

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NA 181-86-1

DATE RECEIVED

10-2-85

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Department of the Navy

2. MAJOR SUBDIVISION

Navy Correspondence Course Center

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

Marvin H. Kabakoff

5. TELEPHONE EXT.

7-693-7216
8-273-7216

DATE

1-28-86

ARCHIVIST OF THE UNITED STATES

Frank S. Bunde

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; 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 2 Oct 1985	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>For BC Lane</i> J. L. ADAMS	D. TITLE Director, Naval Records and Information Management Department Naval Data Automation Command
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p><u>Naval Correspondence Course Personnel Enrollment Records,</u> ca. 1930 - 69 891 cu. ft.</p> <p>Arranged generally by year and thereunder alphabetically.</p> <p>Course enrollment records created by Naval Correspondence Course Center, Scotia, New York. Records consist of individual cards providing name of enrollee, course title, and grade. Data is duplicated in the Enlisted Master Record, Naval Military Record, Naval Military Personnel Command.</p> <p>This SF 115 applies only to these records at NPRC and <u>not</u> to other Navy Academic Records using the same disposition authority.</p> <p>Disposition: Destroy immediately.</p>	<p>SECNAVINST P5212.5B 1500-9</p>	<p>(1 item)</p>