

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

LEAVE BLANK	
JOB NO  <b>NCI-428-79-1</b>	
DATE RECEIVED <b>4 JUL 1979</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Robert Ludvik, Navy Finance Center</b>	5. TEL EXT <b>FTS 293-5746</b>
<b>OCT 3 1979</b> <i>Walter K. Gendler</i> Date <b>ACTING</b> Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT) **Chief of Naval Operations  
(OP-09B1), Washington, D.C. 20350**

2. MAJOR SUBDIVISION  
**Navy Finance Center (Code 0421), Cleveland, OH 44199**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
**Robert Ludvik, Navy Finance Center**

5. TEL EXT  
**FTS 293-5746**

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 8 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	E. TITLE	
<b>7/17/79</b>	<i>[Signature]</i>	<i>Asst for Records, Nat. Naval Records &amp; Admin. Serv., Navy</i>	
ITEM NO	B. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN

The items described consist of source document microfilm (SDM) and computer output microfilm (COM) created by the Navy Finance Center as outputs from various Military Payroll Accounting systems. None of these items is included in SECNAVINST 5212.5B, Disposal of Navy and Marine Corps Records.

"This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the silver original microfilm shall be transferred to the Federal Records Center, Dayton, Ohio."

Most of the recommended retention periods are based on:

(a) General Records Schedules (FPMR 101-11.4) Schedule 2, Item No. 1.

(b) PL 93-604 (GAO Barring Act) which limits the time for filing claims against the United States to six years, three months (after 1 July 1975). While none of the records described herein are considered accountable officer's records, these microfilm records are a vital tool in support of one element of Navy Finance Center's mission—namely, the receipt and adjudication (or forwarding to GAO) of claims involving active, retired, or reserve military pay.

*45 items*

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	<p>Since these claims can be accepted up to six years after the payment, ten years, 3 months or six years, three months would appear to be a logical length of time to retain these working tools. Most of the microfilm is computer-produced, and the information is unavailable from other sources (except, temporarily, for item 1C).</p> <p>1. Microfilm pertains to military pay entitlements, allotments of pay, initiation of checkages and credits for computer-maintained Master Military Pay Accounts (MMPA) of active duty Navy members.</p> <p>a. Microfilm of actions occurring on the MMPA during the last six months (MMPA HIST). Retention period: 56 years. (Transfer to Federal Records Center, Dayton, after 1 year.)</p> <p>b. Microfilm of changes to MMPA caused by member being charged with unauthorized absence or receiving a court memorandum (6/7 HISTORY). Retention period: 10 years, 3 months for records created before July 1, 1975, and 6 years, 3 months for records created after that date. (Transfer to Federal Records Center, Dayton, after 1 year.)</p> <p>c. Microfilm (including cross reference index) of original optical character recognition (OCR) documents effecting changes to the MMPA (Index - JOCR DOC DCN IND, JOCR DOC SSN IND, J-PAY). Retention period: 10 years, 3 months for records created before July 1, 1975, and 6 years, 3 months for records created after that date. (Transfer document microfilm to Federal Records Center, Dayton, after 3 months, Transfer index microfiche to Federal Records Center, Dayton, after 1 year.) <i>Destroy OCR source documents, except those in FRC Dayton, 45 days after microfilming.</i></p> <p>NOTE: The Navy Finance Center is currently producing this microfilm including the index. However, the Center has been transferring the paper documents to Federal Records Center, Dayton (retention period 6 years) as well. Incorrect design of the computer-controlled index resulted in as many as 20% of the OCR documents not being entered into the index. In these cases, required documents must be retrieved from the paper copies stored at FRC Dayton. A major redesign of the indexing system, begun in October, 1978, is scheduled to be fully implemented by January 1980. Several significant controls to prevent loss of data have been added. Navy Finance Center plans to stop transferring the paper documents to FRC Dayton by 31 December 1980-1979. <i>Destroy OCR source documents in FRC Dayton in accordance with disposition instructions for microfilm in 1c above.</i></p> <p>Four copies, including original, to be submitted to the National Archives</p>		

