

Request for Records Disposition Authority

Records Schedule Number DAA-0024-2013-0001

Schedule Status Approved

Agency or Establishment Department of the Navy

Record Group / Scheduling Group Records of the Bureau of Naval Personnel

Records Schedule applies to Major Subdivision

Major Subdivision BUPERS 5720 Integrity Drive Building 791, Floor 2, Room d208, Millington, TN 38054

Minor Subdivision PERS-4013

Schedule Subject SSIC 1080.5
PERSONNEL ACCOUNTING RECORDS; Master microfilm negatives of monthly Enlisted Distribution and Verification Report (EDVR) and electronic version maintained by OPMAC. The EDVR is a monthly statement of an activity's personnel account reflecting all individual assignments.

Internal agency concurrences will be provided No

Background Information The Enlisted Distribution and Verification Report (EDVR) is a monthly statement of an activity's personnel account reflecting all individual assignments. It is used as a tool to determine billet and Navy Enlisted Code (NEC/MOS) occupation codes by the Command team: Commander, Commanding Officer, Executive Officer, Command Master Chief Petty Officer, Department Heads, Department leading Senior Chief Petty Officers, Division Officer and division Leading Chief Petty Officer to determine billet and Navy Enlisted Code (NEC/MOS) occupation codes. It also informs the staff of future personnel gains and personnel losses. The report also indicates reserve personnel assigned to each command. The Bureau of Naval Personnel (BUPERS) sends out a list every month to each command bases on the UIC. This is a snap shot every month by name and SSN of everyone within the military command. It is broken down by Unit Identification Code (UIC), a 6 digit number that identifies a command.

The proposed schedule replaces SSIC 1080.5a Enlisted Distribution and Verification Report (EDVR) and changes the existing disposition from temporary to permanent.

Currently BUPERS is holding 75 cubic feet of microfilm at BUPERS in Millington Tenn that needs to be transferred physically to NARA as soon as possible. The dates on this collection is from 1975-2003.

The Electronic Data base starts in 2004-current and is housed at BUPERS. The Navy would like to transfer a permanent copy to NARA starting in January 2014 that covers 2004 to 2014 and then make a transfer of the database annually in January. This database contains PII information including full name and SSN.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	2	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0024-2013-0001

Sequence Number	
1	SSIC 1080 PERSONNEL ACCOUNTING RECORDS SSIC 1080.5. Enlisted Strength Summaries
1.1	SSIC 1080.5a. Enlisted Distribution and Verification Report (EDVR)
1.1.1	SSIC 1080.5a(1). Master negatives of monthly Enlisted Distribution and Verification Report Disposition Authority Number: DAA-0024-2013-0001-0001
1.1.2	SSIC 1080.5a(2). Monthly Enlisted Distribution and Verification Report. Disposition Authority Number: DAA-0024-2013-0001-0002
1.2	SSIC 1080 PERSONNEL ACCOUNTING RECORDS SSIC 1080.5d Command/Unit Reports Disposition Authority Number: DAA-0024-2013-0001-0003

Records Schedule Items

Sequence Number					
1	SSIC 1080 PERSONNEL ACCOUNTING RECORDS SSIC 1080.5. Enlisted Strength Summaries				
1.1	SSIC 1080.5a. Enlisted Distribution and Verification Report (EDVR)				
1.1.1	SSIC 1080.5a(1). Master negatives of monthly Enlisted Distribution and Verification Report				
	Disposition Authority Number DAA-0024-2013-0001-0001				
	SSIC 1080.5a(1). Master negatives of monthly Enlisted Distribution and Verification Report. 75 cubic feet of microfilm boxes for the period 1975-2003 stored with BUPERS, Millington, Tennessee.				
	Final Disposition Permanent				
	Item Status Active				
	Is this item media neutral? Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No				
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td>SSIC 1080.5a(1)</td> <td>SECNAV Manual 5210.1</td> </tr> </table>	Manual Citation	Manual Title	SSIC 1080.5a(1)	SECNAV Manual 5210.1
Manual Citation	Manual Title				
SSIC 1080.5a(1)	SECNAV Manual 5210.1				
	GRS or Superseded Authority Citation (N1-NU-86-1)				
	Disposition Instruction				
	Cutoff Instruction Cutoff at end of CY.				
	Transfer to Inactive Storage none				
	Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning immediately after CY				
	Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after approval of this schedule				
	Additional Information				
	First year of records accumulation 1975				
	End year of records accumulation 2003				

What will be the date span of the initial transfer of records to the National Archives? **From 1975 To 2003**

How frequently will your agency transfer these records to the National Archives? **Unknown**
One-time transfer

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform	75 Linear feet of microfiche Microfilm rolls	
Hardcopy or Analog Special Media		

1.1.2

SSIC 1080.5a(2). Monthly Enlisted Distribution and Verification Report.

Disposition Authority Number **DAA-0024-2013-0001-0002**

Monthly Enlisted Distribution and Verification Report in electronic format.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
SSIC 1080.5a(2)	SECNAV-M-5210.1

GRS or Superseded Authority Citation **(N1-NU-86-1)**

Disposition Instruction

Cutoff Instruction **Cutoff at end of CY.**

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning immediately after CY

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

First year of records accumulation 1998

What will be the date span of the initial transfer of records to the National Archives? From 1998 To 2003

How frequently will your agency transfer these records to the National Archives? Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 TB	
Paper		
Microform		
Hardcopy or Analog Special Media	10 Cubic Feet of Compact disks	

1.2

SSIC 1080 PERSONNEL ACCOUNTING RECORDS SSIC 1080.5d Command/ Unit Reports

Disposition Authority Number DAA-0024-2013-0001-0003

SSIC 1080.5d, Official Command level copy of the monthly Enlisted Distribution and Verification Report (EDVR) that is used by the command for historical pruposes.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
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SSIC 1080.5d	Department of the Navy Records Management Manual SECNAV Manual 5210.1
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GRS or Superseded Authority Citation

SSIC 1080.5b (N1-NU-86-1)

Disposition Instruction

Cutoff Instruction

TEMPORARY; Destroy when 2 years old or upon disestablishment of Command/unit

Transfer to Inactive Storage

store onboard

Retention Period

Destroy 2 year(s) after CY.

Additional Information

GAO Approval

Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/30/2013	Certify	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
12/02/2013	Return for Revision	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
12/12/2013	Submit For Certification	Brent Dockter	Records Management Analyst	Chief of Naval Operations staff - DNS-5
01/08/2014	Certify	James Willson-Quayle	Director Directives Records Management Division	Department of the Navy - Secretary of the Navy
06/09/2014	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
06/26/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/26/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/27/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist