

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**

LEAVE BLANK	
JOB NO	NC1-24-80-1
DATE RECEIVED	September 5, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-9-80 <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 AUG 28 1980	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE Naval Records Management Division
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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