

465-MILITARY AFFAIRS

Dept #: 465/ Department Name: MILITARY AFFAIRS

RDA # RDA Title Retention Disposition PII

RDA #	RDA Title	Retention	Disposition	PII
<u>00001000.</u>	<u>PRIOR SERVICE RECORDS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
	<p>Prior Service Records for the Wisconsin Army National Guard. Prior service records may include reports of separation and record of service, certificate of release or discharge from active duty, attendance statements, promotions, service school reports, awards orders or certificates, duty assignments and duty stations, physicals, line of duty, and other documentation pertaining to a Soldier's military service.</p> <p>Prior service records are used to verify service, veteran's benefits, and social security employment benefits.</p> <p>Prior service records are maintained at Records Holding Area of the Department of Military Affairs.</p> <p>Authority for permanent retention is AR 600-8-104 paragraph 1-6b and Wis. Stat. § 321.04.</p> <p>EVENT = Permanent</p>			
<u>00001A00.</u>	<u>WIARNG OFFICER DISCHARGE RECORDS - MICROFILM</u>	<u>EVT+0</u>	<u>SHSW</u>	
	<p>Officer Discharge Records Are Maintained In A Military Personnel Records Jacket (Mprj) While He/She Is A Member Of The Wisconsin Army National Guard. Records Include All Promotions, Assignments, Service Schools, Periods Of Service, Active Duty Service Schools, Physicals And All Other Documentation That Pertains To The Soldier'S Military Career.</p> <p>Discharged Records Are Used To Verify Service, Retirement Eligibility And Medical Injuries.</p> <p>A Silver Halide Master Reel Of Microfilm Is Generated From These Records. After Verified With The Paper Records, The Microfilm Is To Be Transferred To The State Historical Society For Permanent Retention. The Confidentiality Of The Records Will Be Retained As Provided By Wis. Stats. 16/161(13)(D), And An Agreement In Writing With The State Historical Society.</p>			
<u>00001B00.</u>	<u>WIARNG OFFICER DISCHARGE RECORDS</u>	<u>P</u>	<u>PERM</u>	
	<p>Officer Discharge Records Are Maintained In A Military Personnel Records Jacket (Mprj) While He/She Is A Member Of The Wisconsin Army National Guard. Records Include All Promotions, Assignments, Service Schools, Periods Of Service Active Duty Service Schools, Physicals And All Other Documentation That Pertains To The Soldiers' Military Career.</p> <p>Discharged Records Are Used To Verify Service, Retirement Eligibility And Medical Injuries.</p> <p>One Diazo Duplicate Reel Of Microfilm Is Generated From The Records. The Microfilm Is Required To Be Retained Permanently By The Department Of Military Affairs (Army Regulation 25-400-2, 870-5B), And Is Retired Only Upon Discontinuance Of This Installation Or Activity.</p>			
<u>00002000.</u>	<u>WIARNG ENLISTED SEPARATION RECORDS</u>	<u>EVT+1</u>	<u>DEST</u>	
	<p>Records Include All Data Pertaining To An Individual While He/She Is A Member Of The Wisconsin Army National Guard. These Records Include Promotions, Orders, Retirement Documentation, Medical Files And All Other Documents That Describes The Military Career Of That Soldier.</p> <p>Enlisted Separation Records Are Used To Verify Service, Retirement Eligibility And Medical Injuries.</p> <p>Retain Records One Year After Closed (Closed Defined As The Discharge Date) And Microfilm.</p> <p>Retain The Hard Copy Of The Records 1 (One) Year After Microfilmed To Verify And Then Destroy, Confidential.</p>			
<u>00002A00.</u>	<u>WIARNG ENLISTED SEPARATION RECORDS - MICROFILM</u>	<u>EVT+0</u>	<u>SHSW</u>	

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Records Include All Data Pertaining To An Individual While He/She Is A Member Of The Wisconsin Army National Guard. These Records Include Promotions, Orders, Retirement Documentation, Medical Files And All Other Documents That Describe The Military Career Of That Soldier.

Enlisted Separation Records Are Used To Verify Service, Retirement Eligibility And Medical Injuries.

A Silver Halide Master Reel Of Microfilm Is Generated From These Records. After Verified With The Paper Records, The Microfilm Is Transferred To The State Historical Society For Permanent Retention. The Confidentiality Of The Records Will Be Retained As Provided By Wis Stats. 16.61(13)(D) And An Agreement In Writing With The State Historical Society.

00002B00. **WIARNG ENLISTED SEPARATION RECORDS** **P** **PERM**

Records Include All Data Pertaining To An Individual While He/She Is A Member Of The Wisconsin National Guard. These Records Include Promotions, Orders, Retirement Documentation Medical Files And All Other Documents That Describe The Military Career Of That Soldier.

Enlisted Separation Records Are Used To Verify Service, Retirement Eligibility And Medical Injuries.

One Diazo Duplicate Reel Of Microfilm Is Generated From The Records. The Microfilm Is Required To Be Retained Permanently By The Department Of Department Of Military Affairs (Army Regulation 25-400-2, 870-5B), And Is Retired Only Upon Discontinuance Of This Installation Or Activity.

00016000. **THE ADJUTANT GENERALS ORDER AND PERMANENT ORDERS FOR WIARNG** **CR** **DEST**

Tag Orders Are Published By The Adjutant General'S Office To Effect Such Personnel Actions As Appointment, Assignment, Transfer, Promotion And Separation Of All Wiarng Officers And Warrant Officers; Separation Of All Enlisted People; Assignment, Transfer And Promotion Of Enlisted People Under Some Circumstances; Employment, Salary Change, Promotion, Change Of Assignment, And Discharge Of Full Time Army National Guard Technician Employees. Tag Orders Used For The Basic Authority For Attendance At Service Schools, Special Tours Of Active Duty, Orders For Initial Active Duty And All Other Activities Involving Expenditure Of Allotted Federal Funds. Orders Issued Ordering Individuals To State Active Duty And Orders Issued For Any Other Miscellaneous Purposes. Permanent Orders Are Published By Tag Office To Effect Such Personnel Actions As Awards, Ribbons, Reorganizations And Redesignations Of Wiarng Units, Changes Of Station, Uniform Code Of Justice (Disciplinary Actions), And Annual Training.

Orders Are Created And Distributed By Various Offices Of The Adjutant General, National Guard Bureau And Units Of The Guard, And Distributed To The Individual As Well. They Are Created, Maintained, Distributed And Used In Accordance With Wiarng Reg 310-2, Ar 310-10, Ar 340-2 And National Guard Reg 310-10. Two Copies (Reference Set And The Record Set) Are Retained By Central Files At The Department Of Military Affairs.

Camera Copy Is Destroyed Provided Closed. Closed Is Defined As The Orders Having Been Printed And The Distribution Of The Orders Completed.

(Rda 00016000 Refers To The Camera Copy.)

00016A00. **THE ADJUTANT GENERAL'S ORDERS AND PERMANENT ORDERS (REF SET)** **CR+1** **DEST**

Tag Orders Are Published By The Ago To Effect Such Personnel Actions As Appointment, Assignment, Transfer, Promotion And Separation Of All Wiarng Officers And Warrant Officers; Separation Of All Enlisted People; Assignment, Transfer And Promotion Of Enlisted People Under Some Circumstances; Employment, Salary Change, Promotion, Change Of Assignment And Discharge Of Full Time Army National Guard Technician Employees. Tag Orders Are Used For The Basis Authority For Attendance At Service Schools, Special Tours Of Active Duty, Order For Initial Active Duty And All Other Activities Involving Expenditure Of Allotted Federal Fund. Orders Issued Ordering Individuals To State Active Duty And Order Issued For Any Other Miscellaneous Purposes.

RDA # RDA Title Retention Disposition PII

Permanent Orders Are Published By Tag Office To Effect Such Personnel Actions As Awards, Ribbons, Reorganizations And Redesignations Of Wiarng Units, Changes Of Staion, Unifrom Code Of Justice (Disciplinary Actions), And Annual Training. Orders Are Created And Distributed By Various Offices Of The Ag, National Guard Bureau And Units Of Teh Guard, And Distributed To The Individual As Well. They Are Created, Maintained, Distributed And Used In Accordance With Wiarng Reg 310-10 With Reference To Wiarng Reg 340-1, With Wiarng Reg 310-2, Ar 310-10, Ar 340-2 And National Guard Reg 310-10. Two Copies, The Reference Set And The Record Set, Are Retained By Central Files At The Dma Per Ar 25-400-2, 310-2A, For Reference Purposes.

