

**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
(See instructions on reverse)

LEAVE BLANK	
JOB NO  NC1-298-80-1	
DATE RECEIVED  August 15, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-24-80 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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

1 FROM (AGENCY OR ESTABLISHMENT)  
**Department of the Navy**

2 MAJOR SUBDIVISION  
**Naval Research Laboratory**

3 MINOR SUBDIVISION  
**Correspondence & Records Mgmt. Branch**

4 NAME OF PERSON WITH WHOM TO CONFER  
**David K. Allison, NRL Historian**

5. TEL EXT  
**767-3419**

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 i.e. original microfilm and one copy; a second copy to be retained by NRL

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

C DATE <b>AUG 08 1980</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE <b>D. PASCHALL DIRECTOR, NAVAL RECORDS &amp; INFORMATION MANAGEMENT DIVISION</b>
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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.	Microfilm copy of finding aids to central records, 1923-1958. For permanent retention.		
1A.	Guides to NRL Records Systems		
1B.	Box and file lists of records locations		
1C.	Subject index to unclassified and confidential records		
1D.	Subject index to Secret records		
1E.	Source index to Unclassified and Confidential records		
1F.	Source index to Secret records		
1G.	Route sheet number index to unclassified records (incoming correspondence)		
1H.	Route sheet number index to Confidential records (incoming correspondence)		
1I.	Route sheet number index to Secret records (incoming correspondence)		<i>11 items</i>

*Closed Out: 10-27-80: K.T.J.  
Copy sent to Agency, NAT &  
NAB*

*ENCL (1) TO NRC 18, 2604-68*

## 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
1J.	Correspondence log number index to Unclassified and Confidential records (outgoing correspondence)		
1K.	Correspondence log number index to Secret records (outgoing correspondence)		
	<p>This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506 and that the silver original microfilm plus one positive copy of each microfilm, which is a diazo microfilm copy shall be offered to the Office of the National Archives (NN), National Archives and Records Service, General Services Administration, Washington, D.C. 20408</p> <p>One copy of the microfilms will be retained permanently by NRL; the original records will be destroyed.</p> <p>For further information, see attached NRL memo 2604-61:DKA:bpj, 3 June 1980, "Microfilming Finding Aids to NRL Records."</p> <p>1. <u>DISPOSITION</u> -- <u>Microfilm copies</u>:</p> <p>a) Silver original, plus one positive copy. PERMANENT. Offer immediately to the National Archives.</p> <p>b) NRL Reference copy. DESTROY when no longer needed for reference purposes.</p> <p>2. <u>DISPOSITION</u> -- <u>Hardcopy</u>:</p> <p>a) Guides to NRL Records Systems and Box and File Lists of Records Locations. PERMANENT. Offer immediately to the National Archives after the completion of microfilming.</p> <p>b) All Others. DESTROY after verification of the microfilm for completeness and accuracy.</p> <p>Changes and additions agreed to by D. K. Allison and J. L. Wallade.</p>		