

Request for Records Disposition Authority

Records Schedule Number **DAA-NU-2021-0001**

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 the Navy**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	1	4	0

GAO Approval

Outline of Records Schedule Items for DAA-NU-2021-0001

Sequence Number	
1	1000-8 Student Records - Master Files Disposition Authority Number: DAA-NU-2021-0001-0001
2	1000-16 Research from University Students Disposition Authority Number: DAA-NU-2021-0001-0002
3	1000-19 Confinement Records - Case Files Disposition Authority Number: DAA-NU-2021-0001-0003
4	1000-37 Education and Training - Transitory Records Disposition Authority Number: DAA-NU-2021-0001-0004
5	1000-39 Family Support Programs Disposition Authority Number: DAA-NU-2021-0001-0005

Records Schedule Items

Sequence Number											
1	<p>1000-8 Student Records - Master Files</p> <p>Disposition Authority Number DAA-NU-2021-0001-0001</p> <p>Information relating to applications, registration, grades, class standings, ROTC rosters and graduation reports for Department of the Navy students--Officers under instruction at the Naval War College (other Naval War College student jackets maintained under 1000-27), students at the Naval Academy, or midshipmen enrolled at other institutions.</p> <p>Final Disposition Permanent</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GRS or Superseded Authority Citation DAA-NU-2015-0001-0008</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off upon class graduation.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown This schedule revision supersedes various Navy schedules. Initial transfer is undetermined.</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td>100 GB</td> <td>20 GB</td> </tr> <tr> <td>Paper</td> <td>10 Cubic feet</td> <td>2 Cubic feet</td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	100 GB	20 GB	Paper	10 Cubic feet	2 Cubic feet
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital	100 GB	20 GB									
Paper	10 Cubic feet	2 Cubic feet									

Microform		
Hardcopy or Analog Special Media		

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1000-16 Research from University Students

Disposition Authority Number **DAA-NU-2021-0001-0002**

Finalized papers from student research at Department of the Navy colleges and universities.

Final Disposition **Temporary**

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 **DAA-NU-2015-0001-0016**

Disposition Instruction

Cutoff Instruction **Cut off at calendar year.**

Retention Period **Destroy when 30 years old or when no longer needed for research and reference, whichever is later.**

Additional Information

GAO Approval **Not Required**

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1000-19 Confinement Records - Case Files

Disposition Authority Number **DAA-NU-2021-0001-0003**

Confinement case files for courts-martial prisoners and confinement imposed by non-judicial punishment.

Final Disposition **Temporary**

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**

4	GRS or Superseded Authority Citation	DAA-NU-2015-0001-0019
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of CY 2 years after maximum release date from confinement or expiration of parole or mandatory supervised release, as applicable.
	Retention Period	Destroy when 25 years old.
	Additional Information	
	GAO Approval	Not Required
	1000-37 Education and Training - Transitory Records	
	Disposition Authority Number	DAA-NU-2021-0001-0004
	Information relating to the routine operation of education and training programs with minimal or no documentary or evidential value.	
	Final Disposition	Temporary
	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	DAA-NU-2015-0001-0034 N1-NU-86-1 / 1418/3 N1-NU-86-1 / 1500/9/A N1-NU-86-1 / 1520/2/C N1-127-01-1 / 2/A N1-127-01-1 / 2/B N1-NU-86-1 / 1551/1/B N1-NU-86-1 / 1551/3 N1-NU-86-1 / 1552/1/B N1-NU-86-1 / 1552/3/C N1-NU-86-1 / 1552/3/D N1-NU-86-1 / 1552/3/E N1-NU-86-1 / 1560/2 N1-NU-86-1 / 1571/2
	Disposition Instruction	
Cutoff Instruction	Cutoff at end of calendar year.	
Retention Period	Destroy 1 year after cutoff or when no longer needed.	

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Additional Information

GAO Approval Not Required

1000-39 Family Support Programs

Disposition Authority Number DAA-NU-2021-0001-0005

Information pertaining to the administration of various appropriated/non-appropriated DON Family Support Programs. Includes, but not limited to, volunteer files, voluntary clinical counseling records, personnel accountability and locator records, assessment records, Child and Youth Program records and Transitioning Service Member Program records.

Final Disposition Temporary

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 DAA-NU-2015-0001-0036

Disposition Instruction

Cutoff Instruction Cut off at CY or when individual leaves the program.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

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
06/29/2021	Return to Submitter	Maurice King	Supervisory Management Analyst	Directorate for Admin, Logistics, and Operations - Directives and Records Management Division (DRMD)
07/01/2021	Certify	Maurice King	Supervisory Management Analyst	Directorate for Admin, Logistics, and Operations - Directives and Records Management Division (DRMD)
11/02/2022	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/07/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/07/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/07/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office