

## Request for Records Disposition Authority

Records Schedule Number DAA-NU-2019-0007

Schedule Status Approved

Agency or Establishment Department of the Navy

Record Group / Scheduling Group Navy Undifferentiated

Records Schedule applies to Major Subdivision

Major Subdivision Department of Navy

Schedule Subject Military Personnel

Internal agency concurrences will be provided No

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-NU-2019-0007

Sequence Number	
1	<b>Board for Correction of Naval Records (BCNR) Case Files and Marine Corps Performance Evaluation Case Files</b>
1.1	<b>1000-9 Applications (Original documents) Disposition Authority Number: DAA-NU-2019-0007-0001</b>

## Records Schedule Items

Sequence Number	
1	<p><b>Board for Correction of Naval Records (BCNR) Case Files and Marine Corps Performance Evaluation Case Files</b> Files consisting of all papers relating to each individual case.</p>
1.1	<p><b>1000-9 Applications (Original documents)</b> Disposition Authority Number      DAA-NU-2019-0007-0001</p> <p>Applications for correction of naval records, notices of waiver, instruction sheets, copies of board briefs and recommendations, transcripts of proceedings, and certified copies of vouchers used in payment of claims and correspondence with petitioners, naval activities, veterans organizations, members of Congress, and others relating to disposition of the case and to all material removed from petitioner's record after approval.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?            Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                          No</p> <p>GRS or Superseded Authority Citation      DAA-NU-2015-0001-0009</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off when 3 years old or when case is closed, whichever is later.</p> <p>Transfer to Inactive Storage            Transfer to Federal Record Center (FRC) 3 years after case is closed.</p> <p>Retention Period                        Destroy when 40 years old.</p> <p><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p>

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
04/09/2019	Certify	Helena Gilbert	Director	Secretary of Navy - Assistant of Administration
08/26/2019	Submit for Concur rence	Janet Kennelly	Archives Specialist	National Archives and Records Administration - Records Management Services
09/05/2019	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
09/05/2019	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
09/09/2019	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist