REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK						
DATE RECEIVED 1978	JOB	NO.		_		
NC1 42	8	78	2			

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the dis-

posal request, including amendments, is approved except for

items that may be stamped "disposal not approved" or "with-

TO:	GENERAL	SERVICES		TRATIO			
	NATIONAL A	ARCHIVES AND	RECORDS	SERVICE,	WASHINGTON,	DC	20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Navy

2. MAJOR SUBDIVISION

Naval Council of Personnel Boards

3. MINOR SUBDIVISION

Disability Evaluation System

4. NAME OF PERSON WITH WHOM TO CONFER

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

Captain Joseph Sanderlin, MC, USN

5. TEL. EXT.

696-4371

drawn" in column 10.

7. ITEM NO.

(Signature of Ageny) Representative)

Director, Naval Council of Personnel (Title)

> 9. SAMPLE OR JOB NO. 10. ACTION TAKEN

Boards

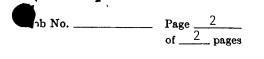
1 NAVAL DISABILITY EVALUATION PROCEEDINGS CASE FILES.

> Case files consisting of Medical Board Reports; statement of findings of Physical Evaluation Boards; medical reports from Veteran's Administration and civilian medical facilities; copies of prior actions taken in the case; transcripts of Physical Evaluation Board hearings; rebuttals submitted by the party; intra and interagency correspondence concerning the case; correspondence from and to the party, members of Congress, attorneys, and other interested parties; documents concerning the appointment of trustees for mentally incompetent service members and other records used in evaluating disability cases.

8. DESCRIPTION OF ITEM

(With Inclusive Dates or Retention Periods)

Beginning with case files closed and numbered in 1978, the hard copy of the files will be converted to microfiche form following final action of the Secretary of the Navy. In each case the hard copy is to be destroyed upon ascertaining that the microfiche is complete and acceptable quality. The case files of those members placed on the TDRL or on limited duty will be retained in hard copy at the NCPB until the member is retired, separated, found fit for duty or has died. The case files will then be microfiched. Microfilming will be done in accordance with 41 CFR 101-11.506.



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	a. Hard copies of case files closed prior to 1978.		
	Destroy when 75 years old.		
	b. Hard copies of case files closed after 1977 and converted to microfilm.		
	Destroy upon verification of the quality and accuracy of the microfiche copy.		
	c. Negative microfiche copies of case files.		
	Transfer to the Washington National Records Center when 5 years old. Destroy when 75 years old.		
	d. Positive microfiche copies of case files.		
	Destroy when administrative reference needs have ended.		
	e. Case files indexes.		
	Destroy with related records.		
2	Nonrecord copies of Navy health records, Navy hospital records, and JAG investigations used by the Board for evaluation.		
	Destroy when case file is closed.		
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