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	<p>d. Microfilm list (including cross reference index) of incorrect OCR input documents manually corrected at NAVFINCEN on a cathode ray tube (CRT) showing incorrect and correct entries (AUDIT TRL LIST, AUD TRL INDX). Retention period: 10 years, 3 months for records created before July 1, 1975, and 6 years 3 months for records created after that date. (Transfer after 1 year to Federal Records Center, Dayton.)</p> <p>e. Microfilm of automated format (tabulating cards, magnetic tape, etc.) data submitted in lieu of OCR forms and effecting changes to the MMPA (FAD). Retention period: 10 years, 3 months for records created before July 1, 1975, and 6 years, 3 months for records created after that date. <i>Destroy paper source documents upon verification of microfilm.</i></p> <p>f. Microfilm of documents and correspondence (includes cross reference index) providing data not received on OCR documents or by automated input which support changes to the MMPA or which must be maintained for other legal purposes, such as disclosure accounting under the Privacy Act of 1974 (Index - JLPS HISTORY). Retention period: 10 years, 3 months for records created before July 1, 1975, and 6 years, 3 months for records created after that date. (Transfer to Federal Records Center, Dayton, after 1 year.) <i>Destroy paper source documents upon verification of microfilm.</i></p> <p>g. Microfilm of allotment account list showing allotments of pay in effect for each quarterly period (ACCT LIST). Retention period: 10 years, 3 months for records created before July 1, 1975, and 6 years, 3 months for records created after that date.</p> <p>h. Microfilm of allotment starts and stops produced weekly and consolidated monthly (MASTERLIST, M MASTERLIST). Retention period: Weekly microfilm - 6 months; monthly microfilm - 10 years, 3 months for records created before July 1, 1975, and 6 years, 3 months for records created after that date. (Transfer monthly microfilm to Federal Records Center, Dayton, after 1 year.)</p> <p>i. Microfilm of complete history (start date, stop date, amount, payee, etc.) for each allotment action, produced monthly and consolidated quarterly and annually (HISTORY). Retention period: Monthly microfilm - destroy when annual consolidation produced; annual microfilm - 56 years. (Transfer to Federal Records Center, Dayton, after 1 year.) NOTE: Allotment actions are not currently shown on the MMPA.</p>		

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	<p>j. Microfilm of machine and typewritten listings of foreign civilian checks issued, spoiled savings bonds, blanket allotment checks issued, checks canceled and various type blanket allotment payments. Retention period: 10 years, 3 months for records created before July 1, 1975, and 6 years, 3 months for records created after that date. <i>Destroy paper records upon verification of microfilm.</i></p> <p>k. Microfilm (including cross reference index) of monthly leave and earnings statements showing current status of member's MMPA (DATA LES, INDEX LES). Retention period: 10 years, 3 months for records created before July 1, 1975, and 6 years, 3 months for records created after that date. (Transfer to Federal Records Center, Dayton after 3 months.)</p> <p>l. Microfilm of commanding officer's leave listing, showing authorized leave taken by each member in commanding officer's unit (CO LEAVE LIST). Retention period: 1 year.</p> <p>2. Microfilm pertains to military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence for manually maintained pay accounts of active duty Navy members. These records were accumulated through the management of the former manual Navy Military Pay System replaced by the Joint Uniform Pay System (JUMPS) in 1976. No further accumulation occurred subsequent to mid-1977.</p> <p>a. Microfilm copies of mustering out payment vouchers. Mustering out pay is specifically authorized by Congress immediately following certain major conflicts such as World War II and the Korean Conflict. Approval of this item would (a) permit destruction of all such microfilm on hand since mustering out pay was last authorized in the early 1950's and (b) establish disposal guidelines should Congress authorize this type payment in the future. Retention period: 10 years, 3 months for records created before July 1, 1975, and 6 years, 3 months for records created after that date. <i>Destroy paper records upon verification of microfilm.</i></p> <p>b. Microfilm summary list of all retroactive payments made to active duty members under Executive Order 11778 which is held at Federal Records Center, Dayton. Retention period: 10 years, 3 months.</p>		

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	<p>c. Microfilm of Executive Order 11778 retroactive pay entitlement notification post cards mailed to former active duty members but returned as undeliverable. Retention period: 10 years, 3 months. (Transfer to Federal Records Center, Dayton, after approval of this request.) <i>Destroy paper source documents upon verification of microfilm.</i></p> <p>d. Microfilm summary list of all retroactive Navy Variable Reenlistment Bonus (VRB) payments made in accordance with Supreme Court Decision 76-413 of 13 June 1977. Retention period: 10 years, 3 months. (Transfer to Federal Records Center, Dayton, after 3 months.)</p> <p>3. Microfilm pertains to military pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence for active and inactive Naval Reserve members.</p> <p>a. Microfilm (including cross reference index) of input documents certifying Reserve member's attendance at drills under the Reserve Field Reporting System (RESFIRST) (RESFIRST INDEX). Retention period: cross reference index microfilm - 6 years, 3 months. (Transfer cross reference index microfilm to Federal Records Center, Dayton, after 1 year.) NOTE: The <u>original</u> document microfilm is held by Naval Reserve Personnel Center, New Orleans, LA 70149.</p> <p>b. Microfilm of NRDP account pay items for active and discontinued accounts (NRDP MASTER, NRDP LOSSES). Retention period: 56 years. (Transfer to Federal Records Center, Dayton, after 1 year.)</p> <p>c. Microfilm copies of uniform allowances certified by Naval Reserve Personnel Center and paid by NAVFINCEN under 37 USC 415 or 416. Certified cards are filed in 4-year increments; then cards are microfilmed and destroyed when oldest card is 8 years old. Retention period: Microfilm - 20 years. (Transfer to Federal Records Center, Dayton, after 1 year.)</p> <p>4. Microfilm pertains to Retired/Retainer pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence for active and lost Retired/Retainer accounts.</p> <p>a. Microfilm of active Retired/Retainer account pay and related items (RET PAY MASTER). Retention period: 56 years. (Transfer to Federal Records Center, Dayton, after 1 year.)</p>		

