

Request for Records Disposition Authority

Records Schedule Number DAA-NU-2019-0012

Schedule Status Approved

Agency or Establishment Department of the Navy

Record Group / Scheduling Group Navy Undifferentiated

Records Schedule applies to Agency-wide

Schedule Subject Military Personnel

Internal agency concurrences will
be provided No

Background Information Department of the Navy Records Schedule Revision - Chapter 1

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-NU-2019-0012

Sequence Number

1

1000-10 Corrections Management Information System (CORMIS)
Disposition Authority Number: DAA-NU-2019-0012-0001

Records Schedule Items

Sequence Number

1 **1000-10 Corrections Management Information System (CORMIS)**
Disposition Authority Number **DAA-NU-2019-0012-0001**
History file and documentation for the Correction Management Information System (CORMIS). An automated administrative tracking system of prisoners and detainees confined at Navy Brigs. System contains personal data extracted from prisoner/detainee service record, information on offenses and sentences, and internal administrative data for use at the Brig. The database is maintained at BUPERS and is accessed by all Navy Brigs. System produces weekly, monthly, and quarterly prisoner status reports.
Final Disposition **Permanent**
Item Status **Active**
Is this item media neutral? **Yes**
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**
GRS or Superseded Authority Citation **NU-N1-93-6**
Disposition Instruction
Cutoff Instruction **Cutoff at end of calendar year.**
Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**
Additional Information
First year of records accumulation **1989**
What will be the date span of the initial transfer of records to the National Archives? **From 1989 To 1990**
How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	30 GB	1 GB
Paper		

Microform		
Hardcopy or Analog Special Media		

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
05/20/2019	Certify	Helena Gilbert	Director	Secretary of Navy - Assistant of Administration
09/25/2019	Submit for Concur rence	Steven Rhodes	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
09/25/2019	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
09/25/2019	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
09/26/2019	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist