

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-038-77-03

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/04/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 2 remains active.

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 was superseded by NC1-NU-86-01, item SSIC 1755/1.

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. <b>NC 1-98-77-3</b>	
DATE RECEIVED <b>23 AUG 1977</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>10-12-77</b> Date	<i>James P. O'Keefe</i> 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 DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
CAPT F. J. LaMotte

5. TEL. EXT.  
697-2311

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	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul m. white</i>	E. TITLE
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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><u>INDIVIDUAL STUDENT CUMULATIVE RECORDS</u></p> <p>An official cumulative record of yearly grades, standardized test scores, attendance, dates of entrance and withdrawal, and similar information maintained for the individual student.</p> <p><u>DISPOSITION:</u></p> <p>a. Elementary Records (grades kindergarten through 8):</p> <p>Destroy 5 years after graduation, death, or withdrawal of student.</p> <p>NOTE: When student transfers to another school, forward by mail to the sponsor or official of the receiving school upon proper application.</p> <p>b. Secondary Records (grades 9 through 12):</p> <p>Destroy when 65 years old. Transfer to the Washington National Records Center, Washington, D.C. 20409, 5 years after graduation, withdrawal, transfer, or death of student, or upon desestablishment of school.</p> <p>NOTE: When student transfers to another school,</p>	<p>SECNAVINST P5212.5B PART II CHAPTER 1 1755 (2)</p>	

forward transcript by mail to official of the receiving school upon proper application. Retain one copy to transcript with cumulative record.

2 TEACHER'S CLASSBOOK OR REGISTER

Elementary and secondary teachers' records of daily, weekly, semester, and annual scholastic marks and averages, attendance, and dates of withdrawals.

SECAVINST  
P5212.5B  
Part II  
CHAPTER 1  
1755 (3)

DISPOSITION:

Destroy when 5 years old.