and Application for Graduation Records. Records of student completion of degree requirements. Records include, but are not limited to: work sheets; transcripts; and transfer course evaluations. The series may also include official graduation audit forms that list students' names, colleges, majors, degrees, minors, the course loads taken by the applicants and how the applicants have fulfilled them, grade point averages, and deans' recommendations/ comments and signatures.	Temp	Cutoff at end of academic year, destroy 10 years after cutoff.	End of academic year.	10 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1300-03-G	1300 Series Bucket — Academic Affairs	Student Application/Nomination Packages (Enrolled and Non-Enrolled). Records of Student Nomination Packages (Supporting documents (e.g., Non/endorsement letter, waivers, personal statements, resumes, writing samples, transcripts, privacy act form, education record release, worldwide travel), Direct Entry Packages filed by Academic Year.	Temp	Cutoff at end of academic year, destroy 10 years after cutoff.	End of academic year.	10 years
1300-06-A	1300 Series Bucket — Academic Affairs	Academic - Memorandum of Understanding (MOU). Records of Academic – Memorandum of Understanding (MOU) used to document academic issues of general understanding between two or more parties that do not involve reimbursement.	Temp	Cutoff at end of academic year, destroy 5 years after MOU terminates.	End of academic year	5 years After MOU terminates
Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instructions	Retention Period
1300-06-B	1300 Series Bucket — Academic Affairs	Disciplinary Action Documents. Records of conduct and results of investigations into major student conduct offenses as defined by the university or college, including warnings, sanctions and dismissal, including investigations and disciplinary actions taken pursuant to violations of the University Student Conduct Code resulting in warnings, dismissal or final expulsion. Records include, but are not limited to incident reports, minutes of disciplinary committees, correspondence, recommendations, expulsion notices, and final action records. All of the records in this series are considered sensitive and/or confidential.	Temp	Cutoff at end of academic year, destroy 20 years after cutoff	End of academic year.	20 years
1300-06-C	1300 Series Bucket — Academic Affairs	Academic Warning. Records of Academic Warnings. The purpose of the academic warning is to alert students to improve their academic performance and to introduce students to available academic support. Students placed on academic warning must meet with their academic advisers. This includes, but is not limited to, investigation notes, memos, and hearings regarding notice of academic actions related to academic non-performance deficiency.	Temp	Cutoff at end of academic year, destroy 20 years after cutoff.	End of academic year.	20 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instruction	Retention Period
1300-06-D	1300 Series Bucket — Academic Affairs	Student Disenrollment. Students may be disenrolled if they fail to meet personal conduct and academic achievement standards. Disenrollment may terminate any future enrollment. Records may include, but are not limited to, notice of academic action related to academic non performance, violations of academic integrity, ethics violations, and other violations of University Code of Student Conduct, hearings notes, memos, and correspondence. Penalties of student disenrollment (suspension, expulsion, denial or revocation of degree, and/or withdrawal of diploma) are retained on a temporary basis.	Temp	Cutoff at end of academic year, destroy 20 years after cutoff.	End of academic year.	20 years
1300-06-E	1300 Series Bucket — Academic Affairs	Academic Integrity Violations. Records of Academic Integrity Violations. Any "violation of the expectation of academic integrity is academic misconduct." Such misconduct can take many forms, examples are the most common kinds of academic misconduct: cheating, plagiarism, and fabrication. Records may include, but are not limited to, memorandums, investigation notes, correspondence and final actions regarding violations of NDU academic integrity policies.	Temp	Cutoff at end of academic year, destroy 20 years after cutoff.	End of academic year.	20 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instruction	Retention Period
1300-06-F	1300 Series Bucket — Academic Affairs	Academic Surveys. Records of respondents' perceptions and evaluations of the effectiveness of various aspects of the academic program, operations and environment. Records include, but are not limited to: surveys, questionnaires, de-identified respondent data, response data, analytical and summary reports of survey results, recommendations, longitudinal trending data and other documents created in connection with evaluating all aspects of the academic program, operations and environment. Aspects of the academic program, operations and environment may include, but are not limited to: the curriculum, course/program/ institutional outcomes and objectives, student's perception of faculty performance and student and academic support services. Survey participants may include, but are not limited to: students, faculty, staff, graduates, supervisors of graduates, and senior stakeholders.	Temp	Cutoff at end of academic year. Destroy 30 years after cutoff.	End of academic year.	30 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instruction	Retention Period
1300-06-G	1300 Series Bucket—Academic Affairs	Academic Reports. Records of academic reports required by the Joint Staff and NDU's accrediting bodies: Middle States Commission on Higher Education (MSCHE) and the Process for the Accreditation of Joint Education (PAJE). Records include but are not limited to: Size and Composition Reports, Student Composition Reports (enrollment and graduation reports), Annual Report, MSCHE enrollment and self-study reports, and PAJE reports.	Temp	Destroy 75 years after date of report.	End of academic year.	75 years
1300-06-H	1300 Series Bucket—Academic Affairs	Grievance Records. Records of grievances brought forward by students against the institutions which do not result in litigation. Records include but are not limited to: academic issues; student conduct; notices of grievance; informal discussion notes; grievance responses; formal hearing notes (including audio tapes); final summary statements; settlement agreements; appeals documentation; and related records. Portions of these records may be exempt from public disclosure.	Temp	Cutoff at case closure date, destroy 3 years after cutoff.	At case closure date.	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instruction	Retention Period
1300-06-I	1300 Series Bucket—Academic Affairs	Student Evaluations , Exam/Papers. Records of student evaluations, examinations, and papers. Records include, but are not limited to: Graded examinations, papers, and other documentation that are not returned to student. Professor grade books.	Temp	Cutoff at end of academic year, destroy 1 year after cutoff.	End of academic year.	1 year
1300-06-J	1300 Series Bucket—Academic Affairs	Department of State DS 2019 - Certificate of Eligibility for Exchange Visitor (J-1) Status. Records used in the administration of the exchange visitor program. This form permits a prospective exchange visitor to seek an interview at a U.S. embassy or consulate in order to obtain a J visa to enter the United States. The Form DS-2019 identifies the exchange visitor and their designated sponsor and provides a brief description of the exchange visitor's program, including the start and end date, category of exchange, and an estimate of the cost of the exchange program.	Temp	Destroy 3 years after individual Scholar/Research program ends.	After individual Scholar/Research program ends.	3 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instruction	Retention Period
1300-06-K	1300 Series Bucket — Academic Affairs	Student Alumni Records. Records of the activities of an institution or department's alumni and may also provide alumni offices with information on alumni. Records may be used to create a network of support from alumni, primarily through organized alumni groups; to track alumni; to monitor their achievements, activities, and recognitions; to create statistics; to reply to information requests; and to provide information on the accomplishments of previous students. Records include, but are not limited to: --Memberships lists with names, addresses -- Employer names and addresses, and positions -- Promotional materials concerning annual gatherings --Data cards and files for individual alumni --Degree recipient lists --Outstanding alumni lists --Foreign student rosters -- International alumni club records --Notes, memoranda, and related correspondence concerning general alumni affairs.	Temp	Cutoff at end of academic year, destroy 15 years after cutoff.	End of academic year.	15 years
1300-06-L	1300 Series Bucket — Academic Affairs	Official Student Academic Records. Official Student Academic Records. Records may include, but are not limited to, courses, credits, grades, education and enrollment verifications, transcripts, and other pertinent data representing their academic history at an institution.	Temp	Cutoff at end of academic year. Destroy no sooner than 75 year(s) after cutoff but longer retention is authorized.	End of academic year.	75 years