The Reference Set And Record Set Of Orders Are Maintained In Central Files One Year After Cut Off Date Of 31 December Each Year; Allowing For Completion Of Amendments. The Record Set Is Retained In Central Files While The Reference Set Is Microfilmed. These Records Are Referenced Daily And Require Access While Being Filmed. After The Reference Set Is Microfilmed And Verified With The Film Both Copies Are Destroyed, Confidentially.

00016B00. **WIARNG TAG ORDERS AND PERMANENT ORDERS (RECORD SET)** **CR+1** **DEST**

Record Set Of The Orders Tab Orders Are Published By The Ago To Effect Such Personnel Actions As Appointment, Assignment, Transfer, Promotion And Separation Of All Wiarng Officers And Warrant Officers; Separation Of All Enlisted People; Assignment, Transfer And Promotion Of Enlisted People Under Some Circumstances; Employment, Salary Change, Promotion, Change Of Assignment And Discharge Of Full Time Army National Guard Technician Employees. Tag Orders Are Used For The Basic Authority For Attendance At Service Schools, Special Tours Of Active Duty, Orders For Initial Active Duty And All Other Activities Involving Expenditure Of Allotted Federal Funds. Orders Issued Ordering Individuals To State Active Duty And Orders Issued For Any Other Miscellaneous Purposes. Permanent Order Are Published By Tag Office To Effect Such Personnel Actions As Awards, Ribbons, Reorganizations An D Redesignations Of Wiarng Units, Changes Of Station, Uniform Code Of Justice (Disciplinary Actions), And Annual Training. Orders Are Created And Distributed By Various Offices Of The Ag, Ngb And Units Of The Guard, And Distributed And Used In Accordance With Wiarng Reg 310-10 With Reference To Wiarng Reg 3410-1, Wiarng Reg 310-2, Ar 310-10, Ar340-2 And Ng Reg 310-10. Two Copies, The Reference Set And The Record Set Are Retained By Central Files At The Dma Per Ar 25-400-2, 310-2A, For Reference Purposes.

The Record Set Of Orders Is Retained At Central Files During The Time The Reference Set Of Orders Is Being Microfilmed. The Set Is Destroyed, Confidentially, Provided Closed. Closed Is Defined As The Reference Set Having Been Microfilmed And Verified.

00016C00. **WIARNG TAG ORDERS AND PERMANENT ORDERS-MICROFILM (MASTER)** **CR** **SHSW**

Master Reel Microfilm Of The Orders.Tag Orders Are Published By The Adjutant General'S Office To Effect Such Personnel Actions As Appointment, Assignment, Transfer, Promotion And Separation Of All Wiarng Officers And Warrant Officers; Separation Of All Enlisted People; Assignment, Transfer And Promotion Of Enlisted People Under Some Circumstances; Employment, Salary Change, Promotion, Change Of Assignment, And Discharge Of Full Time Army National Guard Technician Employees. Tag Orders Used For The Basic Authority For Attendance At Service Schools, Special Tours Of Active Duty, Orders For Initial Active Duty And All Other Activities Involving Expenditure Of Allotted Federal Funds, Orders Issued Ordering Individuals To State Active Duty And Orders Issued For Any Other Miscellaneous Purposes. Permanent Orders Are Published By Tag Office To Effect Such Personnel Actions As Awards, Ribbons, Reorganizations And Redesignations Of Wiarng Units, Changes Of Station, Uniform Code Of Justice (Disciplinary Actions), And Annual Training.

Orders Are Created And Distributed By Various Offices Of The Af, Ngb And Units Of The Guard, And Distributed To The Individual As Well. They Are Created, Maintained, Distributed And Used In Accordance With Wiarng Reg 310-10 With Reference To Wiarng Reg 340-1, With Wiarng Reg 310-2, Ar 310-10, Ar 340-2 And Ng Reg 310-10. Two Copies (Reference Set And Record Set) Are Retained By Central Files At The Department Of Military Affairs Per Ar 25-400-2, 310-2A.

After The Orders Have Been Microfilmed And Verified With The Paper Records, The Silver Halide Master Reel Of Microfilm Is Transferred To The State

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Historical Society, For Permanent Retention. The Confidentiality Of Records Will Be Retained As Provided By Wis Stats. 16.61(13)(D) And An Agreement In Writing With The State Historical Society.

00016D00. **WIARNG TAG ORDERS AND PERMANENT ORDERS-MICROFILM (DUPLICATE** **P** **PERM**

Duplicate Reel Of Microfilm Of The Orders.Tag Orders Are Published By The Adjutant General'S Office To Effect Such Personnel Actions As Appointment, Assignment, Transfer, Promotion And Separation Of All Wiarng Officers And Warrant Officers; Separation Of All Enlisted People; Assignment, Transfer And Promotion Of Enlisted People Under Some Circumstances; Employment, Salary Change, Promotion, Chnage Of Assignment, And Discharge Of Full Time Army National Guard Technician Employees. Tag Orders Used For The Basic Authority For Attendance At Service Schools, Special Tours Of Active Duty, Orders For Initial Active Duty And All Other Activities Involving Expenditure Of Allotted Federal Funds. Orders Issued Ordering Individuals To State Active Duty And Orders Issued For Any Other Miscellaneous Purposes. Permanent Orders Are Published By Tag Office To Effect Such Personnel Actions As Awards, Ribbons, Reorganizations And Redesignations Of Wiarng Units, Changes Of Station, Uniform Code Of Justice (Disciplinary Actions), And Annual Training.

Orders Are Created And Distributed By Various Offices Of The Ag, Ngb And Units Of The Guard, And Distributed To The Individual As Well. They Are Created, Maintained, Distributed And Used In Accordance With Wiarng Reg 310-10 With Reference To Wiarng Reg 340-1, With Wiarng Reg 310-2, Ar 310-10, Ar 340-2 And Ng Reg 310-10. Two Copies (Reference Set And Record Set) Are Retained By Central Files At The Department Of Military Affairs Per Ar 25-400-2, 310-2A. One Diazo Duplicate Reel Of Microfilm Is Generated From The Orders As Well As A Master Reel. The Duplicate Reel Is Required To Be Retained Permanently By The Department Of Military Affairs (Army Reg 25-400-2, 870-5B) And Is Retired Only Upon Discontinuance Of This Installation Of Activity.

00016E00. **WIARNG TAG ORDERS AND PERMANENT ORDERS** **CR** **DEST**

Information Copies Of Tag And Permanent Orders. At Time Of Printing, This Headquarters Issues And Distributes Orders As Determined By The Nature Of The Action The Order Directs In Accordance With Wiarng Regulation 310-2, Section Iii. Distribution Of Tag Orders And Permanent Orders Is According To A Formula Contained In The Regulation. Orders Originating At Unit Level Or Issued By Sbuordinate Elements To This Headquarters Will Be Forwarded In Accordance With Wiarng Regulation 310-10. These Formulas For Distribution May Result In Anywhere From 20 To 200 Or More Information Copies Being Distributed To Various Units And Sections.

Destroy Information Copies When Obsolete Or No Longer Needed. Closed Is Defined As Obsolete Or No Longer Needed.

00018000. **WIARNG ANNUAL TRAINING PAYROLLS** **CR+6/3** **DEST** **Y**

WIARNG ANNUAL TRAINING PAYROLL RECORDS ARE PAYROLL AND ALLOWANCE VOUCHERS FOR ALL NATIONAL GUARD MILITARY PERSONNEL SHOWING ORGANIZATION, NAME, ENTITLEMENTS, AMOUNTS, COLLECTIONS, PAY PERIOD AND RELATED INFORMATION. THESE RECORDS ARE USED TO DETERMINE RETIREMENT POINTS FOR INDIVIDUALS WHO HAVE COMPLETED 20 YEARS OF MILITARY SERVICE; TO VERIFY THAT AN INDIVIDUAL ATTENDED THE REQUIRED NUMBER OF DRILLS PER YEAR; AND TO VERIFY THAT THE INDIVIDUAL WAS PAID THE CORRECT AMOUNT OF MONEY FOR THE PERIOD.

THESE RECORDS ARE CREATED, MAINTAINED, USED AND HAVE THE RETENTION//DISPOSITION INDICATED ACCORDING TO ARMY REGULATION 25-400-2 (ARIMS) AND NATIONAL GUARD REGULATION 37-104-3 (PAY AND ALLOWANCES).

CR + 6 YEARS AND 3 MONTHS

00021000. **WIAF OFFICER SEORATION RECORDS** **EVT+1** **DEST** **Y**

OFFICER SEPARATION RECORDS FOR THE WISCONSIN AIR NATIONAL GUARD ARE MAINTAINED IN A MILITARY PERSONNEL RECORDS JACKET (MPRJ) WHILE THE INDIVIDUAL IS A MEMBER OF THE WI AIR NATIONAL GUARD. THESE RECORDS INCLUDE ALL PROMOTIONS, ASSIGNMENTS, SERVICE SCHOOLS, PERIODS OF SERVICE, ACTIVE DUTY SERVICE SCHOOLS, PHYSICALS AND ALL OTHER DOCUMENTATION THAT PERTAINS TO THE SOLIDER'S MILITARY CAREER.

OFFICER SEPARATION RECORDS ARE USED TO VERIFY SERVICE, RETIREMENT ELIGIBILITY AND MEDICAL INJURIES.

RDA #	RDA Title	Retention	Disposition	PII
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RETAIN MPRJ ONE YEAR AFTER CLOSED AND MICROFILMED. (CLOSED IS DEFINED AS THE DATE OF SEPARATION).

RETENTION = EVENT + 1 YEAR AND DESTROY CONFIDENTIAL

<u>00021A00.</u>	<u>WIAF OFFICER SEPARATION RECORDS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
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OFFICER SEPARATION RECORDS FOR THE WISCONSIN AIR NATIONAL GUARD ARE MAINTAINED IN A MILITARY PERSONNEL RECORDS JACKET (MPRJ) WHILE THE INDIVIDUAL IS A MEMBER OF THE WI AIR NATIONAL GUARD. THESE RECORDS INCLUDE ALL PROMOTIONS, ASSIGNMENTS, SERVICE SCHOOLS, PERIODS OF SERVICE, ACTIVE DUTY SERVICE SCHOOLS, PHYSICALS AND ALL OTHER DOCUMENTATION THAT PERTAINS TO THE SOLDIER'S MILITARY CAREER.

OFFICER SEPARATION RECORDS ARE USED TO VERIFY SERVICE, RETIREMENT ELIGIBILITY AND MEDICAL INJURIES.

RDA 21A IS THE SILVER HALIDE MASTER REEL OF MICROFILM GENERATED FROM THE PAPER RECORDS. AFTER VERIFICATION, REELS ARE PERMANENTLY STORED BY THE AGENCY.

RETENTION = PERMANENT. FILM IS STORED BY AGENCY

<u>00021B00.</u>	<u>WIAF OFFICER SEPARATION RECORDS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
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OFFICER SEPARATION RECORDS FOR THE WISCONSIN AIR NATIONAL GUARD ARE MAINTAINED IN A MILITARY PERSONNEL RECORDS JACKET (MPRJ) WHILE THE INDIVIDUAL IS A MEMBER OF THE WI AIR NATIONAL GUARD. THESE RECORDS INCLUDE ALL PROMOTIONS, ASSIGNMENTS, SERVICE SCHOOLS, PERIODS OF SERVICE, ACTIVE DUTY SERVICE SCHOOLS, PHYSICALS AND ALL OTHER DOCUMENTATION THAT PERTAINS TO THE SOLDIER'S MILITARY CAREER.

OFFICER SEPARATION RECORDS ARE USED TO VERIFY SERVICE, RETIREMENT ELIGIBILITY AND MEDICAL INJURIES.

RDA 21B IS THE DIAZO DUPLICATE REEL OF MICROFILM GENERATED FROM THE ORIGINAL PAPER RECORDS. THE FILM IS REQUIRED TO BE RETAINED PERMANENTLY BY THE AGENCY. (AR 25-400-2)

PERMANENT

<u>00022000.</u>	<u>WIAF ENLISTED DISCHARGE RECORDS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
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ENLISTED DISCHARGE RECORDS FOR THE WISCONSIN AIR NATIONAL GUARD INCLUDE ALL DATA PERTAINING TO AN INDIVIDUAL WHILE HE/SHE SERVED IN THE WISCONSIN AIR NATIONAL GUARD. THESE RECORDS INCLUDE ALL PROMOTIONS, ORDERS, RETIREMENT DOCUMENTATION, MEDICAL FILES AND ALL OTHER DOCUMENTS THAT DESCRIBE THE MILITARY CAREER OF THAT SOLDIER.

ENLISTED DISCHARGE RECORDS ARE USED TO VERIFY SERVICE, RETIREMENT ELIGIBILITY AND MEDICAL INJURIES.

RETAIN RECORDS ONE YEAR AFTER CLOSED (CLOSED IS DEFINED AS THE DISCHARGE DATE) AND MICROFILMED.

RETENTION = EVENT + 1 YEAR AND DESTROY CONFIDENTIAL

<u>00022A00.</u>	<u>WIAF ENLISTED DISCHARGE RECORDS-MICROFILM</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
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SECURITY REED MICROFILM OF ENLISTED DISCHARGE RECORDS FOR THE WISCONSIN AIR NATIONAL GUARD. THESE RECORDS INCLUDE ALL DATA PERTAINING TO AN INDIVIDUAL WHILE HE/SHE SERVED IN THE WISCONSIN AIR NATIONAL GUARD. THESE RECORDS INCLUDE ALL PROMOTIONS, ORDERS, RETIREMENT DOCUMENTATION, MEDICAL FILES AND ALL OTHER DOCUMENTS THAT DESCRIBE THE MILITARY CAREER OF THAT SOLDIER.

ENLISTED DISCHARGE RECORDS ARE USED TO VERIFY SERVICE, RETIREMENT ELIGIBILITY AND MEDICAL INJURIES.

RDA 22A COVERS THE MASTER REEL OF MICROFILM GENERATED FROM THE ENLISTED SEPARATION PAPER RECORDS. //THE FILM IS VERIFIED AND THEN STORED PERMANENTLY BY THE AGENCY.

PERMANENT RETENTION

<u>00022B00.</u>	<u>WIAF ENLISTED DISCHARGE RECORDS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
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DUPLICATE DIAZO REED MICROFILM OF ENLISTED DISCHARGE RECORDS FOR THE WISCONSIN AIR NATIONAL GUARD. THESE RECORDS INCLUDE ALL DATA PERTAINING TO AN INDIVIDUAL WHILE HE/SHE SERVED IN THE WISCONSIN AIR NATIONAL GUARD. THESE RECORDS INCLUDE ALL PROMOTIONS, ORDERS, RETIREMENT DOCUMENTATION, MEDICAL FILES AND ALL OTHER DOCUMENTS THAT DESCRIBE THE MILITARY CAREER OF THAT SOLDIER.

ENLISTED DISCHARGE RECORDS ARE USED TO VERIFY SERVICE, RETIREMENT ELIGIBILITY AND MEDICAL INJURIES.

RDA 22B COVERS THE DUPLICATE REEL OF MICROFILM GENERATED FROM THE ENLISTED SEPARATION PAPER RECORDS. /THE FILM IS VERIFIED AND THEN REQUIRED TO BE PERMANENTLY STORED BY THE DEPARTMENT OF MILITARY AFFAIRS (AR 25-400-2).

