

SERIES 1800

PERSONNEL AND READINESS

1800. PERSONNEL AND READINESS

(NC1-330-77-10, except where otherwise noted, e.g., citations pertaining to Common Mission Files (103. series), which were approved under NC1-330-92-1, or to items listed in a GRS. NB: These files were previously listed under the 600. series.)

Functional files of the OSD on personnel and readiness with specific responsibilities for developing DoD personnel policies and legislative proposals. This does not include the custody or control of personnel records of individuals assigned to the OSD. Files described herein may be further subdivided depending upon volume by use of decimal suffix. For example: 1801-08.1. through 1801-08.15. Unless otherwise indicated, records returned to the WNRC shall be offered to NARA when 30 years old.

1801-01. - 1801.10. Reserved ( 103., Common Mission Files.)

1801-11. Under Secretary of Defense (USD) Weekly Activity Reports. Internal communications between the Deputy Assistant Secretaries of Defense (DASDs) and/or Division Directors and ASD and/or Principal Deputy Assistant Secretary of Defense (PDASD).

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as prescribed for papers filed in accordance with series 103-08.3.

1802. CIVILIAN PERSONNEL POLICY AND/OR EQUAL OPPORTUNITY

1802-01. Personnel Management Files. These files consist of:

1802-01.1. Copies of OPM regulations and Executive Orders (EOs) governing administration of civilian employees.

1802-01.2. Civilian personnel management policy documents prescribing broad policy for DoD civilian personnel.

1802-01.3. Policy documents on overseas civilian employment, length of tour, placement, employment of aliens, reviews of program administration and consolidation for changes to meet local conditions.

Disposition: a. Cut off policy documents and retire to the WNRC when superseded or obsolete, as prescribed for papers filed in accordance with series 103-01. b. Destroy regulations and EOs when superseded, obsolete, or no longer needed for reference

purposes, as prescribed for papers filed in accordance with series 102-01. c. Correspondence and other papers of a routine nature, destroy when superseded, obsolete, or no longer needed for reference, as prescribed for materials maintain in accordance with series 103-08.3.

1802-02. Labor Management Relations Files

1802-02.1. General statements of policy or guidance.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1802-02.2. Documents relating to the review of collective bargaining agreements between labor organizations and the DoD Components that are reviewed at the DoD level. Labor arbitration general and case files.

Disposition: a. Collective bargaining agreements - office negotiating agreements, destroy 5 years after expiration of agreement; other offices, destroy when superseded or obsolete. b. Labor arbitration general and case files, destroy 5 years after final resolution of the case. GRS 1, Item 28.

1802-02.3. Documents on the granting of national consultation rights to labor organizations.

Disposition: Permanent. Retire to WNRC 5 years after termination (NC1-330-77-10).

1802-03. Compensation and Position Management. Documents that allot spaces for top-level scientific, professional and executive personnel and standards that ensure effective use of such spaces. Documents approving salaries, wages, fringe benefits, and such pay policies as appropriate for DoD employees. Includes directives and statistics.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for records maintained in accordance with series 103-01.

1802-04. Staffing Policies and Programs. Directives promulgating policy on merit promotion, re-employment rights, and overseas return placement. Documents that provide guidance on accessions placement, transfer, or separation as a result of base closures, consolidations, and/or reductions. Administrative papers of the DoD programs for stability of civilian employment and associated automated placement programs; broad policy and educational institutions.

Disposition: Permanent. Cut off and transfer to the WNRC when superseded or obsolete, as prescribed for materials maintained in accordance with series 103-01.

1802-05. Employee Training and Career Development. Documents establishing policies and standards governing the administration of civilian employee training

programs and career development.

