

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*RG-38*

*3 items*

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

| LEAVE BLANK  |  |
|--|--|
| DATE RECEIVED<br><b>JUL 10 1974</b>  | JOB NO<br><b>NU - 38 - 75 - 1</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 "with-drawn" in column 10 |  |
| <i>7/31/74</i><br>(Date)   | <i>James B. Rhoads</i><br>Archivist of the United States |

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of the Navy
2. MAJOR SUBDIVISION Office of the Chief of Naval Operations
3. MINOR SUBDIVISION  
Naval Records Management Division (Op-09B1)
4. NAME OF PERSON WITH WHOM TO CONFER  
Mrs. L. S. Anderson (Op-09B16)
5. TEL EXT  
OX7-7103
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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

5 July 1974 Date  
*[Signature]* (Signature of Agency Representative)  
Director, Naval Records Management Division (Acting), and Naval Records Management Officer (Title)

| 7<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|--------------|--|---------------------------|--------------------|
| 1.           | <p>Military Personnel Records<br/>Maintained by the<br/>Bureau of Naval Personnel and the<br/>Naval Reserve Manpower Center</p> <p><u>Official master personnel record in microform:</u> maintained under the cognizance of the Chief of Naval Personnel for each individual officer and enlisted person, this record documents the individual's career in the naval service, from entrance into service until final discharge. A structured record, it is prepared in standard 24x microfiche format, in accordance with provisions of the Navy's microform records system (see copy of system plan and specifications, attached as enclosures (1) and (2)). Documentation comprising the record is that determined essential to document adequately the individ-</p> <p>*One master and five diazo copies of an officer and enlisted man's record are provided as samples, on loan with the consent of the individuals. They should be accorded "For Official Use Only" protection, to preclude the unauthorized disclosure of personal information, and returned promptly upon completion of this review.</p> | X*                        |                    |

*7/29/74 Changes made with approval of Laura Anderson*

(cont.)

ual documents listed on the "Retain Lists" for officer and enlisted service members (see copies attached as enclosures (3) and (4)), or similar or equivalent documents. To ensure the integrity of the record, the master negative remains in file at all times; positive distribution copies are provided users for referencing. Filming is in accordance with GSA standards.

~~Permanent.~~  
~~To be retained,~~ and ~~Transferred~~ to the National Personnel Records Center (Military Personnel) ~~two~~ years after the individual's final discharge from the naval service.

2. Original paper or other documents from which the retained microform record (1 above) is made. These comprise the documents listed on the "Retain Lists," or similar or equivalent documents.

~~Retain until~~ *Destroy after* microfilm is verified as an adequate substitute for the paper record, promptly after filming.

3. Personnel documents of a temporary nature, only, relating to individual officer and enlisted personnel. These are documents determined not appropriate for filing in the official retained personnel record because of their routine or otherwise temporary nature, or because the information they contain, or the action they document, essentially is summarized in, or recorded on, documents comprising the retained personnel record or other long-term or permanent records (such as personnel diaries). Or, they duplicate documents in other long-term records (such as the military pay record). They comprise those documents listed on the "Delete List" (see copies attached as enclosures (3) and (4)), and similar or equivalent documents.

~~Retain until two years old.~~

*Destroy 2 years after date of document*

The above listed items relate to the newly adopted Navy microform record system for its military personnel records. The system was developed after it became apparent over a period of years that changes were necessary for continued effective records and personnel management. It represents the first substantial change made in the individual personnel record

(cont.)

system since 1948.

The current paper record (jacket) is a large one and essentially unstructured. For each individual officer, there are at least three folders, and each folder contains an average of 85 documents. At least half the papers in each of these are routine or otherwise temporary, and not essential to proper documentation of the individual's military career. Yet, the Navy holds more than 897,000 of these records, and more than 1,500 authorized personnel regularly use them. As many as 85,000 individual records may be in use at any one time. Consequently, maintenance and retrieval problems have arisen, particularly during times of mobilization and demobilization.

The Navy's problems in turn have impacted on other agencies, including the National Archives and Records Service and the Veterans Administration, and the quality of service provided former service personnel. The Assistant Archivists for Federal Records Centers and for Records Management have both called attention to deficiencies in the current paper record system. Specifically, they have cited difficulties the National Personnel Records Center (Military Personnel) has in retrieving information and documents from the current paper record.

At the direction of the Chief of Naval Operations, studies were undertaken to alleviate these problems and provide an improved records system. All available documentation and retrieval systems and recording media were explored, and the feasibility of their application to the military personnel record evaluated. The results strongly suggested the feasibility of applying micrographics technology to the personnel record.

To verify these findings and test the operational effectiveness of a microform system for the record, a one-year pilot test was made, utilizing the records of women Navy officers. Test results were favorable, and adoption of the system was recommended by the Chief of Naval Personnel, and approved by the Chief of Naval Operations as having the greatest potential for system and cost effectiveness.

Recent technological advancements made, and further experience obtained during system development stages, support the advantages and feasibility of the unitized microform record system adopted by the Navy.