RDA #	RDA Title	Retention	Disposition	PII
PERMANENT RETENTION				
<u>00023000.</u>	<u>WIAF SPECIAL ORDERS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
<p>HEADQUARTERS, WIAF CONSOLIDATES ORDERS PUBLISHED BY THE FOLLOWING: 128TH AIR REFUELING GROUP, 128TH TACTICAL FIGHTER WING, 128TH TACTICAL CONTROL SQUADRON, THE VOLK FIELD COMBAT READINESS TRAINING CENTER AND HQ WAIF. ALL ORDERS APPEARING AS SEPARATE SERIES EFFECT SUCH PERSONNEL ACTIONS AS APPOINTMENT, ASSIGNMENT, TRANSFER, PROMOTION, SERVICE SCHOOLS, REORGANIZATIONS, AWARDS, TEMPORARY DUTY AND SEPERATION OF ALL WIAF OFFICERS AND ENLISTED PERSONS AND ALL OTHER ACTIVITIES INVOLVING EXPENDITURE OF ALLOTTED FEDERAL FUNDS.</p> <p>ORDERS ARE CREATED AND DISTRIBUTED BY VARIOUS OFFICES OF THE ADJUTANT GENERAL, NATIONAL GUARD BUREAU AND UNITS OF WIAF, AND DISTRIBUTED TO THE INDIVIDUAL AS WELL. THEY ARE CREATED, MAINTAINED, DISTRIBUTED AND USED IN ACCORDANCE WITH AIR FORCE REGULATION 10-7. MAINTENANCE OF PERSONNEL RECORDS AND PERMANENT ORDERS IN ACCORDANCE WITH AFR 12-50.</p> <p>A COMPLETE SET OF WIAF SPECIAL ORDERS IS RETAINED BY HQ WIAF. THEY ARE KEPT FOR ONE YEAR AFTER THE CUT OFF DATE OF 31 DECEMBER, ALLOWING FOR COMPLETION OF AMENDMENTS AND THEN MICROFILMED. AFTER THE MICROFILM IS VERIFIED THE PAPER SET OF SPECIAL ORDERS IS DESTROYED CONFIDENTIALLY.</p> <p>RETENTION = EVENT + 1 YEAR AND DESTROY CONFIDENTIAL</p>				
<u>00023A00.</u>	<u>WIAF SPECIAL ORDERS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
<p>HEADQUARTERS, WIAF CONSOLIDATES ORDERS PUBLISHED BY THE FOLLOWING: 128TH AIR REFUELING GROUP, 128TH TACTICAL FIGHTER WING, 128TH TACTICAL CONTROL SQUADRON, THE VOLK FIELD COMBAT READINESS TRAINING CENTER AND HQ WAIF. ALL ORDERS APPEARING AS SEPARATE SERIES EFFECT SUCH PERSONNEL ACTIONS AS APPOINTMENT, ASSIGNMENT, TRANSFER, PROMOTION, SERVICE SCHOOLS, REORGANIZATIONS, AWARDS, TEMPORARY DUTY AND SEPERATION OF ALL WIAF OFFICERS AND ENLISTED PERSONS AND ALL OTHER ACTIVITIES INVOLVING EXPENDITURE OF ALLOTTED FEDERAL FUNDS.</p> <p>ORDERS ARE CREATED AND DISTRIBUTED BY VARIOUS OFFICES OF THE ADJUTANT GENERAL, NATIONAL GUARD BUREAU AND UNITS OF WIAF, AND DISTRIBUTED TO THE INDIVIDUAL AS WELL. THEY ARE CREATED, MAINTAINED, DISTRIBUTED AND USED IN ACCORDANCE WITH AIR FORCE REGULATION 10-7. MAINTENANCE OF PERSONNEL RECORDS AND PERMANENT ORDERS IS IN ACCORDANCE WITH AFR 12-50.</p> <p>AFTER THE WIAF SPECIAL ORDERS HAVE BEEN MICROFILMED AND VERIFIED WITH THE PAPER RECORDS, THE SILVER HALIDE MASTER REEL OF MICROFILM IS PERMANENTLY STORED BY THE AGENCY.</p> <p>PERMANENT RETENTION</p>				
<u>00023B00.</u>	<u>WIAF SPECIAL ORDERS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
<p>HEADQUARTERS, WIAF CONSOLIDATES ORDERS PUBLISHED BY THE FOLLOWING: 128TH AIR REFUELING GROUP, 128TH TACTICAL FIGHTER WING, 128TH TACTICAL CONTROL SQUADRON, THE VOLK FIELD COMBAT READINESS TRAINING CENTER AND HQ WAIF. ALL ORDERS APPEARING AS SEPARATE SERIES EFFECT SUCH PERSONNEL ACTIONS AS APPOINTMENT, ASSIGNMENT, TRANSFER, PROMOTION, SERVICE SCHOOLS, REORGANIZATIONS, AWARDS, TEMPORARY DUTY AND SEPERATION OF ALL WIAF OFFICERS AND ENLISTED PERSONS AND ALL OTHER ACTIVITIES INVOLVING EXPENDITURE OF ALLOTTED FEDERAL FUNDS.</p> <p>ORDERS ARE CREATED AND DISTRIBUTED BY VARIOUS OFFICES OF THE ADJUTANT GENERAL, NATIONAL GUARD BUREAU AND UNITS OF WIAF, AND DISTRIBUTED TO THE INDIVIDUAL AS WELL. THEY ARE CREATED, MAINTAINED, DISTRIBUTED AND USED IN ACCORDANCE WITH AIR FORCE REGULATION 10-7. MAINTENANCE OF PERSONNEL RECORDS AND PERMANENT ORDERS IS IN ACCORDANCE WITH AFR 12-50.</p> <p>A DUPLICATE OF MICROFILM IS GENERATED FROM THE WIAF SPECIAL ORDERS. THIS DUPLICATE REEL OF FILM IS REQUIRED TO BE RETAINED PERMANENTLY AT THE HEADQUARTERS WIAF PER AFR 12-50.</p> <p>PERMANENT RETENTION</p>				
<u>00025000.</u>	<u>JUMPS (JOINT UNIFORM MILITARY SYSTEM) SUBSTANTIATING DOCUMENT</u>	<u>FIS+6/3</u>	<u>DEST</u>	<u>Y</u>
<p>THIS RECORD SERIES CONSISTS OF RECORDS THAT SUBSTANTIATE PAYMENT FOR ACTIVE OR INACTIVE DUTY IN THE ARMY NATIONAL GUARD. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO:</p> <p>DIRECT DEPOSIT SIGN UP FORM JUMPS-JSS PAY ELECTIONS FORM MILITARY PAY ORDER ADDITIONAL TRAINING ASSEMBLY CERTIFICATE REQUEST FOR SPLIT TRAINING ASSEMBLE AUTHORIZATION</p> <p>RECORDS ARE GENERATED, MAINTAINED AND RETAINED ELECTRONICALLY.</p>				

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AUTHORITY: NATIONAL GUARD REGULATION 37-104-3.

FIS+6 YEARS AND 3 MONTHS AND DESTROY CONFIDENTIAL.

<u>00026000.</u>	<u>ADAPS (ACTIVE DUTY AUTOMATED PAY SYSTEM) SUBSTANTIATING DOCU</u>	<u>FIS+6/3</u>	<u>DEST</u>	<u>Y</u>
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THE DEPARTMENT OF MILITARY AFFAIRS IS MANDATED IN ARMY REGULATION 37-104-3 TO PROVIDE PAY SUPPORT TO ARMY NATIONAL GUARD SOLDIERS PERFORMING IDT AND AT/AD WHEN THE PAYROLL IS PREPARED USING THE NGB ADAPS.

THIS RECORD SERIES CONSISTS OF RECORDS THAT SUBSTANTIATE PAYMENT FOR ACTIVE OR INACTIVE DUTY IN THE ARMY NATIONAL GUARD.

RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO:
TAG ORDERS
TRAINING CERTIFICATE (WING FORM 16)

RECORDS ARE GENERATED, MAINTAINED AND RETAINED ELECTRONICALLY. RECORDS ARE DESTROYED CONFIDENTIALLY.

AUTHORITY: NATIONAL GUARD REGULATION 37-104-3.

FIS + 6 YEARS AND 3 MONTHS AND DESTROY CONFIDENTIAL.

<u>00027000.</u>	<u>PERMANENT ORDER BACKGROUND FILES</u>	<u>CR+25</u>	<u>DEST</u>	<u>Y</u>
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DOCUMENTS RELATING TO THE PREPARATION, REVIEW, AND ISSUE OF PERMANENT ORDERS. INCLUDED ARE RECOMMENDATIONS OR CONCURRENCES AND SIMILAR DOCUMENTS THAT PROVIDE A BASIS FOR ISSUANCE OR WHICH CONTRIBUTE TO THE CONTENT OF THE PERMANENT ORDER. INCLUDED ARE RECOMMENDATIONS FOR AWARD, PROPOSED CITATIONS, COPIES OF THE AWARDED CERTIFICATES.

DISPOSITION IS IN ACCORDANCE WITH AR 600-8-105 (MILITARY ORDERS), AR 600-8-22 (MILITARY AWARDS) AND AR 25-400-2.

SINCE 2000 RECORDS HAVE BEEN GENERATED ELECTRONICALLY AS PART AFCOS (AUTOMATED FUND CONTROL ORDERS SYSTEM) AND RETAINED ELECTRONICALLY AT THE DEPARTMENT OF MILITARY AFFAIRS. RECORDS ARE DESTROYED CONFIDENTIALLY AFTER THE 25 YEAR RETENTION PERIOD.

<u>00028000.</u>	<u>PERMANENT ORDERS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
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PERMANENT ORDERS ARE PUBLISHED BY JOINT FORCE HEADQUARTERS, WISCONSIN ARMY NATIONAL GUARD TO EFFECT SUCH PERSONNEL/UNIT ACTIONS AS: AWARDS, ATTACHMENTS, RELEASE FROM ATTACHMENTS, UNIT REORGANIZATIONS OR REDESIGNATIONS, NON-PAY ORDERS, ANNUAL TRAINING, AMENDMENTS AND REVOCATIONS OF ORDERS.

ORDERS ARE CREATED AND DISTRIBUTED ELECTRONICALLY THROUGH THE AUTOMATED FUND CONTROL ORDERS SYSTEM (AFCOS), AND/OR THE RESERVE COMPONENT AUTOMATION SYSTEM (RCAS). THESE SYSTEMS ARE LINKED TO THE INTERACTIVE PERSONNEL ELECTRONIC RECORDS MANAGEMENT SYSTEMS (IPERMS) WHICH IS WHERE INDIVIDUAL RECORDS ARE MAINTAINED.

