

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0024-2013-0002**  
 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        **Agency-wide**  
 Schedule Subject                      **SSIC 5360 DEATH AND FUNERAL RECORDS**  
 Internal agency concurrences will be provided      **No**

Background Information              **Decedent Affairs Program Records Death record jackets accumulated and filed by fiscal year at Bureau of Naval Personnel, CNO Regional Offices, Bureau of Medicine and Surgery (BUMED), Medical Treatment Facilities These records are the same as those under SSIC 5360 2 which are in electronic format and are permanent. Currently there are over 600 cubic feet of these types of records Mr Bill Siebert of the National Personnel Records Center has reviewed these records and states that they are from WWII, Korea and Vietnam and are of high potential research value to the National Archives These records predate the permanent electronic records found in SSIC 5360 2 and are in paper format**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0024-2013-0002

Sequence Number	
1	<b>SSIC 5360 DEATH AND FUNERAL RECORDS</b>
1 1	Decedent Affairs Program Records.(other than electronic database) Disposition Authority Number: DAA-0024-2013-0002-0001

## Records Schedule Items

Sequence Number					
1	<p><b>SSIC 5360 DEATH AND FUNERAL RECORDS</b> Decedent Affairs Program Records. Death record jackets accumulated and filed by fiscal year at Bureau of Naval Personnel, CNO Regional Offices, Bureau of Medicine and Surgery (BUMED); Medical Treatment Facilities.</p>				
1 1	<p>Decedent Affairs Program Records.(other than electronic database) Disposition Authority Number <b>DAA-0024-2013-0002-0001</b></p> <p>Decedent Affairs Program Records. Death record jackets accumulated and filed by fiscal year at Bureau of Naval Personnel, CNO Regional Offices, Bureau of Medicine and Surgery (BUMED); Medical Treatment Facilities. Records consist of individual case files, reports, forms, correspondence, and related records pertaining to persons for whom DON is responsible. These records predate SSIC 5360.2 which are in electronic format and are permanent and contain the same type of information in textual format. These records include decedent affairs records from World War II, Korea and Vietnam.</p> <p>Final Disposition <b>Permanent</b></p> <p>Item Status <b>Active</b></p> <p>Is this item media neutral? <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data? <b>Yes</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5360.1</td> <td style="text-align: center;">Department of the Navy Records Management Manual SECNAV 5210.1</td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>If this item has multiple sections, indicate here records to which this section apply <b>Non-electronic Textual Records</b></p> <p>Cutoff Instruction <b>These records are from 1941-1989 there are 38 accessions of Death Jackets for a total of 679 cu.ft. These records have aged out at this point. Once this schedule is approved all 679 cubic feet should be</b></p>	Manual Citation	Manual Title	5360.1	Department of the Navy Records Management Manual SECNAV 5210.1
Manual Citation	Manual Title				
5360.1	Department of the Navy Records Management Manual SECNAV 5210.1				

transferred to NPRC for final legal transfer to NARA. On the off chance of any other paper, microfiche or microform records are found apply SSIC 5360.1 upon approval of this schedule.

Transfer to Inactive Storage      Once the transfer of these records are concluded SSIC 5360.2 should be the primary schedule for any additional records that are collected.

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      **1941**

End year of records accumulation      **1989**

What will be the date span of the initial transfer of records to the National Archives?      **From 1941 To 1989**

How frequently will your agency transfer these records to the National Archives?      **Unknown**  
**This should be a one time transfer of records from 1941-1989. See attached list of accessions from Bill Siebert**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	679 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

## 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
10/01/2013	Certify	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
12/31/2013	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
01/02/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist