

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

6/4/80 ✓  
LEAVE BLANK

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

JOB NO

**NCL-38-80.4**

DATE RECEIVED

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1. FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE NAVY**

2. MAJOR SUBDIVISION  
**CHIEF OF NAVAL OPERATIONS**

3. MINOR SUBDIVISION  
**MAIL AND FILES BRANCH**

4. NAME OF PERSON WITH WHOM TO CONFER

**Kay Shea**

5. TEL. EXT.

**697-6823**

**6-13-80 James E. O'Neil**  
Date acting Archivist of the United States

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 \_\_\_\_\_ 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>[Signature]</i>	E. <b>W. DePaschall</b> 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
	<p><b>OPNAV CENTRAL FILES</b></p> <p>This disposition request covers the Office of the Chief of Naval Operations (OPNAV) Central Files. The files are maintained by the Central Mail Room and referenced and controlled by means of an automated Correspondence Storage Retrieval System and Microfiche File System. These systems were first implemented in 1975.</p> <p>The OPNAV Central Files consist of incoming and outgoing correspondence, supporting documents, significant reference materials, and other essential documentation, classified up to and including SECRET. The files document the day-to-day operations of OPNAV, and, as such, will be a primary source of information to researchers interested in the activities of the Department of the Navy at its highest level of command. The files are maintained and controlled in accordance with the procedures set forth in OPNAV Instruction 5218.1B (1 December 1975), a copy of which is attached. This instruction provides for the conversion to microfiche of all, but the most routine, OPNAV correspondence and its reference and control</p>		<p><i>[Signature]</i></p>

*J.L.W. Copy to WNR  
Mr Wallace will schedule NO units.  
Copies to ADMA WNR for*

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	<p>through an automated computer system. The microfiche of incoming and outgoing correspondence, which accumulate at a rate of about 100,000 fiche per year, are filed separately and each is referenced and controlled through its own automated computer program. Briefly, the procedures for processing, referencing, and controlling the OPNAV Central Files are as follows:</p> <p>1. <u>Incoming Correspondence.</u> All incoming correspondence is received in the Central Mail Room. A determination is made, according to set standards, as to whether it is to be controlled or uncontrolled. All correspondence requiring action or having future reference value is controlled. That is, an "Incoming Mail Record" (IMR) is prepared, and the correspondence assigned an 8 digit Document Control Number, which consists of the year, classification, and a unique control number. The correspondence, along with the IMR, is then microfilmed, and the hardcopy of the record, along with a copy of the IMR, is sent to the appropriate action office for processing, if required. Using the IMR, pertinent information concerning the correspondence is entered in the computer data bank. The fiche itself is filed according to security classification and thereunder by action office and then document control number.</p> <p>2. <u>Uncontrolled Incoming Correspondence.</u> All uncontrolled incoming correspondence, including courtesy copies of correspondence and reference publications, which require no official OPNAV action and possess no significant reference value, is sent directly to the appropriate action office where it is filed. If the action office should determine that such material has significant value and should thus be controlled, it is returned to the Central Mail Room for processing as a controlled record.</p> <p>3. <u>Outgoing Correspondence.</u> Action offices forward all completed correspondence, which may be in reply to incoming correspondence or initiated by the action office itself, to the Central Mail Room for processing and dispatch. The correspondence bears a Document Control Number, consisting of the year, classification, and a unique</p>		

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	<p>serial number, assigned to it by the action office; and it is accompanied by an "Outgoing Mail Record" (OMR), providing various items of data, such as originator, date of correspondence, SSIC, and four key words regarding the subject. The Central Mail Room reviews the correspondence, which may include background material and/or the original incoming correspondence, and then microfilms it, either in its entirety or in part, as indicated by the action office; enters key information from the OMR into the computer data base; and forwards the correspondence to its destination. A copy of the OMR, indicating that the concerned correspondence has been processed, and all background material accompanying the correspondence are returned to the action office, along with a microfiche copy of the outgoing correspondence for their reference use. The Central Mail Room files its copy of the outgoing correspondence microfiche according to security classification and thereunder by action office and then document control number.</p> <p>4. <u>Reference and Control.</u> All microfilmed incoming and outgoing correspondence is referenced and controlled, each by means of its own automated computer program. The data entered into the computer data base is taken from the IMR and OMR. The computer can be queried using a variety of selection criteria; criteria differs between the two program systems for incoming and outgoing correspondence, although some are identical, such as originator, date, and key words. Cross reference between incoming and outgoing correspondence is also possible using the IMR filmed with the outgoing correspondence and from the outgoing Document Control Number entered on the microfiche jacket of the appropriate incoming correspondence. It should be noted that in some instances, as determined by the action office, incoming correspondence is filmed along with the outgoing. Also, aiding in reference and control, is a monthly computer listing of all incoming and outgoing correspondence. The listing for the incoming is arranged alphabetically by originator, for outgoing by action office; both listings are on microfiche.</p> <p>The approval of this disposition request will authorize the archival preservation of the micro-</p>		

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	<p>fiche (silver master and one copy) of all controlled OPNAV incoming and outgoing correspondence, related reference and control computer tapes, and microfiche (silver master and one copy) of monthly listings of incoming and outgoing correspondence. Disposition standards are also provided for the reference copies of the microfiche of outgoing correspondence maintained by action offices. Given below are specific instructions for the disposition of all these records.</p> <p>1. <u>Incoming Correspondence.</u></p> <p>a. Microfiche copies.</p> <p>(1) PERMANENT. Silver master and one copy. Retire to WNRC in 6 month increments (Jan-Jun/Jul-Dec). Offer to NARS when 20 years old.</p> <p>(2) TEMPORARY. Reference copy maintained in Central Mail Room. Destroy when <sup>30</sup>60 years old.</p> <p>b. Reference and Control Computer Tapes.</p> <p>PERMANENT. <del>Retire to WNRC in 6 month increments (Jan-Jun/Jul-Dec).</del>* Offer to NARS when 20 years old.</p> <p>c. Microfiche copies of Monthly Computer listing of Incoming Correspondence.</p> <p>PERMANENT. Retire to WNRC in 6 month increments (Jan-Jun/Jul-Dec). Offer to NARS when 20 years old.</p> <p>2. <u>Outgoing Correspondence.</u></p> <p>a. Microfiche copies.</p> <p>(1) PERMANENT. Silver master and one copy. Retire to WNRC in 6 month increments (Jan-Jun/Jul-Dec). Offer to NARS when 20 years old.</p> <p>(2) TEMPORARY. Reference copies maintained in Central Mail Room and in action offices. Destroy when <sup>30</sup>60 years old.</p>		

\*amended per letter of 5/8/80. JW

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	<p>b. Reference and control Computer Tapes.</p> <p>PERMANENT. <del>Retire to WNRC in 6 month increments (Jan-Jun/Jul-Dec).</del> Offer to NARS when 20 years old.</p> <p>c. Microfiche copies of Monthly Computer listing of Outgoing Correspondence.</p> <p>PERMANENT. Retire to WNRC in 6 month increments (Jan-Jun/Jul-Dec). Offer to NARS when 20 years old.</p> <p>This certifies that the records described above will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506 and stored in accordance with 101-11.507 and 101-11.508. The first inspection of the microfilm, as required by 101-11.507-2, will take place two years after microfilming. (Note: The microfiche for the years 1975-78<sup>9</sup> have already been inspected.)</p>		