Disposition: Permanent. Cut off and transfer to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1802-06. Technical Staff-DoD Wage Fixing Authority. Documents that approve salaries, wages, premium pay, allowances and differentials, and such other pay policies as appropriate for DoD employees paid from appropriated funds.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1802-07. Technical Staff-DoD Nonappropriated Funds. Documents that approve salaries, wages, premium pay, allowances and differentials, and such other pay policies as appropriate for Department of Defense employees paid from nonappropriated funds.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1802-08. Equal Opportunity - Civilian. Policy on equal opportunity and affirmative action programs. Annual reports from the Services on attainment of affirmative action goals. Policy on compliance requirements, and sanctions if necessary to promote employment and minority business enterprise program. Employment of minorities and women; policies and directives. Liaison with other Government Agencies and with the Labor Department on training programs.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1802-09. Equal Opportunity - Military. This file consists of policy on equal opportunity in the Military Service, compliance monitoring of Services' programs, and reports on the subject. Also policy on off-base housing nondiscrimination, semiannual reports from the Services on number of facilities surveyed, numbers of complaints, etc., and policy on nondiscrimination of federally assisted programs such as with educational institutes - Defense Equal Opportunity Management Institute, establishing and managing the program; charter, correspondence, membership, minutes of the Defense Human Relations Education Board, and statistics on program progress representing percentages of minorities and women by rank or grade and analysis of the data to measure program progress.

Disposition: a. Policy matters are permanent. Cut off and retire to the WNRC when obsolete or superseded, as prescribed for papers maintained in accordance with series 103-01. b. Committee-type files are permanent. Cut off when no longer needed for current operations and retire to the WNRC 5 years after cut off, or when the committee is abolished, as prescribed for records maintained in accordance with series 103-06.

1803. MILITARY MANPOWER AND PERSONNEL POLICY

1803-01. Compensation Administration. Policy determinations regarding all basic compensation issues, basic allowance for housing and basic allowance for subsistence issues, taxes, retirement, and survivor benefits.

1803-01.1. Basic compensation policy issues. Policy determinations with respect to basic pay benefits, special and incentive pays, basic allowance for housing and basic allowance for subsistence, travel and transportation allowances. Compensation studies, programs, Joint Federal Travel Regulations (JFTR) trip reports, minutes of compensation-related committees.

Disposition: a. Policy papers are permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for papers maintained in accordance with series 103-01. b. Committee-type records are permanent. Cut off when no longer needed for current operations and retire to the WNRC 5 years after cut off, or when the committee is abolished, as prescribed for records maintained in accordance with series 103-06.

1803-01.2. Armed Forces Tax Council and Military Taxation Program (was 607-03). Procedures, actions recommended, minutes, and other administrative matters concerning the Armed Forces Tax council (DoD Directive 5124.3). Policy determinations regarding problems associated with military taxation (Federal, State, local, and foreign). Also, policy directives, studies and recommended alterations to current programs, and initiations of and responses to proposed legislation.

Disposition: a. Policy matters are permanent. Retire to the WNRC when superseded or obsolete, as prescribed for papers maintained in accordance with series 103-01. b. Committee-type records are permanent. Cut off when no longer needed for current operations and retire to the WNRC 5 years after cut off, or when the committee is abolished, as prescribed for records maintained in accordance with series 103-06.

1803-01.3. Retirement and Survivor Benefits. Policy reviews provided for standardization and uniformity in implementing laws pertaining to retirement and survivor entitlement (including former spouse matters) and interactions with social security and payments from the Department of Veterans Affairs. Also, policy directives, studies and recommended alterations to current programs, and initiations of proposed legislation.

Disposition: a. Policy matters are permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for papers maintained in accordance with series 103-01. b. Instructional-type materials are permanent. Cut off annually or when superseded or obsolete, as reference needs require, and retire to the WNRC, as prescribed for materials maintained in accordance with series 103-02. ( 213. for disposition of master copies of DoD issuances that Personnel and Readiness is the OPR.)

1803-02. Defense Advisory Committee on Women in the Services (DACOWITS). Charter, correspondence, minutes, recommendations of the DACOWITS, which advises and assists the SecDef on policies that pertain to women in the military. The committee consists of civilian men and women appointed by the Secretary. The members conduct installation visits throughout the year. The members meet at formal conferences and committee recommendations and requests for information are forwarded to the SecDef at that time.

Disposition: Permanent. Cut off when no longer needed for current operations and retire to the WNRC 5 years after cut off, as prescribed for papers maintained in accordance with series 103-06.

