

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-24-89-1

DATE RECEIVED

5/1/89

TO **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment)

Naval Military Personnel Command (NMPC-0243)

2 MAJOR SUBDIVISION

Field Personnel Systems Division (N1696F)

3 MINOR SUBDIVISION

Civilian Distribution Field Support Section

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4 NAME OF PERSON WITH WHOM TO CONFER

Mr. Tommie Gregg

5 TELEPHONE EXT

202-694-2670

DATE

5/1/89

ARCHIVIST OF THE UNITED STATES

Mr. Dewey Madison

202-694-3867

*Claudia M. ...*

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence  is attached, or  is unnecessary.

B. DATE 5-3-88	C SIGNATURE OF AGENCY REPRESENTATIVE <i>E. W. Baller</i> E. W. Baller	D TITLE Head, Navy Directives, Postal, and Records Management Directorate
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>Navy Automated Civilian Management Information System (NACMIS)</p> <p>DESCRIPTION: NACMIS is an interactive system, operating on a commercial teleprocessing network. This system supports the Navy Civilian Personnel Offices through automated data collection, storage, retrieval, reporting and processing.</p> <p>SYSTEM DOCUMENTATION (paper/tape)</p> <p>user manual " "</p> <p>data manual " "</p> <p>data dictionary " "</p> <p>reference files " "</p> <p>computer systems manuals</p> <p>PROPOSED DISPOSITION: Transfer to the Washington National Records Center (WNRC) and destroy five years after transfer.</p>		
2.	<p>PROGRAMS (paper/tape)</p> <p>systems programs " "</p> <p>user programs " "</p> <p>file descriptions " "</p> <p>sub routines " "</p> <p>PROPOSED DISPOSITION: Transfer to WNRC and retain as permanent records.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 2 OF 2
7 ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>SYSTEMS DOCUMENTATION Paper records and files consisting of user manual, data manual, data dictionary, computer systems manual, systems programs, user instructions programs, and sub routines all used with the final version of NACMIS. Included also are summary system status and statistical reports and security procedures.</p> <p>DISPOSITION: Retire to WNRC immediately. Destroy when 10 years old.</p>		
2.	<p>SYSTEM OUTPUT: Microfiche system output of final tape of the NACMIS System. Report format is by employee name.</p> <p>DISPOSITION: Retire to WNRC immediately. Destroy when 10 years old.</p>		
3.	<p>COMPUTER TAPES: Consists of last master file tape, benchmark historical tapes, and master program tape.</p> <p>DISPOSITION: Retire to WNRC immediately. Destroy when 10 years old.</p>		