

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)  
**Department of the Navy**

2 MAJOR SUBDIVISION  
**Naval Military Personnel Command**

3 MINOR SUBDIVISION  
**Navy Recruiting Command**

4 NAME OF PERSON WITH WHOM TO CONFER  
**YNC R. F. STUBBS**

5 TEL EXT  
**AUTOVON  
226-4775**

<b>LEAVE BLANK</b>	
JOB NO	<b>NC1-24-80-1</b>
DATE RECEIVED	<b>September 5, 1980</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>9-9-80</b> <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE <b>AUG 28 1980</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE <b>Naval Records Management Division</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	Pre-enlistment and Enlistment Papers for enlisted personnel: correspondence, and related papers, including copies of investigations, reports of medical examinations, age or birth certificates, consents of parents, waivers, police record checks, and other enlistment data or papers. Official record copies of birth certificates, endorsements, consents of parents, or waivers are to be filed in individual's official Navy Service Record folder when applicant is enlisted. Return any original personal papers of personal value to the rejected applicant whenever possible. Forward to Federal Records Center when 2 years old. Destroy when 4 years old.	Secnavinst P5212.5C par. 1133 (3) - forthcoming revision manual citation  current manual citation - SECNAV INST P5212.5B para. 1130(2)(a)	

RETENTION:

\* Change made per J. Wallace & Navy Rec. Mgmt. 9/18/80  
Closed out: 10-2-80; K.T.D.  
Copies sent to all FPC's & Annex

Corps, and not specifically authorized elsewhere in this chapter for other disposition. Include such reports as officer and enlisted strength reports, naval reserve reports, fiscal reports, compliance reports, transient enlisted personnel reports, enlistment, reenlistment, discharge, and extension reports. Include also copies of special reports prepared for or at the request of the Chief of Naval Personnel.

Retention period: naval activities—6 months; Marine Corps activities—3 months for MC nonrecurring reports, 1 month for MC recurring reports held by data processing installations, and 3 months for others, except 1 year for MC monthly strength and distribution reports and MARCORPS Districts Gain and Loss (G&L) statements.

**1100 RECRUITING RECORDS**

(1) GENERAL CORRESPONDENCE FILES relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, including those concerning the officers aviation program and direct and service appointments; recruiting reports not specifically authorized for other disposition; and correspondence with civilian committees or organizations or with other activities or offices.

Retention period: 2 years, except that Marine Corps activities will retain for 3 years and will retain files within the Marine Corps District until eligible for destruction if recruiting is disestablished.

(2) RECRUITING REPORTS: copies of reports submitted to higher authority and not specifically covered by other authorizations in this manual. Include MARCORPS weekly recruiting statistical reports. (See also para. 1080(8).)

Retention period: 2 years.

**1120 OFFICER RECRUITING RECORDS**

(1) CONTROL CARD RECORDS OR SUMMARY RECORD FORMS showing status of applications and their dispositions.

Retention period: until applicant is commissioned or 5 years after applicant is rejected.

(2) WITHDRAWN OR REJECTED APPLICATIONS FOR COMMISSIONS, including those of individuals found disqualified by the local recruiting officer as well as those forwarded to the Chief of Naval Personnel or the Commandant of the Marine Corps for final action and rejected; related correspondence and papers.

Retention period: 6 months, except that birth certificates, transcripts of college credits, letters of endorsements, and other material of value to the applicant should be returned to applicant whenever possible.

(3) CORRESPONDENCE WITH INDIVIDUAL APPLICANTS FOR COMMISSIONS, OR WITH PROSPECTIVE APPLICANTS, or with other interested individuals. (Filed alphabetically by name.)

Retention period: 6 months.

(4) OFFICER RECRUITMENT STATUS AND PRODUCTION REPORTS.

Retention period: 6 months.

**1130 ENLISTED RECRUITING RECORDS**

(1) CORRESPONDENCE WITH INDIVIDUALS requesting general information regarding enlistment or re-enlistment in the naval service. (Filed alphabetically by name.)