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	<p>b. Microfilm list of special adjustments made to Veterans Administration compensation accounts as a result of legislative actions (VA MASTERBLOCK). Retention period: 10 years, 3 months for records created before July 1, 1975, and 6 years, 3 months for records created after that date. (Transfer to Federal Records Center, Dayton, after 1 year.)</p> <p>c. Microfilm of Retired/Retainer accounts temporarily or permanently suspended (SUSPENSE ROLL). Retention period: 10 years, 3 months for records created before July 1, 1975, and 6 years, 3 months for records created after that date. (Transfer to Federal Records Center, Dayton, after 1 year.)</p> <p>d. Microfilm of Record of Employment (DD 1357) required to be filed with NAVFINCEN by DOD Directive 5500.7. Retention period: 20 years. (Transfer to Federal Records Center, Dayton, after 3 months.) <i>Destroy paper source documents upon verification of microfilm.</i></p> <p>5. Microfilm pertains to annuity pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence for active and lost Retired/Retainer annuity accounts.</p> <p>a. Microfilm of changes to each direct remittance Survivor Benefit Plan (SBP) account caused by periodic percentage cost-of-living increases in annuities. Retention period: 10 years, 3 months for records created before July 1, 1975, and 6 years, 3 months for records created after that date. (Transfer to Federal Records Center, Dayton, after 1 year).</p> <p>b. Microfilm list of SBP limited-period eligibility notifications mailed to previously unenrolled retirees (produced September 1972) which is held at Federal Records Center, Dayton (SBP NOTICE). Retention period: 56 years. NOTE: Eligibility for SBP coverage for members already on the retired roles when the SBP law became effective in 1972 was for a very limited time. No second chance to enroll at a later date is provided. Since SBP can relate to children of retired members, administrative or court cases concerning election or non-election of SBP during the eligibility period of 21 September 1972 to 30 March 1974 are expected.</p> <p>6. Microfilm pertains to checks and Electronic Fund Transfers (EFT's) issued to individual and blanket allottees, active duty servicemembers, reservists, retired/retainer members, and annuitants.</p>		

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	<p>a. Microfilm list (includes cross reference index) of mechanically issued checks and EFT's (A CHECKS, A CHK XREF, X CHECK, XS CHECK, X CHK XREF, T CHECK, T CHK XREF, R CHECK, R CHK XREF, ANNUITY CHECK, ANNUITY XREF, HS CHECK, HS CHK XREF, EFT HIST). Retention period: 10 years, 3 months for records created before July 1, 1975, and 6 years, 3 months for records created after that date. (Transfer to Federal Records Center, Dayton, after 1 year.)</p> <p>b. Microfilm of manually issued checks. Retention period: 10 years, 3 months for records created before July 1, 1975, and 6 years, 3 months for records created after that date.</p> <p>7. Microfilm list of wage and tax data (IRS W-2) (NRDP W-2S, ANNUITANT W-2S, RET PAY W-2S). Retention period: 4 years.</p> <p>8. Microfilm listings of periodic automated reports sent to the Social Security Administration of Federal Insurance Contributions Act (FICA) taxes for recipients of active duty and reserve military pay.</p> <p>a. Applicable to FICA taxes withheld prior to 1 January 1977 (FICA HISTORY). Retention period: 80 years. NOTE: NAVFINCEN inadvertently failed to report FICA taxes for some members during period 1957-1976, necessitating longer than normal retention of FICA tax records from this period.</p> <p>b. Applicable to FICA taxes withheld after 31 December 1976. Retention period: 35 years. NOTE: The SBP law requires calculation of a social security offset to SBP payments based on FICA deductions of the member while on active duty. Since SSA charges Navy for supplying this information, the Navy saves several thousand dollars each year by referring to its own microfilm records. The small number of references to data over 35 years old can be secured from SSA.</p> <p>9. Microfilm of machine listings of National Service Life Insurance (NSLI) allotment starts and stops and machine listings of all monthly allotments for NSLI. Retention period: 56 years.</p> <p><i>Destroy paper source documents upon verification of microfilm.</i></p>		

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	<p>10. Microfilm of master Servicemen's Group Life Insurance (SGLI) account list and microfilm of losses to master SGLI account list for Naval Reservists in a non-drill pay status (NR SGLI MASTER, NR SGLI LOSSES). Retention period: 56 years. (Transfer to Federal Records Center, Dayton, after 1 year.)</p> <p>11. Microfilm list (including cross reference) of active indebtedness (due to overpayment of military pay or allowances) accounts showing actions taken during previous month (A/R MASTER, A/R NAME SSN, A/R SSN NAME). Retention period: 6 months.</p> <p>12. Microfilm of activity master file (AMF) of unit identification codes (UIC) and disbursing station symbol numbers (DSSN) with mailing addresses (AMF). Retention period: 1 month.</p>		