A MICROFILM COPY OF THE ORDERS IS MADE ONCE EACH FISCAL YEAR AND RETAINED PERMANENTLY IN THE RHA, MILITARY AFFAIRS.

CREATION AND RETENTION OF ORDERS IS IN ACCORDANCE WITH ARMY REG 600-8-105 (MILITARY ORDERS), WING REG 600-8-105 (WISCONSIN NATIONAL GUARD MILITARY ORDERS).

PERMANENT RETENTION.

<u>00031000.</u>	<u>FEDERAL TIME AND ATTENDANCE REPORTS AND LEAVE RECORDS</u>	<u>FIS+6</u>	<u>DEST</u>	<u>Y</u>
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FEDERAL DEPARTMENT OF DEFENSE EMPLOYEE TIME AND ATTENDANCE RECORDS. (NON MILITARY).

TIME AND ATTENDANCE (TA) REPORTS WHICH ARE SUBSIDIARY RECORDS TO THE OFFICIAL LEAVE RECORDS. DOCUMENTS INCLUDED ARE TA REPORTS ON WHICH LEAVE DATA WERE KEPT; REQUESTS FOR LEAVE, AND SUPPLEMENTAL RECORDS SUCH AS SIGN-IN/SIGN-OUT SHEETS. INCLUDED BUT NOT LIMITED TO ARE: NGB FORM 46, INDIVIDUAL TIME AND ATTENDANCE REPORTS; SF 71, APPLICATION FOR LEAVE; DA FORM 2790 EARNINGS AND LEAVE STATEMENT, DA FORM 2451, INDIVIDUAL LEAVE RECORD AND OTHER DOCUMENTS FOR RECORDING LEAVE CATEGORIES, ACCRUALS AND EMPLOYEE'S LEAVE.

AUTHORITY: DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION VOLUME 8, CHAPTER 9, IAW GENERAL RECORDS SCHEDULE 2.

RECORDS ARE CLOSED AT THE END OF THE CALENDAR YEAR; HELD ELECTRONICALLY FOR 6 YEARS AND THEN DELETED/DESTROYED CONFIDENTIALLY.

RDA # RDA Title Retention Disposition PII

<u>00032000.</u>	<u>MILITARY AWARD CASE FILES - PEACETIME</u>	<u>FIS+25</u>	<u>DEST</u>	<u>Y</u>
<p>DOCUMENTS RELATING TO RECOMMENDATION, REVIEW, AND APPROVAL OR DISAPPROVAL OF MILITARY AWARDS (OTHER THAN APPROVALS FOR THE MEDAL OF HONOR) FOR INDIVIDUALS DURING PEACETIME. INCLUDED ARE REQUESTS AND RELATED INFORMATION, DA FORM 638 (RECOMMENDATION OF AWARD OF ARMY ACHIEVEMENT MEDAL, ARMY COMMENDATION, AND MERITORIOUS SERVICE MEDAL; PERMANENT ORDER, COPY OF THE AWARDED CERTIFICATE, PROCESSING CHECKLIST, BOARD ACTIONS AND SUBSTANTIATING DOCUMENTS.</p> <p>THE AUTHORITY IS ARMY REGULATION 600-8-22. (MILITARY AWARDS, UNIT AWARDS & CITATIONS)</p> <p>ALL RECORDS ARE ELECTRONICALLY MAINTAINED BY THE DEPARTMENT OF MILITARY AFFAIRS.</p> <p>RECORDS ARE DISPOSED OF CONFIDENTIALLY AFTER 25 YEARS IN ACCORDANCE WITH FEDERAL REGULATION.</p> <p>FIS + 25 YEARS AND DESTROY CONFIDENTIAL.</p>				
<u>00033000.</u>	<u>MILITARY AWARD CASE FILES - WARTIME AND/OR COMBAT ACTIVITIES</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
<p>DOCUMENTS RELATING TO RECOMMENDATION, REVIEW, AND APPROVAL OR DISAPPROVAL OF MILITARY AWARDS (OTHER THAN APPROVALS FOR THE MEDAL OF HONOR) FOR INDIVIDUALS DURING THE WARTIME AND/OR COMBAT ACTIVITIES. INCLUDED ARE REQUESTS AND RELATED INFORMATION, DA FORM 638 (RECOMMENDATION FOR AWARD; DA 638-1, RECOMMENDATION OF AWARD (FOR OTHER THAT VALOR) OF ARMY ACHIEVEMENT MEDAL, ARMY COMMENDATION, AND MERITORIOUS SERVICE METAL; PERMANENT ORDER, COPY OF THE AWARDED CERTIFICATE, PROCESSING CHECKLIST, BOARD ACTIONS AND SUBSTANTIATING DOCUMENTS.</p> <p>THE AUTHORITY IS ARMY REGULATION 600-8-22B 1.</p> <p>ALL RECORDS ARE ELECTRONICALLY GENERATED AND MAINTAINED PERMANENTLY BY DEPARTMENT OF MILITARY AFFAIRS.</p>				
<u>00034000.</u>	<u>DECORATIONS AND AWARDS STATISTICS</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
<p>DOCUMENTS RELATING TO STATISTICAL INFORMATION ON THE NUMBER OF AWARDS ISSUED IN A CALENDAR YEAR.</p> <p>DOCUMENTS INCLUDE BUT ARE NOT LIMITED TO: TABULATIONS, DA FORM 4612-R, NUMBER AND TYPES OF DECORATIONS APPROVED AND SIMILAR OR RELATED DOCUMENTS.</p> <p>AUTHORITY: ARMY REGULATION 600-8-22 (MILITARY AWARDS) AND AR 25-400-2 ARIMS (ARMY RECORDS INFORMATION MANAGEMENT SYSTEMS).</p> <p>ALL RECORDS ARE ELECTRONICALLY GENERATED AND MAINTAINED. FILES ARE DESTROYED AFTER 10 YEARS.</p> <p>THESE FILES DO NOT CONTAIN PERSONALLY IDENTIFIABLE INFORMATION.</p> <p>CR+ 10 YEARS AND DESTROY.</p>				
<u>00036000.</u>	<u>INDIVIDUAL RETIREMENT RECORDS</u>	<u>FIS+5</u>	<u>TRANS OTHER</u>	<u>Y</u>
<p>INDIVIDUAL RETIRMENT RECORDS REFLECT THE SERVICE HISTORY AND AMOUNTS THAT HAVE BEEN DEDUCTED FROM THE PAY OF CIVILIAN EMPLOYEES SUBJECT TO THE RETIREMENT ACT FOR DEPOSIT TO THE CIVIL SERVICE RETIREMENT AND DISABILITY FUNDS. THESE RECORDS ALSO REFLECT THE AMOUNTS THAT HAVE BEEN PAID BY EACH EMPLOYEE FOR CIVIL SERVICE RETIREMENT CREDIT DEPOSITS FOR POST 1956 MILITARY SERVICE AND CIVILIAN SERVICE CREDIT DEPOSITS FOR REEMPLOYED ANNUITANTS. STANDARD FORMS 2806 ADN 3100.</p> <p>RECORDS ARE GENERATED, MAINTAINED AND RETAINED ELECTRONICALLY. AT THE END OF THE FISCAL YEAR FILES ARE ELECTRONICALLY TRANSFERRED TO THE FEDERAL OFFICE OF PERSONNEL MANAGEMENT (OPM). PER DOD FMR 7000.14.R VOL 8 CHAPTER 1.</p> <p>AUTHORITY: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION GENERAL RECORDS SCHEDULES, GENERAL RECORDS SCHEDULE 2, PARA 28, RETIREMENT FILES.</p> <p>FIS + 5 YEARS AND TRANSFER TO OTHER LOCATION</p>				
<u>00037000.</u>	<u>UNIT ORDERS & CONSOLIDATED ORDERS LOG</u>	<u>FIS+10/3</u>	<u>DEST</u>	<u>Y</u>
<p>UNIT ORDERS ARE PUBLISHED BY JOINT FORCE HEADQUARTERS, WISCONSIN ARMY NATIONAL GUARD TO EFFECT SUCH PERSONNEL/UNIT ACTIONS AS: TRANSFERS, AWARDS, ATTACHMENTS, PROMOTIONS, REDUCTIONS, AWARDING OF MILITARY OCCUPATIONAL SPECIALITY (MOS), NON-PAY ORDERS, ANNUAL TRAINING, AMENDMENTS AND REVOCATIONS OF UNIT ORDERS AND TRANSFERING A MEMBER TO AND FROM THE INACTIVE NATIONAL GUARD.</p> <p>ORDERS ARE CREATED AND DISTRIBUTED ELECTRONICALLY TROUGH THE AUTOMATED FUND CONTROL ORDERS SYSTEM (AFCOS), AND/OR THE RESERVE COMPONENT AUTOMATION SYSTEM (RCAS). THESE SYSTEMS ARE LINKED TO</p>				

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THE INTERACTIVE PERSONNEL ELECTRONIC RECORDS MANAGEMENT SYSTEMS (IPERMS) WHICH IS WHERE INDIVIDUAL SOLDIER'S RECORDS ARE MAINTAINED.

