

Rec'd NCO 6 Jun 78

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS (See Instructions on Reverse)

LEAVE BLANK DATE RECEIVED 7 JUN 1978 JOB NO. NC1 428 78 2 NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request... 7-12-78 James E. O'Neil (Date) Acting 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 Naval Council of Personnel Boards 3. MINOR SUBDIVISION Disability Evaluation System 4. NAME OF PERSON WITH WHOM TO CONFER Captain Joseph Sanderlin, MC, USN 5. TEL. EXT. 696-4371 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.

6/1/78 Date

JOHN M. DE LARGY, RADM, USN (Signature of Agency Representative)

Director, Naval Council of Personnel Boards (Title)

Table with 4 columns: 7. ITEM NO., 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods), 9. SAMPLE OR JOB NO., 10. ACTION TAKEN. Row 1: 1, NAVAL DISABILITY EVALUATION PROCEEDINGS CASE FILES. Case files consisting of Medical Board Reports; statement of findings of Physical Evaluation Boards; medical reports from Veteran's Administration and civilian medical facilities; copies of prior actions taken in the case; transcripts of Physical Evaluation Board hearings; rebuttals submitted by the party; intra and interagency correspondence concerning the case; correspondence from and to the party, members of Congress, attorneys, and other interested parties; documents concerning the appointment of trustees for mentally incompetent service members and other records used in evaluating disability cases. Beginning with case files closed and numbered in 1978, the hard copy of the files will be converted to microfiche form following final action of the Secretary of the Navy. In each case the hard copy is to be destroyed upon ascertaining that the microfiche is complete and acceptable quality. The case files of those members placed on the TDRL or on limited duty will be retained in hard copy at the NCPB until the member is retired, separated, found fit for duty or has died. The case files will then be microfiched. Microfilming will be done in accordance with 41 CFR 101-11.506.

MA sent Agency, New NCP, NMM

6 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>a. Hard copies of case files closed prior to 1978. Destroy when 75 years old.</p> <p>b. Hard copies of case files closed after 1977 and converted to microfilm. Destroy upon verification of the quality and accuracy of the microfiche copy.</p> <p>c. Negative microfiche copies of case files. Transfer to the Washington National Records Center when 5 years old. Destroy when 75 years old.</p> <p>d. Positive microfiche copies of case files. Destroy when administrative reference needs have ended.</p> <p>e. Case files indexes. Destroy with related records.</p>		
2	<p>Nonrecord copies of Navy health records, Navy hospital records, and JAG investigations used by the Board for evaluation. Destroy when case file is closed.</p>		