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Record No	Record No-Title	Description	Record Type	Disposition Instructions	Cutoff Instruction	Retention Period
1300-06-M	1300 Series Bucket — Academic Affairs	Master Catalogs/Bulletins/Handbooks. Records which document the University/College official programs and courses, and the policies and procedures governing admittance to and matriculation and enrollment in such programs. Records include, but are not limited to: academic calendar, course descriptions, academic policies and procedures.	Temp	Cutoff at end of academic year. Move master file/product to the historical file located in the University Library 10 years after cutoff or when administratively no longer needed, whichever is earlier. Destroy no sooner than 75 years after cutoff but longer retention is authorized.	End of academic year.	75 years
1300-06-N	1300 Series Bucket — Academic Affairs	Master Commencement Program. Records of commencement activities. Records include, but are not limited to: list of graduates of the University and its ceremony schedule, published for public distribution. May include college or program designation and academic honors.	Temp	Cutoff at end of academic year. Move master file/product to the historical file located in the University Library 10 years after cutoff or when administratively no longer needed, whichever is earlier. Destroy no sooner than 75 years after cutoff but longer retention is authorized.	End of academic year.	75 years

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1400 SERIES BUCKET SCHEDULE
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APPENDIX B TO ENCLOSURE C

SERIES NOTES

1. In 2012, the JS's decision to use a bucket retention schedule came from a need to make the records schedule easier to adapt to records management applications and electronic records in general. Prior schedules had too many retentions to choose from, which complicated the implementation. The notes below apply to the information type and series bucket as indicated in bold.

Action Officer Case Files

(Applies to Series Bucket Schedules: 0000 thru 0300 and 0500 thru 1100).

2. Action Officer Case Files

a. Background materials pertaining to official case files shall be retained IAW 0000 Series Bucket Schedule in Appendix A of this Enclosure.

b. Copies of action officer case files are non-records.

c. Working papers shall be retained IAW the subseries 0900-02, Working Papers and Office Administrative Records.

The below Series Bucket Schedules have additional notes:

3. 0200 SERIES BUCKET SCHEDULE – Personnel/Payroll. If a Privacy Act Notice has been processed, apply applicable Privacy Act Number; if a notice has not been processed, follow JS/CCMD Privacy Act Program procedures to secure one.

4. 0600 SERIES BUCKET SCHEDULE: Logistics, Acquisition, Supply, Services, Budget, and Safety

a. Acquisition Program Management (Applicable to USSOCOM) – 0600-07 – Series Description. Records included in Figure 5 are not limited to the acquisition programs and project management files for specific acquisition and logistics initiatives undertaken by USSOCOM IAW approved acquisition guidelines and authorities (see Appendix A for additional information on this series).