A CONSOLIDATED ORDERS LOG IS ELECTRONICALLY GENERATED YEARLY. LOG IS RETAINED FOR A PERIOD 10 YEARS AND 3 MONTHS IN THE MILITARY AFFAIRS RHA AND THEN DESTROYED CONFIDENTIALLY.

CREATION AND RETENTION OF ORDERS IS IN ACCORDANCE WITH ARMY REG 600-8-105 (MILITARY ORDERS), WING REG 600-8-105 (WISCONSIN NATIONAL GUARD MILITARY ORDERS).

FIS + 10 YEARS AND 3 MONTHS AND DESTROY CONFIDENTIAL.

<u>00038000.</u>	<u>CONGRESSIONAL INQUIRIES</u>	<u>FIS+5</u>	<u>DEST</u>	<u>Y</u>
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A THRU Z CORRESPONDENCE FILES RELATING TO CONGRESSIONAL INQUIRIES ON ALL MATTERS WITHIN THE SCOPE AND ACTIVITY OF THE WISCONSIN ARMY AND AIR NATIONAL GUARD. INCLUDED IS CORRESPONDENCE BETWEEN MEMBERS OF CONGRESS, THEIR CONSTITUENTS, OTHER PEOPLE AND THE ARMY NATIONAL GUARD ON SUCH MATTERS AS ALLEGED UNFAIR TREATMENT, INADEQUATE MEDICAL ATTENTION, CHARACTERISTICS OF DISCHARGE, PAY RELATED PROBLEMS, RELEASE FROM ACTIVE DUTY AND NOISE COMPLAINTS.

FILES MAY CONTAIN PERSONALLY IDENTIFIABLE INFORMATION SUCH AS: NAMES, HOME ADDRESSES AND/OR TELEPHONE NUMBER OF COMPLAINTS, MEMBERS OF CONGRESS, CONGRESSIONAL AIDES, AND OTHER INDIVIDUALS.

FILES ARE CLOSED AT THE END OF EACH CALENDAR YEAR, HELD IN THE CURRENT FILES AREA FOR FIVE (5) YEARS AND THEN CONFIDENTIALLY DESTROYED.

<u>00041000.</u>	<u>ENGINEER PROJECT FOLDERS</u>	<u>EVT+60</u>	<u>SHSW</u>	<u>N</u>
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Documents Are Created In Connection With The Planning, Design N And Construction Of Specific Projects. They Pertain To Multiple Purpose Projects: Land, Structures, Relocation, Access Roads, Roads And Airfields, Ranges, Parking Areas, Playgrounds And Parks, Vertical Construction, Culvert And Drainage Projects. Included Are Assurance Of Local Interest, Letter Of Request, Public Notice Publication, Authorization Resolution, Covenant Not To Sue, Letter To Dnr, Environmental Impact Statement, Equipment And Labor Costs And Requirements, Design, Materials Requirements And Costs, Starting And Completion Dates, Completion Report And Acceptance Certificate.

Project Folders Are Filed By Calendar Year And Name Of Project.

Closed Is Defined As The End Of The Calendar Year In Which The Project Was Completed. Records Are Closed At The End Of The Calendar Year; Held For 2 Years In The Current Files Area Then Transferred To The State Records Center For 58 Years Until The Total Retention Period Of 60 Years Has Expired, Then Destroyed.

Files Are Required To Be Retained For 60 Years Because Of Ecological Reasons And The Potential For Liability On Properties And Structures Having Been Constructed By The Wisconsin Army National Guard

<u>00046000.</u>	<u>AT EASE PUBLICATION</u>	<u>P</u>	<u>PERM</u>	<u>N</u>
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AT EASE IS AN UNOFFICIAL PUBLICATION AUTHORIZED UNDER THE PROVISIONS OF ARMY REGULATION- AR 360-81, AND IS PUBLISHED ELECTRONICALLY ON A BIMONTHLY BASIS BY THE DEPT. OF MILITARY AFFAIRS, STATE OF WISCONSIN, IN COOPERATION WITH THE JOINT FORCE HEADQUARTERS PUBLIC AFFAIRS OFFICE, 112TH MOBILE PUBLIC AFFAIRS DETACHMENT, 32ND INFANTRY BRIGADE COMBAT TEAM PUBLIC AFFAIRS AND 157TH MANEUVER ENHANCEMENT BRIGADE PUBLIC AFFAIRS, ALL THE WI ARMY NATIONAL GUARD; THE 115TH FIGHTER WING PUBLIC AFFAIRS, 128TH AIR REFUELING WING PUBLIC AFFAIRS AND VOLK FIELD COMBAT READINESS TRAINING CENTER PUBLIC AFFAIRS, ALL OF THE WI AIR NATIONAL GUARD. AT EASE IS DISTRIBUTED WITHOUT CHARGE TO MEMBERS OF THE WI ARMY AND AIR NATIONAL GUARD. AT EASE CONTAINS MOST OF THE FOLLOWING ELEMENTS: NEWS, FEATURES, EDITORIALS, COMMENTARIES, SPORTS, ANNOUNCEMENTS, COMMANDER'S COMMENTS, LETTERS TO THE EDITOR, COLUMNS, PHOTOGRAPHS AND ARTWORK.

METHOD OF CIRCULATION: AT EASE IS ELECTRONICALLY PUBLISHED ON THE WI DEPT. OF MILITARY AFFAIRS WEBSITE (HTTP://DMA.WI.GOV/DMA/DEFAULT.ASP) A MINIMUM OF 12,000 READERS ARE INCLUDED ON THE INITIAL DISTRIBUTION LIST.

THE AT EASE IS PERMANENT AND MAINTAINED AT WI JOINT FORCE HEADQUARTERS ON DVD AND ON THE PUBLIC AFFAIRS OFFICE SERVER.

CLOSED IS DEFINED AS THE END OF THE FISCAL YEAR. FILES ARE CUT OFF AT THE END OF THE FISCAL YEAR.

PERMANENT RETENTION

Dept #: 1465/ Department Name: MILITARY AFFAIRS

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00069000. MILITARY PAY RECORDS CR+8 DEST Y

Payroll Records Reflect The History And Amounts That Have Been Paid Out To Military Members At The 128 Fighter Wing And Are Filed By Julian Date. Records Include Supporting Documents For Payroll Along With Payroll Control Register. The Payroll Control Registers Are Filed By Payroll Period. Then Social Security Number And Numerical Order. Payroll Records Also Include Individual Attendance, Overtime, And Flextime.

This Record Series Consists Of Records That Substantiate Payment For Active And Inactive Duty In The Air National Guard.

The Files Are Cut Off At The End Of The Fy; Then Retired To The State Records Center For The Remainder Of The Retention Period Of 8 Years, Then Destroyed.

Personally Identifiable Information Could Include The Names, Home Address And/Or Social Security Numbers Of The Member.

Disposal Authority: Air Force Regulation, 4-20, Vol 2 T177-25, R9.

Dept #: 1900/ Department Name: EMERGENCY GOVERNMENT

RDA # RDA Title Retention Disposition PII

00030000. EMERGENCY POLICE SERVICES & TRIBAL TREATY RIGHTS CR+5 SHSW Y

UNDER S.323 WIS. STATS. DURING ANY STATE OF EMERGENCY WHEN THE SITUATION OVERWHELMS LOCAL LAW ENFORCEMENT, THE WISCONSIN EMERGENCY POLICE SERVICES PROVIDES LAW ENFORCEMENT SUPPORT AND COORDINATION OF MUTUAL AID, WORKING WITH LOCAL, STATE AND FEDERAL LAW ENFORCEMENT AGENCIES TO PROVIDE REQUESTED RESOURCES.