1803-03. Officer and Enlisted Management Systems

1803-03.1. Policy matters on military personnel management systems including grade and rank distribution.

1803-03.2. Analyses of monthly reports, proposed legislation on distribution, Service justifications for distribution of thumb rules. Establishment of grade ratio in certain occupational areas. Procedures in processing all temporary promotion lists.

1803-03.3. Validation of Flag and general officer positions (officers O7 and above).

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for papers maintained in accordance with series 103-01.

1803-03.4. Detail action files. Case files relating to detail actions on individual military members and civilian employees.

Disposition: Destroy when 5 years old, as prescribed for personnel-type documents maintained in accordance with series 202-01.2.

1803-04. Personal Commercial Affairs. Policy on life and motor vehicle insurance. Studies that lead to policy directives, consideration of possible legislative changes, etc. Policies on operation of credit unions such as the Pentagon Federal Credit Union. Documents on consumer protection activities and assistance to the Military Services.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for records maintained in accordance with series 103-01.

1803-05. Personnel Activities and Facilities. Policies that determine the establishment, continuation and operation of commissary stores; where authorized, surcharges, etc. Policy and coordination with the House Armed Services Committee governing the operation and directives of military exchanges. Policies on the operation of open messes (clubs) and special service activities such as athletic facilities.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1803-06. Personnel Administration. This file consists of policy documents on awards and decorations such as the Joint Service Commendation Medal, Vietnam Service Medal, and others of a joint Service nature; processing of Medal of Honor Awards; policy on foreign awards, trophies and similar devices of recognition. Also contains morale and recreation documents, coordination with the USO, and policy on utilization of military personnel in such activities; policy on duty tour length of military and dependents, CONUS and for each area overseas or specific Agencies or activities such as attached duty; policy on a uniform standard leave and/or liberty pass; advance, excess convalescent, retirement leaves and for special leaves such as after hazardous duty, long holidays, etc. Also includes policy prescribing a uniform report of casualties and assistance to next-of-kin programs; policy and administrative matters concerning the Fleet and Army post offices; documents which coordinate POW and/or MIA activities; and liaison with interested citizen groups, reports to Congress, and similar data.

Disposition: a. Cut off and retire policy papers to the WNRC when obsolete or superseded, as prescribed for papers maintained in accordance with series 103-01. b. Documents relating to the processing of MOH are permanent. Cut off and retire to the WNRC when 5 years old. c. Correspondence with citizen groups such as the USO, cut off after 3 years, retire to the WNRC; destroy when 30 years old. d. Documents on POW and/or MIA activities and reports to Congress on this subject are permanent. Retire to the WNRC when 10 years old. e. Reference papers may be destroyed when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-08.3.

1803-07. Armed Forces Chaplain's Board Files. Contains policy documents, charter, general correspondence, directives, advisory group membership and meeting minutes, board minutes, coordination with civilian churches on chaplain matters, and other such matters of mutual interest.

Disposition: Permanent. Cut off when no longer needed for current operations. Retire to the WNRC 5 years after cut off or when the committee is abolished, as prescribed for documents maintained in accordance with series 103-06.

#### 1804. MANPOWER, RESEARCH, AND UTILIZATION

1804-01. Procurement Policy. Policies on Service-wide and retention programs; policies establishing Military Entrance Processing Stations (MEPS); reports on rejections after reporting; procedures on placement of Selective Service calls, induction quotas and other information. Also includes policy regarding mobilization of the Standby Reserve; regulations on deferments and reference material on the Selective Service System (SSS).

Disposition: a. Cut off and retire policy documents to the WNRC when superseded or obsolete, as prescribed for papers maintained in accordance with series 103-01. b. Consolidation of rejection reports are permanent. Retire to the WNRC when no longer required; individual rejection reports, destroy when 1 year old. c. Destroy SSS reference information when no longer needed, as prescribed for documents maintained in accordance with series 103-08.3.