Retention period: 1 year.

(2) PRE-ENLISTMENT AND ENLISTMENT PAPERS for enlisted personnel: correspondence, and related papers, including copies of investigations, reports of medical examinations, age or birth certificates, consents of parents, waivers, police record checks, and other enlistment data or papers. (Official record copies of birth certificates, endorsements, consents of parents, or waivers are to be filed in individual's official Navy Service Record folder or Marine Corps Enlisted Personnel Jacket when applicant is enlisted.) Return any original personal papers of personal value to the rejected applicant whenever possible.

(a) Navy applicants.

Retention period: 2 years after acceptance or rejection of applicant

(b) Marine Corps applicants.

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Retention period when applicant is rejected—6 months or upon disestablishment, when applicant is enlisted—2 years (retain within Marine Corps District for two years if station is disestablished.

(3) CARD (SUMMARY) RECORDS OR INDIVIDUAL DATA CARDS OF ACCEPTED AND REJECTED APPLICANTS for enlistment in the naval services.

Retention period: 5 years, except that if a recruiting station or sub-station is disestablished, send Navy applicants cards not yet 5 years old to the main or other recruiting station that will assume responsibility for the recruiting program formerly administered by the disestablished activity.

(4) REPORTS OF ENLISTMENTS AND RE-ENLISTMENTS: copies of daily reports, such as daily reports of enlistments and inductions (NAVMC 5022a-PD). (See also paras. 1080(8), 1100(2) and 1230(4).)

Retention period: 3 months.

1140 SELECTIVE SERVICE, CONSCRIPTION, AND DEFERMENT RECORDS

(1) MILITARY STATUS OF INDIVIDUALS (such as DD-44). (Copies only, originals are submitted to Selective Service Administration.)

Retention period 2 years or upon separation of individual.

1200 CLASSIFICATION AND DESIGNATION RECORDS - GENERAL

(1) QUALIFICATION (SELECTION) PUNCHED CARDS, showing name, service number, classification, billet recommendation, etc.

Retention period until individual cards are superseded or obsolete.

(2) QUALIFICATION RUNS OR CHECK LISTINGS (prepared from qualification cards) developed for specific local purposes or information.

Retention period: 6 months or until man's separation, whichever is earlier.

(3) ACTIVITIES CLASSIFICATION OR DETAIL CARDS.

Retain. To be carried by man to new duty station upon change of duty.

1220 ENLISTED CLASSIFICATION RECORDS

(1) CLASSIFICATION RECORDS: documents used for obtaining qualification and classification data for individual enlisted personnel, active and reserve (such as Naval Reserve Enlisted Classification Questionnaires, NAVPERS-2490).

Retention period until superseded. (Retain related work sheets only until Questionnaire has been completed and filed in field Service Record.)

(2) ENLISTED EVALUATION WORK SHEETS (such as NAVPERS-792), AND ENLISTED EVALUATION REPORTS (such as NAVPERS-1339), exclusive of copies in official personnel jackets.

Retention period: until individual is separated from the service, except when individual reenlists immediately after discharge, transfer to new Service Record folder.

1230 TESTING AND INTERVIEWING RECORDS

(1) INTERVIEWERS APPRAISAL SHEETS. aids (questionnaires with interviewers notes) to interviewers in classifying personnel.

Retention period: 1 year.

(2) EXAMINATION ANSWER OR SCORE SHEETS for classification tests. Retention period until all scoring and processing operations have been completed and score has been received, or 6 months, provided all action has been completed.

(3) MARKSMANSHIP TESTING RECORDS. (See also para. 3591.)

Retention period 1 year.

(4) REENLISTMENT INTERVIEW REPORTS (such as NAVMC 10213-PD)

Retention period 1 year or until submission of Consolidated Report.

1300 ASSIGNMENT AND DISTRIBUTION RECORDS - GENERAL

(1) CORRESPONDENCE AND RELATED PAPERS CONCERNING THE