THIS RECORD SERIES MAY INCLUDE BUT IS NOT LIMITED TO FILES AND RECORDS ASSOCIATED WITH EMERGENCY POLICE SERVICES AND INCLUDES TRIBAL TREATY RIGHTS. SUBJECTS MAY INCLUDE: EMERGENCY MANPOWER COSTS, COMMUNICATIONS, CROWD CONTROL TRAINING, OPERATIONAL PLANS, DAILY SITUATIONAL REPORTS, PRE-PLANNING FOR LARGE EVENTS OR MEETINGS, MEETINGS AT THE CAPITOL AND THE GOVERNOR'S MANSION, PUBLIC INFORMATION, REIMBURSEMENT INFORMATION AND COSTS. MUTUAL AID FILES--WHICH MAY INCLUDE CORRESPONDENCE FROM SHERIFFS, LOCAL AND COUNTY LAW ENFORCEMENT PERSONNEL. TRIBAL RECORDS MAY INCLUDE TRIBAL HARVEST QUOTAS, SITUATION REPORTS, ANNUAL REPORTS, LANDING REPORTS, AND SPEARFISHING REPORTS FROM GREAT LAKES INDIAN FISH AND WILDLIFE COMMISSION WARDENS.

RETENTION = CR + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

00044000. FEDERAL GRANTS AWARD DOCUMENTATION FIS+7 DEST Y

THIS RECORD SERIES MAY INCLUDE BUT IS NOT LIMITED TO FILES AND RECORDS ASSOCIATED WITH ALL FEDERAL GRANTS AND CONTRACTS. IT MAY INCLUDE:

- STATE AND SUBGRANTEE APPLICATIONS FOR FUNDING, AWARD NOTIFICATIONS, ALLOCATIONS
- PLANS OF WORK, AMENDMENTS AND PROGRESS REPORTS
- CLOSE-OUT REPORTS
- GRANT FINANCIAL REIMBURSEMENT REQUESTS
- CORRESPONDENCE
- EMPG - EMERGENCY MANAGEMENT PLANNING GRANT ASSISTANCE
- COUNTY AUDITS

RETENTION = FIS + 7 YEARS AND DESTROY CONFIDENTIAL

00045000. TRAINING & EXERCISE RECORDS INCLUDING HAZMAT PROGRAM & REACT CR+7 DEST Y

UNDER S.323 WIS. STATS.: THE HEAD OF EMERGENCY MANAGEMENT FOR EACH COUNTY SHALL COORDINATE AND ASSIST IN DEVELOPING CITY, VILLAGE, TRIBAL AND TOWN EMERGENCY MANAGEMENT PLANS...AND DIRECT COUNTYWIDE AND TRIBAL EMERGENCY MANAGEMENT TRAINING PROGRAMS AND EXERCISES. THE DIVISION OF EMERGENCY MANAGEMENT PROVIDES TRAINING TO LOCAL GOVERNMENT OFFICIALS AND OTHER STATE AGENCIES ON EMERGENCY MANAGEMENT AND PROVIDES ASSISTANCE TO THEM IN EXERCISING THEIR EMERGENCY RESPONSE PLANS. RECORDS IN THIS SERIES INCLUDES INFORMATION ON SPECIFIC TRAINING EVENTS INCLUDING COURSE DESCRIPTIONS, RECRUITMENT AND REGISTRATION, ATTENDANCE RECORDS, COST INFORMATION

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PER EVENT AND COURSE EVALUATIONS. IN ADDITION, COUNTIES' 4- YEAR EXERCISE PLANS, EXERCISE REPORTS, AND SUPPORTING DOCUMENTATION SUCH AS SCENARIOS AND LISTS OF MAJOR EVENTS, MESSAGES, CRITIQUES AND EVALUATIONS. INCLUDES REPORTS ON ACTUAL EVENTS FOR WHICH EXERCISE CREDIT IS REQUESTED PLUS SUPPORTING DOCUMENTATION SUCH AS PHOTOS, NEWSPAPER CLIPPINGS, ETC.

THE DIVISION OF EMERGENCY MANAGEMENT ADMINISTERS, REVIEWS AND AWARDS VARIOUS GRANTS TO LOCAL JURISDICTIONS WHICH INCLUDE HAZMAT HAZARDOUS MATERIALS) TRAINING GRANTS PROGRAMS. THIS RECORD SERIES ALSO INCLUDES RECORDS FOR REACT (REGIONAL ALL-CLIMATE TRAINING CENTER) FOR COLLAPSE STRUCTURE RESCUE TRAINING.

RETENTION = CR + 7 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

<u>00052000.</u>	<u>DISASTER RECORDS</u>	<u>CR+5</u>	<u>SHSW</u>	<u>Y</u>
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UNDER S.323 WIS. STATS.: THE DIVISION OF EMERGENCY MANAGEMENT IS CHARGED WITH THE ROLE OF ASSISTING LOCAL UNITS OF GOVERNMENT AND LOCAL LAW ENFORCEMENT AGENCIES IN RESPONDING TO A DISASTER OR THE IMMINENT THREAT OF A DISASTER; AND IN THE EVENT OF A MAJOR DISASTER, TO MAKE PAYMENTS FOR THIS STATE'S SHARE OF FEDERAL AND STATE DISASTER ASSISTANCE GRANTS TO INDIVIDUALS AND LOCAL GOVERNMENTS.

THE DIVISION OF EMERGENCY MANAGEMENT IS CHARGED WITH COPING WITH EMERGENCIES RESULTING FROM NATURAL AND MAN-MADE DISASTERS.

THIS RECORD SERIES MAY INCLUDE BUT IS NOT LIMITED TO FILES AND RECORDS ASSOCIATED WITH DISASTER RESPONSE THROUGHOUT THE STATE FOR BOTH DECLARED AND NON-DECLARED DISASTERS. THIS INCLUDES SITUATION REPORTS; UNIFORM DISASTER SITUATION REPORTS (UDSRs); REQUESTS FOR ASSISTANCE; FEDERAL/STATE AGREEMENTS; INDIVIDUAL ASSISTANCE, PUBLIC ASSISTANCE, AND HAZARD MITIGATION GRANT RECORDS/CASE FILES; DISBURSEMENT RECORDS; FINANCIAL REPORTS; AND OTHER ASSOCIATED FILES. INDIVIDUAL ASSISTANCE CASE FILES ARE PROTECTED BY THE PRIVACY ACT.

RETENTION = CR + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

<u>00056000.</u>	<u>REP NUCLEAR POWER PLANT EXERCISES</u>	<u>CR+5</u>	<u>SHSW</u>	<u>N</u>
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UNDER THE PROVISIONS OF NUREG 0654 FEMA-REP-1, CRITERIA FOR PREPARATION AND EVALUATION OF RADIOLOGICAL EMERGENCY RESPONSE PLANS AND PREPARATION AND EVALUATION OF RADIOLOGICAL EMERGENCY RESPONSE PLANS AND PREPAREDNESS IN SUPPORT OF NUCLEAR POWER PLANTS, IN FURTHERANCE OF CFR 44, PART 350.5, EACH STATE AND LOCAL GOVERNMENT IS REQUIRED TO CONDUCT BIENNIAL INCIDENT RESPONSE EXERCISES WITH NUCLEAR POWER PLANTS WHICH AFFECT THEM. MATERIALS ARE ACCUMULATED FOR EACH NPP EXERCISE AND USED AS REFERENCE MATERIALS IN PREPARATION FOR FUTURE EXERCISES. THIS RECORD SERIES INCLUDES, BUT IS NOT LIMITED TO, NPP EXERCISE OBJECTIVES, SCENARIO, STAFFING PLANS, EXERCISE RECORDS, AFTER ACTION REPORTS (AARS) AND IMPROVEMENT PLANS.

RETENTION = CR + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

<u>00057000.</u>	<u>REP ANNUAL LETTER OF CERTIFICATION</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
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Under The Provisions Of Nureg 0654 Fema-Rep-1 Rev. 1, Criteria For Preparation And Evaluation Of Radiological Emergency Response Plans And Preparedness In Support Of Nuclear Power Plants. In Furtherance Of Cfr 44, Part 350.5, Each State And Local Government Is Required To Update Its Plans And Agreements As Needed And To Review And Certify It To Be Current On An Annual Basis. The Annual Letter Of Certification Is The Procedure Selected For Meeting These Reuirements.

This Record Series Includes Copies Of Previous Years 'Letters Of Certification

<u>00058000.</u>	<u>WEM CENTRAL</u>	<u>CR+5</u>	<u>SHSW</u>	<u>N</u>
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THIS RECORD SERIES MAY INCLUDE BUT IS NOT LIMITED TO FILES AND RECORDS ASSOCIATED WITH POLICIES AND PROCEDURES, INFORMATION & GUIDANCE (I&G) MEMOS, GENERAL INFORMATION, ADMINISTRATIVE PLANS, ORGANIZATION, PLANNING, MEETINGS, CORRESPONDENCE. THIS MAY INCLUDE MINUTES OF DIVISION AND MANAGEMENT MEETINGS, INTERNAL CORRESPONDENCE AND REORGANIZATION OF THE DIVISION. THIS MAY INCLUDE ROUTINE CORRESPONDENCE FROM THE STATE, REGIONAL AND FEDERAL AGENCIES, ASSOCIATIONS, COMMITTEES AND COUNCILS.