1805. AUTOMATED DATA PROCESSING FILES (PERSONNEL AND READINESS)

1805-01. Annual Inventory of Commercial or Industrial Activities. This is a magnetic tape file of the cost of such services performed in the Department of Defense and the amount contracted for from non-DoD activities.

Disposition: Scratch tapes and destroy hardcopy output when no longer needed for reference.

1805-02. Reserve Components Master History File. A magnetic tape file recording the strength of U.S. National Guard and RCs, as well as individual statistics such as education level.

Disposition: a. Hardcopy monthly output, "Official Guard and Reserve Manpower Strength and Statistics," is permanent. Retire one copy of each report to the WNRC when no longer needed for reference purposes. b. Microfiche of monthly computer output, destroy when no longer required for reference. c. Mag tapes, scratch when no longer required for statistical studies and after the next regular update.

1805-03. Retirees Personnel Master File and Survivor Beneficiaries Master File. This is a data bank of all retired personnel input on IT tape from each Military Service finance center. The master file is recreated annually, the name and social security numbers stripped and the data used for actuary studies in the OSD.

Disposition: Retain master tape for 4 years, then scratch for reuse.

1805-04. Defense Enrollment/Eligibility Reporting System (DEERS). DEERS (also known as the Defense Eligibility Reporting System (DERS)) is a centralized personnel data system used to provide timely and accurate information on those persons eligible for prescribed medical, dental, life insurance, GI bill benefits and entitlements, and to prevent and detect fraud and abuse in the distribution of such benefits and entitlements. Records are maintained two years online after termination of eligibility. Includes DoD active duty and retired officers and enlisted personnel, members of reserve and guard components, and all civilian employees and retirees. Included are: DEERS master file, codebooks, record layouts, and other technical information required to use the database.

Disposition: Cut off (take a snapshot) at end of FY and transfer to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234. (N1-330-03-01)

1805-05. Defense Outreach Referral System (DORS). Information used to provide prospective employers with a centralized system for locating potential employees DORS database contains records of current and former Defense military and civilian personnel and their spouses; U.S. Coast Guard personnel and their spouses; and participating Federal departments' and/or agencies' civilian employees and their spouses who have applied to take part in this job placement program.

Disposition: Delete when 5 years old or when no longer needed for operational purposes, whichever is later. (N1-330-03-01)

1805-06. Joint Duty Assignment Management Information System. Information used to monitor Joint Duty Assignment positions and personnel, and to report to congress. Database which contains records of all active duty officers who are serving or have served in billets designated as joint duty assignment positions; are attending or have completed joint professional military education schools; are joint specialty officers or nominees.

Disposition: Delete when 5 years old or when no longer needed for operational purposes, whichever is later. (N1-330-03-01)

1805-07. Federal Credit Agency Debt Collection Database. Information used to assist and implement debt collection efforts by Federal creditor agencies. Database contains records of individuals identified by Federal creditor agencies as delinquent in repayment of debts owed to the U.S. Government. Includes DoD active duty and retired officers and enlisted personnel, members of reserve and guard components, and all civilian employees and retirees.

Disposition: Delete 6 months after each match cycle. (N1-330-03-01)

1805-08. Reenlistment Eligible (RECRUIT) Files. Information used to assist recruiters in re-enlisting prior service personnel. Database contains records of former enlisted personnel of the military services who separated from active duty since 1971.

Disposition: Destroy/Delete when superseded or when no longer needed for operational purposes, whichever is later. (N1-330-03-01)

1805-09. Survey and Census Database. Records of census forms completed by military members, civilians, and all persons eligible for DoD benefits. Information in this database are used for policy planning purposes, manpower and benefits research, and other manpower research activities, included are: Survey and Census database master file, codebooks, record layouts, and other technical information required to use the database.



