

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-72-01-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>1-9-2001</i>	
1 FROM (Agency or establishment) Department of the Navy		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Chief of Naval Operations			
3 MINOR SUBDIVISION Judge Advocate General			
4. NAME OF PERSON WITH WHOM TO CONFER  Henry W. Persons, Jr.	4 TELEPHONE NUMBER  (202) 433-9505	DATE  <i>6-25-02</i>	ARCHIVIST OF THE UNITED STATES  <i>John W. Paul</i>
5. 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 on the attached <u>2</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>4 Jan 2001</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>James Jensen</i>		TITLE Head, Navy Directives & Records Management Branch (N09B15)
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>BACKGROUND: The Judge Advocate General (JAG) is responsible for establishing records management and disposition instructions for records involving investigations conducted per Manual of the JAG of the Navy (JAGMAN). SECNAVINST 5510.36 requires the conduct of JAGMAN investigations when the loss of classified of national defense material is discovered. The purpose and disposition of these JAGMAN records differ from other JAGMAN records. These records are currently unclassified. This Request for Records Disposition Authority addresses these records.</p> <p>These records are created in security offices at all levels of the Navy and Marine Corps and are centrally managed by the Information and Personnel Security Department (N09N2).</p> <p>See the attached list of records descriptions and requested disposition authorities.</p> <p><i>Michael F. Brown</i> Michael F. Brown Deputy Assistant Director Information and Personnel Security</p> <p><i>Melanie Andrews</i> Melanie Andrews LCDR, USN Staff Judge Advocate</p>		

*cc: Agency, NR, NMMW, NWMD*  
115-109      PREVIOUS EDITION NOT USABLE

7 Item No	8 Description of Item	9 GRS or Superseded Job Citation
	Electronic Mail and Word Processing Copies	
	<p>Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by the SSICs included in this schedule. Also included are electronic copies of records created on electronic mail and word processing systems that are maintained for dissemination, revision, or updating</p>	
	<p>a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy</p>	New
1	<p>Destroy/delete within 180 days after the recordkeeping copy has been produced</p>	
	<p>b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy</p>	New
2	<p>Destroy/delete when dissemination, revision, or updating is complete</p>	
	<p><u>SSIC 5830</u></p>	
	<p><u>COURTS OF INQUIRY AND INVESTIGATIONS RECORDS</u></p>	
	<p>1 COURTS OF INQUIRY RECORDS AND INVESTIGATIONS CONDUCTED PER MANUAL OF THE JAG OF THE NAVY (JAGMAN) REPORTS/RECORDS/CASE FILES Findings and other records of Courts of Inquiry as well as reports of JAGMAN investigations and related records regarding investigations into incidents of death or injury to naval personnel, significant loss or damage to vessels, aircraft, vehicles, or other government property, or other significant incidents involving naval personnel, as required by the JAGMAN (other than courts-martial cases) Maintained by field activities and the Office of the Judge Advocate General of the Navy (JAGMANs conducted under SECNAVINST 5510.36 are filed under SSIC 5830, para 3)</p>	N1-NU-96-7/SSIC 5830 [1]
	<p>Privacy Act N05830-1</p>	
	<p>a Temporary records Records of any JAGMAN investigation not covered by SSIC 5830, para 1b</p>	
	<p><u>DISPOSITION</u></p>	

3	<p>Cut off at end of calendar year in which investigative report is final Retire to WNRC 2 years after cutoff Destroy 75 years after cutoff</p> <p>b Permanent records All Courts of Inquiry findings and other records as well as records of any JAGMAN investigation that meets one or more of the following criteria (1) reviewed a major policy or procedural issue, (2) attracted widespread news media attention, or (3) underwent Congressional scrutiny</p> <p><u>DISPOSITION</u></p>	
4	<p>Permanent Cut off at end of calendar year in which inquiry is concluded or JAGMAN investigative report is final Retire to WNRC 2 years after cutoff Transfer to the National Archives in 5-year blocks when the most recent records have been cut off 50 years (Note Navy is responsible for selecting and segregating the permanent records from the temporary records, including those records retired to a Federal records center )</p> <p>2 No change</p>	New
	<p>3 SECURITY JAGMAN REPORTS/RECORDS/CASE FILES Reports of JAGMAN investigations and related records regarding investigations into reports of lost, compromised, or possibly compromised information or materiel, as required by SECNAVINST 5510 36 Maintained by commands and CNO (N09N2)</p> <p>Privacy Act N05830-1</p> <p><u>DISPOSITION:</u></p> <p>a <u>Commands</u></p>	New
5	<p>Destroy 1 year after case is closed</p> <p>b <u>CNO (N09N2)</u></p>	
6	<p>Retain on board for 2 years after case is closed, then retire to the WNRC Destroy 10 years after case is closed</p>	

