465-MILITARY AFFAIRS

Dept # **/465/** Department Name **MILITARY AFFAIRS**

RDA #	RDA Title	Retention	Disposition	PII
00001000.	**PRIOR SERVICE RECORDS**	**P**	**PERM**	**Y**

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.

Prior service records are used to verify service, veteran's benefits, and social security employment benefits.

Prior service records are maintained at Records Holding Area of the Department of Military Affairs.

Authority for permanent retention is AR 600-8-104 paragraph 1-6b and Wis. Stat. § 321.04.

RETENTION: Permanent

00018000.	**WIARNG ANNUAL TRAINING PAYROLLS**	**CR+10/3**	**DEST**	**Y**

Wisconsin Army National Guard Annual (WIARNG) 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 (ARMS) and National Guard Regulation 37-104-3 (PAY AND ALLOWANCES).

Confidential: Wis. Stat.§§ 19.36(10)(a) and (13).

RETENTION: EVENT (Creation) + 10 years and 3 months and destroy confidential

00025000.	**JUMPS SUBSTANTIATING DOCUMENT**	**FIS+6/3**	**DEST**	**Y**

This record series consists of Joint Uniform Military Pay System (JUMPS) substantiating documents, which are records that substantiate payment for active or inactive duty in the Army National Guard. Records may include, but are not limited to, the following:
Direct Deposit Sign up Form
JUMPS-Joint Service Software Pay elections form
Military Pay order
Additional Training Assembly Certificate
Request for Split Training Assemble Authorization

Confidential: Wis. Stat.§ 19.36(13).

RETENTION: EVENT (end of Fiscal year) + 6 years and 3 months and destroy confidential

00026000.	**ADAPS (ACTIVE DUTY AUTOMATED PAY SYSTEM) SUBSTANTIATING DOCU**	**FIS+6/3**	**DEST**	**Y**

The Department of Military Affairs is mandated by Army Regulation 37-104-3 to provide pay support to Army
National Guard soldiers performing inactive duty training, annual training or are on active duty when the payroll is prepared using the National Guard Bureau Active Duty Pay Automated Pay System (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, orders from The Adjutant General and training certificates (Wisconsin National Guard Form 16).

Authority: National Guard Regulation 37-104-3.

Confidential: Wis. Stat.§§ 19.36(10)(a) and (13).

RETENTION: EVENT (end of Fiscal year) + 6 years and 3 months and destroy confidential

00027000.	**PERMANENT ORDER BACKGROUND FILES**	**EVT+25**	**DEST**	**Y**

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.

Event: issuance of a permanent order or certificate to which the documents relate.

Confidential: Wis. Stat.§ 19.36(10)(a).

RETENTION: EVENT + 25 years and destroy confidential

00028000. PERMANENT ORDERS P PERM Y

Permanent Orders are published by Joint Force Headquarters, Wisconsin Army National Guard to affect such personnel/unit actions as: awards, attachments, release from attachments, unit reorganizations or redesignations, non-pay orders, Annual Training, amendments and revocations of orders.

Permanent Retention Justification: Retention of orders is in accordance with Army Regulation 600-8-105 (Military Orders), Wisconsin National Guard Regulation 600-8-105 (Wisconsin National Guard Military Orders).

Confidential: Wis. Stat.§ 19.36(10)(a).

RETENTION: Permanent

00032000. MILITARY AWARD CASE FILES - PEACETIME FIS+25 DEST Y

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), copy of the awarded certificate, processing checklist, board actions and substantiating documents.

Confidential: Wis. Stat.§§ 19.36(10)(a) and (10)(d).

RETENTION: EVENT (end of Fiscal year) + 25 years and destroy confidential

00033000. MILITARY AWARD CASE FILES - WARTIME AND / OR COMBAT ACTIVITIES P PERM Y

Documents relating to recommendation, review, and approval or disapproval of military awards (other than approvals for the Medal of Honor) for individuals during 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 than Valor) of Army Achievement Medal, Army Commendation, and Meritorious Service Medal; Permanent Order, copy of the awarded certificate, processing checklist, board actions and substantiating documents.

Permanent Justification: Army Regulation 600-8-22. .

RETENTION: Permanent

00037000. UNIT ORDERS & CONSOLIDATED ORDERS LOG FIS+10/3 DEST Y

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 Specialty (MOS), non-pay orders, Annual Training, amendments and revocations of unit orders and transferring a member to and from the Inactive National Guard.

Orders are created and distributed 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 (!PERMS) which is where individual soldiers' records are maintained.

Confidential: Wis. Stat.§ 19.36(10)(a).

RETENTION: EVENT (end of Fiscal year) + 10 years and 3 months and destroy confidential

00038000. CONGRESSIONAL INQUIRIES EVT+5 DEST Y

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 complainants, members of Congress, Congressional aides, and other individuals.