THIS MAY INCLUDE INFORMATION ON PENDING OR CURRENT STATE AND FEDERAL LEGISLATION RELATING TO EMERGENCY MANAGEMENT, INCLUDING LEGAL OPINIONS AND INTERPRETATIONS.

RETENTION = CR + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

<u>00063000.</u>	<u>ACTIVE EPCRA FACILITY & LEPC RECORDS & REP ANNUAL LETTER OF CEI</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
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FOR ACTIVE EPCRA FACILITIES - THE STATE EMERGENCY RESPONSE COMMISSION (SERC)/WISCONSIN EMERGENCY MANAGEMENT (WEM) OVERSEES THE DEVELOPMENT AND MAINTENANCE OF COUNTY-WIDE HAZARDOUS RESPONSE PLANS, FACILITY OFF-SITE EMERGENCY RESPONSE PLANS AND RECEIVES THE FACILITY SUBMISSIONS AND MAINTAINS FACILITY FILES FOR THE EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW PROGRAM UNDER 323.60 WIS. STATS. THE SERC APPROVES PLANS SUBMITTED BY THE LOCAL EMERGENCY PLANNING COMMITTEES (LEPCS) TO THE SERC. RECORDS IN THIS SERIES MUST BE READILY AVAILABLE FOR PUBLIC INSPECTION THAT INCLUDE, BUT ARE NOT LIMITED TO, COUNTY-WIDE HAZARDOUS MATERIALS RESPONSE PLANS, CURRENT FACILITY OFF-SITE RESPONSE PLANS, TRANSMITTAL SHEETS FOR PLAN UPDATES, ANNUAL PLAN REVIEW CHECKLIST, PLAN GUIDANCE, SITE PLANS, ATTACHMENTS TO PLANS, EMERGENCY PLANNING NOTIFICATIONS, EMERGENCY NOTIFICATION OF RELEASE AND FOLLOW-UP REPORTS, ANNUAL TIER II EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY REPORTS, FACILITY SITE PLANS, BATCH PLANT SUBMISSIONS, CONSTRUCTION SUBMISSIONS AND MISCELLANEOUS CORRESPONDENCE. THIS RECORD SERIES IS CURRENTLY IN PAPER FORM. MOST FUTURE DOCUMENTS WILL BE IN AN ELECTRONIC FORMAT.

UNDER THE PROVISIONS OF NUREG 0654 FEMA-REP-1 REV. 1, CRITERIA FOR PREPARATION AND EVALUATION OF RADIOLOGICAL EMERGENCY RESPONSE PLANS AND PREPAREDNESS IN SUPPORT OF NUCLEAR POWER PLANTS, IN ACCORDANCE WITH 44 CFR 350.5, EACH STATE AND LOCAL GOVERNMENT IS REQUIRED TO UPDATE ITS PLAN AND AGREEMENTS, AS NEEDED, AND TO REVIEW AND CERTIFY IT TO BE CURRENT ON AN ANNUAL BASIS. THE ANNUAL LETTER OF CERTIFICATION IS THE PROCEDURE SELECTED FOR MEETING THESE REQUIREMENTS. THIS RECORD SERIES INCLUDES COPIES OF PREVIOUS YEARS OF LETTERS OF CERTIFICATION.

EVENT = SUPERCEED + 5 YEARS AND DESTROY CONFIDENTIAL.

<u>00063A00.</u>	<u>INACTIVE EPCRA FACILITY & LEPC RECORDS</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
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FOR INACTIVE EPCRA FACILITIES - THE STATE EMERGENCY RESPONSE COMMISSION (SERC)/WISCONSIN EMERGENCY MANAGEMENT (WEM) OVERSEES THE DEVELOPMENT AND MAINTENANCE OF COUNTY-WIDE HAZARDOUS RESPONSE PLANS, FACILITY OFF-SITE EMERGENCY RESPONSE PLANS AND RECEIVES THE FACILITY SUBMISSIONS AND MAINTAINS FACILITY FILES FOR THE EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW PROGRAM UNDER 323.60 WIS. STATS. THE SERC APPROVES PLANS SUBMITTED BY THE LOCAL EMERGENCY PLANNING COMMITTEES (LEPCS) TO THE SERC. RECORDS IN THIS SERIES MUST BE READILY AVAILABLE FOR PUBLIC INSPECTION AND INCLUDE, BUT ARE NOT LIMITED TO, COUNTY-WIDE HAZARDOUS MATERIALS RESPONSE PLANS, CURRENT FACILITY OFF-SITE RESPONSE PLANS, TRANSMITTAL SHEETS FOR PLAN UPDATES, ANNUAL PLAN REVIEW CHECKLIST, PLAN GUIDANCE, SITE PLANS, ATTACHMENTS TO PLANS, EMERGENCY PLANNING NOTIFICATIONS, EMERGENCY NOTIFICATION OF RELEASE AND FOLLOW-UP REPORTS, ANNUAL TIER II EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY REPORTS, FACILITY SITE PLANS, BATCH PLANT SUBMISSIONS, CONSTRUCTION SUBMISSIONS AND MISCELLANEOUS CORRESPONDENCE. THIS RECORD SERIES IS CURRENTLY IN PAPER FORM. MOST FUTURE DOCUMENTS WILL BE IN AN ELECTRONIC FORMAT.

CR + 5 YEARS AND DESTROY CONFIDENTIAL.

<u>00065000.</u>	<u>MATERIAL SAFETY DATA SHEETS (MSDS)</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
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THE STATE EMERGENCY RESPONSE COMMISSION (SERC)/WISCONSIN EMERGENCY MANAGEMENT (WEM) OVERSEES AND RECEIVES THE FACILITY SUBMISSIONS AND MAINTAINS FACILITY FILES FOR THE EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW PROGRAM UNDER 323.60 WIS. STATS. RECORDS IN THIS SERIES MUST BE READILY AVAILABLE FOR PUBLIC INSPECTION AND INCLUDE BUT ARE NOT LIMITED TO, CURRENT MATERIAL SAFETY DATA SHEET (MSDS) SUBMISSIONS, CURRENT MSDS CHEMICAL LIST SUBMISSIONS.

THIS RECORD SERIES IS CURRENTLY IN PAPER FORM HOWEVER MOST FUTURE DOCUMENTS WILL BE IN AN ELECTRONIC FORMAT.

RETENTION = CR + 5 YEARS AND DESTROY

<u>00068000.</u>	<u>EMERGENCY RESPONSE PLANS</u>	<u>EVT+5</u>	<u>SHSW</u>	<u>Y</u>
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UNDER S.323 WIS. STATS.: THE DIVISION OF EMERGENCY MANAGEMENT IS RESPONSIBLE FOR THE FORMULATION, IMPLEMENTATION, REVIEW AND REVISION OF POLICY AND PROCEDURES FOR EMERGENCY RESPONSE IN THE STATE OF WISCONSIN. TO THIS END, THE DIVISION DEVELOPS PLANS AND RELATED DOCUMENTS TO PREPARE THE STATE AND ITS AGENCIES, COUNTIES, MUNICIPALITIES, TRIBES AND LOCALITIES TO RESPOND TO EMERGENCIES AND DISASTERS RESULTING FROM NATURAL OR MAN-MADE DISASTERS.

THESE PLANS INCLUDE, BUT ARE NOT LIMITED TO, THE WISCONSIN EMERGENCY RESPONSE PLAN, THE ALL-HAZARDS RESPONSE PLAN, THE WISCONSIN EMERGENCY OPERATIONS PLAN, THE WISCONSIN RADIOLOGICAL INCIDENT RESPONSE PLANS, PROGRAM ADMINISTRATION PLANS, AND OTHER MISCELLANEOUS FILES. SOME PLANS MAY INCLUDE LISTS OF CONTACT NAMES AND PHONE NUMBERS FOR ANY AGENCY OFFICIALS THAT MAY ASSIST WITH AN EMERGENCY OR DISASTER. THIS RECORD SERIES MAY INCLUDE MASTER COPIES OF PREVIOUS PLANNING DOCUMENTS WHICH ARE PERIODICALLY UPDATED, AND DISTRIBUTED, AND CHANGED PAGES FOR SECTIONS OF THESE DOCUMENTS THAT ARE PERIODICALLY PARTIALLY UPDATED.

RETENTION = EVENT + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)