

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

4 items

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

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

L. S. Anderson (Op-09B16)

5. TEL. EXT.

697-7103

LEAVE BLANK	
DATE RECEIVED MAR 18 1975	JOB NO.
DATE APPROVED NC	38-75-3

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3503a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-31-75 *James B. Rhoads*
 Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

28 FEB 1975

(Date)

L. S. Anderson
 (Signature of Agency Representative)

W. H. ...
 Deputy Director
 Naval Records Mgmt. Div.
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>RECORDS OF THE MAIL AND FILES BRANCH of the ADMINISTRATIVE SERVICES DIVISION OFFICE OF THE ASSISTANT VICE CHIEF OF NAVAL OPERATIONS/ DIRECTOR OF NAVAL ADMINISTRATION</p> <p>Official General Subject (Correspondence) Files of the Office of the Chief of Naval Operations (OPNAV): master microfilm negatives thereof, maintained in microfiche jacket format. The file comprises documentation of the performance and accomplishment of OPNAV's primary mission and programs. Records filmed include incoming and outgoing action documents, significant reference or supporting documents, index routing sheets, and other essential, pertinent documentation.</p> <p><i>Permanent. silver</i> Retain Transfer master negative <i>and one positive copy</i> to the National Archives when five years old.</p>		
2	<p>Original (paper or other) copies of documents covered in item 1 above.</p> <p>Destroy when microfilmed, and film is verified as a true copy and ascertained to meet the standards established by the National Bureau of Standards for archival-type film.</p>		

(S.B.W.)

10/10/75

Copy to Agency 11-5-75

Changes made with approval of Lorna Anderson

Duplicate diazo(positive) copies of microfiche jackets, provided individual action offices, to meet temporary reference needs.

Destroy when two years old,
or when immediate reference needs have been met.

The microfiche jacket file system for the above subject file provides for filming all pages of incoming and outgoing OPNAV records having continuing research or reference value, as a retained record of how the office performs its mission.

Briefly, the system provides for review of incoming mail upon receipt, identification of action and reference value correspondence and other documents, and preparation of an Incoming Mail Record (IMR). Preparation of the IMR automatically inputs access data into the computer for future query. (A mini-computer is used for this purpose.) Incoming documents and the mail record then are microfilmed for general subject filing, using the Navy's standard subject identification codes. Other appropriate cross reference entries, for query purposes, are made as necessary.

After filming, the incoming document and IMR are sent to the cognizant OPNAV office for action. UPON return to the central mailroom, the IMR is again filmed, along with the outgoing and any needed supporting documents, to pick up any added routings or information. The film record is then filed in the dummy microfiche jacket, already prepared for this purpose, at the reference point.

Hard copies of current documents now are being returned to the OPNAV action office. After retention for a short period, to meet immediate office reference needs, they will be destroyed.

Also to be filmed immediately is the two-year file accumulation (1973 and 1974) of hard-copy (paper) records, now held on board in the file room. The original paper records will be destroyed as soon as they are filmed and the film verified.

4. magnetic tape index
Permanent. Transfer master negative and a positive copy to the National Archives when five years old.

The Department of the Navy certifies that the permanent microfilm will be prepared in accordance with 41 CFR 101-11.504.

[Signature]
Date 10/17/75