

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO

NC 1-38-77-1

DATE RECEIVED DEC 10 1976

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-26-77 *James B. Rhoads*
Date Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Navy

2. MAJOR SUBDIVISION Assistant Vice Chief of Naval Operations/Director of Naval Administration

3. MINOR SUBDIVISION Naval Records Management and Administrative Services Division (Op-09B1)

4. NAME OF PERSON WITH WHOM TO CONFER

L. S. Anderson

5. TEL. EXT.

695-1925

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.

A Request for immediate disposal.

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

C. DATE 19 NOV 1976	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>W. M. Kincaid</i>	E. TITLE W. M. KINCAID, Director Naval Records Mgmt. & Admin. Services Div.
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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.	<p>OFFICIAL (INDIVIDUAL) CASE FILES FOR COURTS-MARTIAL PRISONERS INVOLVING MAJOR OFFENSES: files comprise correspondence, reports, and other documents relating to individuals' confinements in prison as a result of courts-martial sentences involving major offenses. Included are such records as admission summaries and supplements, screening reports, psychiatric and misconduct reports, and other documents pertaining to prisoners' conduct and assignments while confined, and to such related actions as clemency and parole. (Excludes any so-called "permanent" records required to be filed in the official military personnel record.)</p> <p>DESTROY 25 YEARS AFTER (1) RELEASE FROM CONFINEMENT OR (2) EXPIRATION OF PAROLE, AS APPLICABLE. Transfer to the National Personnel Records Center (Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO 63118 upon prisoner's (1) release from confinement or (2) expiration of parole, as applicable.</p>	<p>SECNAV INST 5212.5B, item 1640 (2) <i>FB</i></p> <p>SECNAV 5212.5B item 1640 (2) <i>FB</i></p>	

Copy to Agency 1-27-77 AO
Copy to NCP 1-28-77 AO

2 ITEMS

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p><u>COMMITMENT CARDS.</u> Cards are to be filed in the individual confinement case file upon expiration of parole or release from confinement, as applicable.</p> <p>DESTROY WITH CONFINEMENT FILES.</p>	SECNAV 5212.5B item 1640(3)	