RETENTION: EVENT (Completion of inquiry) + 5 years and destroy confidential

00076000. CHALLENGE ACADEMY PROGRAM ADMINISTRATION EVT+10 DEST Y

Records used to support the administration of the Challenge Academy program. For each class of cadets that comes through the Academy's program, the Academy creates and/or maintains the following records: admissions packets, final release forms, letters of enrollment and disenrollment, liability releases, hands-off leadership agreement, cadet leave requests, mentor information, Armed Services Vocational Aptitude Battery (ASVAB) summary reports, awards, final certificates, and disciplinary reports. Other records generated by the medical officer and counselors include medical packets (medical visit information stored in Cadet Tracker), self-harm sheets, counseling records, and behavior agreements.

Event: For each set of records relevant to a particular class of cadets, the event is the date of the end of that class of cadet's post residential phase of the program, which is the phase that completes the program.

RETENTION: EVENT + 10 years and destroy confidential

00077000. WISCONSIN NATIONAL GUARD TUITION REIMBURSEMENT EVT+4 DEST Y

These records pertain to the tuition reimbursement available for Wisconsin National Guard (WING) service members pursuant to Wis. Stat. § 321.40. Records include applications, repayment information, certifying official documents from qualifying schools, letters to members about "on hold" processing of payments, tax withholding information and lists of eligible schools and universities and maximum reimbursement allowed.

Event: with respect to each service member, the earlier of (1) the exhaustion of benefits available under Wis. Stat. § 321 .40; or (2) the service member ceasing to be a WING service member.

Confidential: Wis. Stat. § 19.36(10)(a)

RETENTION: EVENT + 4 years and destroy confidential

00079000. COOPERATIVE AGREEMENTS EVT+10 DEST N

Records include cooperative agreements with the United States/National Guard Bureau, and their appendices and all records related to activities performed under the cooperative agreements. Cooperative agreements provide support to the Army and Air National Guard in minor construction, maintenance, repair, or operation of facilities, and mission operational support to be performed by recipients as authorized by the National Guard Bureau.

RETENTION: EVENT (completion of cooperative agreement) +10 years and destroy.

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

Under Wis. Stat. ch. 323, 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, 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: EVENT (Date created or received) + 5 years and transfer to State Archives (WHS)

00057000. RADIOLOGICAL EMERGENCY PROTECTION ANNUAL LETTER OF CERTIFICA EVT+8 DEST Y

Under the provision 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 CFT 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. Radiological Emergency Preparedness program guidance state all exercise or utility related files must be home stored for eight (8) years.

Records include cover letter, Annual Letter of Certification, Letters of Agreement, Memorandums of Understanding, contracts, training materials, annual training sign-in sheets and logs, press releases, transient brochures, annual calendars and mailing lists, drill/siren logs,emergency facility logs, equipment calibration logs and reports.

RETENTION: EVENT (Date of certification approval) + 8 years and destroy

00063000. ACTIVE EPCRA FACILITY & LEPC RECORDS & REP ANNUAL LETTER OF CEI CR+5 DEST Y

Contains records relating to Emergency Planning and Community Right-to-Know Act (EPCRA) compliance for active facilities. including but not limited to, planning notifications, Tier II reports, invoicing, other compliance notices, and compliance case documents. Confidential: 42 U.S.C. § 11004.

RETENTION: EVENT (date of creation) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00063A00.	INACTIVE EPCRA FACILITY & LEPC RECORDS	CR+5	DEST	Y

Contains records relating to Emergency Planning and Community Right-to-Know Act (EPCRA) compliance for inactive facilities, including but not limited to, planning notifications, Tier II reports, invoicing, other compliance notices, and compliance case documents.

Confidential: 42 U.S.C. § 11004.

RETENTION: EVENT (date of Creation) + 5 years and destroy confidential

00065000.	HAZARDOUS MATERIALS REPORTING	EVT+5	DEST	N

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 Wis. Stat. ch. 323. Records in this series include, but are not limited to, current Wisconsin Hazmat Online Planning and Reporting System (WHOPRS) submissions and files.

RETENTION: EVENT (Date of receipt) + 5 years and destroy

00078000.	DISASTER RESPONSE RECORDS	EVT+5	SHSW	N

Records include situation reports, case files, property records, and other documents relating to the response to, and recovery from actual, specific disaster events experienced by, in most cases, local units of government, which require state and/or federal level financial assistance. These records, which are generally created only after the disaster event, relate to the process of recovering from such disasters and receiving state and/or federal assistance for the recovery.

Confidential per federal Privacy Act, 5 U.S.C. § 552a, which protects Individual Assistance case files.

Date Case Closed: For disasters that received a federal disaster declaration, the latest of the following FEMA disaster grant closeout dates: Public Assistance program, Individual Assistance program, or Hazard Mitigation Grant Program. For disasters that did not receive a federal disaster declaration, the end date of Governor's emergency declaration or, in the absence of a Governor's emergency declaration, any local emergency declarations.

RETENTION: EVENT (Date case closed) + 5 years and transfer to WHS.