

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-127-86-1

DATE RECEIVED

7/15/85

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

NOTIFICATION TO AGENCY

1 FROM *(Agency or establishment)*

Naval Operating Forces

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Dorothy Tenney

5 TELEPHONE EXT

334-5515

DATE

9-2-87

ARCHIVIST OF THE UNITED STATES

Frank S. Burke

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
17 Aug 87	<i>K.A. Harting</i> K. A. HARTING	Acting Head, Navy Directive, Postal and Records Management Directorate

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>This submission covers the general administrative files of several subordinate commands of the Second Marine Division which are currently stored at the Fort Worth NAC.</p> <p><u>Administrative Files (1941-56)</u> Letters received and copies of letters sent, memorandums, regimental orders, communication reports, transfer orders, motor vehicle accident reports, leave and furlough records, records of routine training assignments, reports of recreation committees, field exercises, and related documents. The records consist almost exclusively of printed or mimeographed orders and copies of memos forwarded to higher levels in the organization.</p> <p><u>Commands are as follows:</u></p> <ul style="list-style-type: none"> 6th Marines, Second Marine Division, Fleet Marine Force, (accession 313-00-6744) 8th Marines, Second Marine Division, Fleet Marine Force, (accession 313-00-6734) 10th Marines, Second Marine Division, Fleet Marine Force, (accession 313-00-6647) Second Marines, Air Craft Wing, (accessions 313-00-2801, 313-00-3840 and 313-00-3893) 		

copies to agency, NCF, NNM, Mackay 9-14-87

TRT

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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PAGE

2 OF 2

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	<p><u>DISPOSITION:</u> Permanent, transfer immediately to the National Archives. The destruction of the following types of records during archival processing of this accession is authorized:</p> <ol style="list-style-type: none"> 1. Duplicate copies and nonrecord material. 2. Material authorized for disposal under the provisions of the General Records Schedule. 3. Temporary records authorized for disposal under the current edition of the Navy and Marine Corps Records Disposition Manual. 		