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Examples of Acquisition Program Management Records for USSOCOM					
Acceptance and delivery documents	Acquisition documents	Briefings	Budgetary documents	Contractor evaluation reports	Contracts
Conference documentation	Configuration control documentation	Correspondence	Cost estimates	Design review documents	Drawings
Electronic media	Engineering analyses	Engineering change documentation	Financial documentation	Logistics support analyses and plans	Meeting minutes
Milestone decisions	Owner's manuals	Parts lists and catalogs	Photographs	Presidential budgets	Program reviews and assessments
Requirements documents	Schedules	Security classification guides	Specifications	Statement of work	Studies and analyses
Technical advisories	Technical manuals	Test plans	Test reports	Videos	Warranties

Figure 5. Examples of Acquisition Program Management Records for USSOCOM

b. Exclusions. Policy, procedures, guidance, oversight, and assessment records pertaining to acquisition/procurement programs and activities.

5. 0900 SERIES BUCKET SCHEDULE – General Administration and Management

a. Inspector General Investigation Records – additional description (formerly series 0934). Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, excluding those that result in national media attention, congressional investigation, or substantive agency policy or procedure. Cases relate to agency personnel and programs and operations administered or financed by the agency, including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

b. Freedom of Information Act Requests. Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files. May include the official file copy of the requested record or a copy thereof.

Appendix B
Enclosure C

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c. Audio-Visual Records Disposition. Records including, but not limited to, still photography, graphic arts, video recordings, motion pictures, and audio (sound) recordings shall follow the disposition in the DoD Visual Information Records Schedule (NARA Authority N1-330-08-4). Contact the JS Information Management Division for additional information.

d. Personal Papers (non-official/non-record) 0900-08 – Series Description. Unclassified CJCS/Combatant Commander personal and private correspondence, including copies of speeches, statements, and testimonies. (Speeches, statements, and testimonies will be filed in both official and personal files).

(1) Personal Papers. Unofficial personal and private papers, diaries, logs, handwritten notes, verbatim transcripts of conversations, reference books, and other personal items from private sources—provided all official information has been incorporated in memorandums for record and placed in the appropriate official file identified as wholly unofficial in nature and filed in clearly designated files separately from the official records of an office.

(2) Note: Any material, regardless of how categorized by the user, that addresses the conduct of official business is an official record of the JS/CCMD and is subject to disposition under Federal law and the provisions of this schedule.

6. 1000 SERIES BUCKET SCHEDULE – Information Technology Procurement, Planning, Operations, and Management. IT facility and site management files, including only files retained to ensure that buildings and rooms where IT equipment, systems, and storage media are located are properly controlled and operated IAW environmental standards and physical security, excluding records of stores or plant accounting and records of property disposal.

7. 1100 SERIES BUCKET SCHEDULE – Medical – Family Advocacy Case Records. Documents relating to established or suspected cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. Included are DD Form 2404 (Child/Spouse Abuse Incident Report), SF 600 (Chronological Record of Medical Care), case management summary, record of referral, extract of pertinent information from the police report, CID report, and other pertinent investigative reports and supportive data, evaluation of case, record of services and counseling provided, treatment data, and related documents.

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8. 1300 SERIES BUCKET SCHEDULE – Academic Affairs

a. The series items in this bucket schedule have been placed into categories with retentions of 6 months, 3 years, 10 years, and those items that do not fall into any of the above, known as “exceptions.” Exceptions have their own cutoffs and retention information, which may or may not be event-driven.

(1) Category (01) – 6 months or less. Short-term records including requests for official transcripts fulfilled by the university registrar’s office.

(2) Category (02) – 3 years. Records of that document routine administrative and organizational decisions, actions, and processes.

(3) Category (03) – 10 years. Operational and programmatic records of the university/college/school that cover major functions such as, but not limited to, accreditation, curriculum development, degree audit and application for graduation, student application/nomination packages, academic and admission review boards, and master course catalogs and commencement programs. This category covers records that are important to meeting the overall and recurring academic needs of the university/college/school.

(4) Category (06) – Exceptions. Records that begin their dispositioning period based on an event, rather than a set duration (e.g., records of departing personnel or change of administration). For cutoff purposes, these records begin their dispositioning either in the fiscal, calendar, or academic year, depending upon business processes. This category may also contain records that have retentions that are longer than 10 years, but not permanent.

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ENCLOSURE D

REFERENCES

- a. Public Law 113-187, The Presidential and Federal Records Act Amendments of 2014, title 44, U.S. Code, chapters 21, 29, 31, 33
- b. title 36, CFR, chapter XII, sub-chapter B
- c. NARA Bulletin 2013- 02, “Guidance on a New Approach to Managing Email Records”
- d. CJCSM 5760.01B, Vol I, 7 June 2024, “Joint Staff and Combatant Command Records and Information Management Manual: Volume I – Procedures”
- e. DoDM 8180.01, 4 August 2023, “Information Technology Planning for Electronic Records Management”
- f. Title 18, U.S. Code, sections 101 and 2071

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