Disposition: Permanent. Transfer master file and system documentation to the National Archives in accordance with the standards of 36 CFR 1228.270 and 36 CFR 1234. Cutoff on completion of the report for the DoD office requiring the creation of the report. Documentation submitted must include the completed NA Form 14097 or equivalent, "Technical Description For Transfer of Electronic Records to the National Archives" or same information as requested on the NA Form 14097. (N1-330-03-01)

1805-10. Non-Combatant Evacuation and Repatriation Database. Information used to account for individuals who have been evacuated from emergency situation in foreign countries. Records on all non-combatant evacuees including service members and dependents, DoD and non-DoD employees and dependents, U.S. residents abroad, foreign nationals and corporate employees and dependents. Records on maintain online for 1 year. Included are: Non-Combatant Evacuation and Repatriation database master file, codebooks, record layouts, and other technical information required to use the database.

Disposition: Permanent. Cutoff (take a snapshot) at end of the FY and transfer master file and system documentation to National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234. ( N1-330-03-01)

1805-11. Defense Manpower Data Center Database. Information used to provide a centralized system within the DoD to assess manpower trends, support personnel functions, perform longitudinal statistical analyses, conduct scientific studies or medical follow-up programs and other related studies/analyses. Database contains information on all personnel/employment/pay records of DoD military and civilian employees, all Federal Civil Service employees, and some civilian agencies. Included are: Defense Manpower Data Center database master file, codebooks, record layouts, and other technical information required to use the database.

Disposition: Permanent. Cutoff (take a snapshot) at end of the FY and transfer master file and system documentation to National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234. (N1-330-03-01)

1805-12. Defense Incident-Based Reporting System (DIBRS). Information used to satisfy statutory and regulatory requirements on active duty military (including Coast Guard) and civilian personnel apprehended or detained for criminal and specified non-criminal incidents. Included are: Defense Manpower Data Center database master file, codebooks, record layouts, and other technical information required to use the database. Disposition: Permanent. Transfer to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234. (N1-330-03-01).

1806. PROGRAM INTEGRATION (PI)

1806-01. Legal and Selected Policies Files. This file consists of legislative proposals on military personnel matters with supporting documentation, policy matters on discipline, separations, absenteeism, desertions, conscientious objectors, and other special problems such as POWs; annual reports from the Services on status of problems such as number of deserters, courts-martial and the like.

Disposition: a. Policy matters and annual reports are permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01. b. Reference materials destroy when superseded or obsolete, or no longer needed for reference, as prescribed for documents maintained in accordance with series 103-08.3.

1806-02. Personnel & Readiness Congressional Issues. This file contains documents related to Personnel and Readiness interaction with the Congress to include Congressional reports, Congressional interest items, appeals to Congressional committee actions, testimony, statements, inserts for the record.

Disposition: Destroy when superseded, obsolete or no longer needed for reference, as prescribed for papers maintained in accordance with series 103-08.3.

1806-03. Planning, Programming, and Budgeting System (PPBS) Issues. Documents related to P&R participation in the Defense Guidance, POM, and budget review. Analyses on PBS issues.

Disposition: Destroy after 5 years or on discontinuance, whichever is first, as prescribed for documents maintained in accordance with file series 103-03.

1806-04. Intergovernmental Affairs. Documents related to DoD support to other Federal, State and local government entities in the areas of law enforcement, immigration, youth employment, and training.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as prescribed for papers maintained in accordance with series 103-08.3.

1806-05. Defense Manpower Requirements

1806-05.1. Documents on the determination of military and civilian and Reserve requirements and force-mix issues.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as prescribed for documents maintained in accordance with series 103-08.3.

1806-05.2. Manpower research documents on the establishment and policy directives for Defense Manpower Data Center (DMDC) Manpower Data Analysis Centers. The collection and analysis of data, advice and assistance on manpower of an inter-Service or inter-Agency nature. Reports by Services on improvements affected on

manpower management such as positions abolished. Training research and development programs designed to enhance utilization.

Disposition: a. Policy matters are permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01. b. Documents on advice and assistance, cut off and retire to the WNRC when 5 years old; destroy when 25 years old.

1806-05.3. IG, GAO, and Audit Agency Survey on Manpower Issues; documents related to audits of the use of Defense manpower.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as prescribed for documents maintained in accordance with series 103-08.3.

1806-06. Total Force Requirements

1806-06.1. The WARMAPS, Installation Mobilization Planners Handbook, Non-Combatant Evacuation Operations (NEO), Continuity of Operations Planning (COOP), Master Mobilization Plan (MMP) and Civilian Mobilization Planning.

1806-06.2. Mobilization Exercise Files.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as prescribed for reference-type papers maintained in accordance with series 103-08.3.

1806-06.3. MOA with Germany for Exchange of Mobilization Planners.

Disposition: Destroy 6 years after superseded, cancellation, or termination, as prescribed for documents maintained in accordance with series 103-04.

1806-07. Readiness of Military Forces Files. Documents and data sets dealing with the composition of U.S. Military Forces; status of personnel, training, and equipment at the unit and aggregate levels; and mobilization/deployment capabilities.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as appropriate for reference-type documents maintained in accordance with series 103-08.3.

1806-08. Individual Training and Performance Files. Documents and data sets dealing with individual training systems such as schools, instructors, students throughput, attrition rates, courses, test scores, individual demographics and training histories, and institutional training costs.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as appropriate for reference-type documents maintained in accordance with series 103-08.3.

1806-09. Collective Training and Performance. Documents and data sets dealing with collective training programs and exercises such as training ranges, missions training

objectives, descriptions of the composition of training groups and organizations, descriptions of filed training exercises, lessons learned, measures of effectiveness, of tempo, and collective training costs.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as appropriate for reference-type documents maintained in accordance with series 103-08.3.

1806-10. Training Technology. Documentation and data sets dealing with the research, development, application, and testing of training delivery systems such as computer-based training management, testing, and authoring systems; embedded training; training devices; simulators and simulation techniques; tele-training; and technology transfer.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as appropriate for reference-type documents maintained in accordance with series 103-08.3.

1806-11. Actuary Files. Calculations of present and predictions of future military retirement costs. Actuary figures for the survivor benefit program.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as appropriate for documents maintained in accordance with series 103-08.3

1806-12. Special Events Management. Documents related to the DoD support to other Federal, State, and local government agencies, or other organizations in the area of international special events.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as prescribed for documents maintained in accordance with series 702-01.2.

1806-13. Office of Economic Adjustment Files. This file contains economic impact minimization files consisting of studies, reports, correspondence, evaluations of economic impact of proposed or suggested base closures, reduction program, special problem studies, and possible changes in procurement programs.

Disposition: Permanent. Retire to the WNRC when superseded, obsolete, or no longer needed for reference, as prescribed for documents maintained in accordance with series 103-01.

## 1807. FAMILY POLICY

### 1807-01. Family Policy Office Files

#### 1807-01.1. Policy files.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1807-01.2. Reference publications pertaining to Family Policy Office matters such as Executive Orders, all published orders affecting military families, newsletters, military families, etc.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference purposes, as prescribed for documents maintained in accordance with series 103-01.

1807-01.3. Program and budget decisions, guidance, committees, travel requirements.

Disposition: Destroy after 5 years or on discontinuance, whichever is first, as authorized for files maintained in accordance with series 103-03.3.

1807-01.4. Committees and/or councils and/or advisory groups on family issues such as the Family Policy Coordinating Committee or Family Support Conferences.

Disposition: a. Office of the committee chairman or secretariat, whichever is designated office of record: permanent. Cut off when no longer needed for current operations and retire to the WNRC 5 years after cut off, or when the committee is abolished. b. Offices of other committee members: destroy when no longer needed for current operations, as prescribed for committee-type records maintained in accordance with series 103-06. NOTE: For committee-type records not related to the business of the Family Policy Office, series 201-01. or 201-11. of this Instruction.

1807-01.5. Speeches.

Disposition: Destroy after 5 years on discontinuance, whichever is first, as prescribed for documents maintained in accordance with series 103-02. NOTE: Official copies of speeches are maintained as permanent documents by ASD (PA) under series 701-09.2.

1807-01.6. Military family issues documents such as adoption, child care, dependent travel, cottage industries, DoDDS, elder care employment, terrorism, volunteerism, and miscellaneous matters.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1807-01.7. Military Family Act Legislation contained in the FY 86 DoD Authorization Act.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.