7 Item No.	8 Description of Item	9 GRS or Superseded Job Citation
	<p>Electronic Mail and Word Processing Copies</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by the SSICs included in this schedule. Also included are electronic copies of records created on electronic mail and word processing systems that are maintained for dissemination, revision, or updating</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy</p>	
1	<p>Destroy/delete within 180 days after the recordkeeping copy has been produced</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy</p>	<p>New</p> <p>New</p>
2	<p>Destroy/delete when dissemination, revision, or updating is complete</p> <p><u>SSIC 5830</u></p> <p><u>COURTS OF INQUIRY AND INVESTIGATIONS RECORDS</u></p> <p>1. COURTS OF INQUIRY RECORDS AND INVESTIGATIONS CONDUCTED PER MANUAL OF THE JAG OF THE NAVY (JAGMAN) REPORTS/RECORDS/CASE FILES. Findings and other records of Courts of Inquiry as well as reports of JAGMAN investigations and related records regarding investigations into incidents of death or injury to naval personnel, significant loss or damage to vessels, aircraft, vehicles, or other government property, or other significant incidents involving naval personnel, as required by the JAGMAN (other than courts-martial cases). Maintained by field activities and the Office of the Judge Advocate General of the Navy. (JAGMANs conducted under SECNAVINST 5510.36 are filed under SSIC 5830, para 3.)</p> <p>Privacy Act N05830-1</p> <p>a. Temporary records. Records of any JAGMAN investigation not covered by SSIC 5830, para 1b</p> <p><u>DISPOSITION.</u></p>	<p>N1-NU-96-7/SSIC 5830 [1]</p>

*Superseded*

3	<p>Cut off at end of calendar year in which investigative report is final Retire to WNRC 2 years after cutoff Destroy 75 years after cutoff</p> <p>b Permanent records All Courts of Inquiry findings and other records as well as records of any JAGMAN investigation that meets one or more of the following criteria (1) reviewed a major policy or procedural issue, (2) attracted widespread news media attention, or (3) underwent Congressional scrutiny</p> <p><u>DISPOSITION</u></p>	
4	<p>Permanent Cut off at end of calendar year in which inquiry is concluded or JAGMAN investigative report is final Retire to WNRC 2 years after cutoff Transfer to the National Archives in 5-year blocks when the most recent records have been cut off 50 years</p> <p>2 No change.</p>	New
	<p>3 SECURITY JAGMAN REPORTS/RECORDS/CASE FILES Reports of JAGMAN investigations and related records regarding investigations into reports of lost, compromised, or possibly compromised information or materiel, as required by SECNAVINST 5510 36 Maintained by commands and CNO (N09N2)</p> <p>Privacy Act N05830-1</p> <p><u>DISPOSITION</u></p>	New
5	<p>a <u>Commands</u></p> <p>Destroy 1 year after case is closed</p>	
6	<p>b <u>CNO (N09N2)</u></p> <p>Retain on board for 2 years after case is closed, then retire to the WNRC. Destroy 10 years after case is closed</p>	

*Superseded*

3/11/2002 Replacement Version

Request for Records Disposition Authority - Continuation

Job Number

7  
Item  
No

9 GRS or  
Superseded Job  
Citation

8 Description of Item

<p>1</p>	<p>Electronic Mail and Word Processing Copies</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by the SSICs included in this schedule. Also included are electronic copies of records created on electronic mail and word processing systems that are maintained for dissemination, revision, or updating</p> <p>a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy</p> <p>1 Destroy/delete within 180 days after the recordkeeping copy has been produced</p> <p>b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy</p> <p>2 Destroy/delete when dissemination, revision, or updating is complete</p> <p><u>SSIC 5830</u></p> <p><u>COURTS OF INQUIRY AND INVESTIGATIONS RECORDS</u></p> <p>1 INVESTIGATIONS CONDUCTED PER MANUAL OF THE JAG OF THE NAVY (JAGMAN) REPORTS/RECORDS/CASE FILES Reports of investigations and related records regarding investigations into incidents of death or injury to naval personnel, loss or significant damage to government property, or other vessels, aircraft, vehicles, or other significant incidents involving naval personnel, as required by the JAGMAN (other than courts-martial cases) Maintained by field activities and the Office of the Judge Advocate General of the Navy (JAGMANs conducted under SECNAVINST 5510 36 are filed under SSIC 5830, para 3 )</p> <p>Privacy Act N05830-1</p> <p><u>DISPOSITION</u></p> <p>3 Retain at activity for 2 years after all administrative actions are completed, then retire to WNRC Destroy 75 years after all administrative actions are completed</p> <p>2 No change</p>	<p>N1-NU-89-4/SSIC 5830 [1]</p>
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Superseded

	<p>3 SECURITY JAGMAN REPORTS/RECORDS/CASE FILES          Reports of JAGMAN investigations and related records regarding investigations into reports of lost, compromised, or possibly compromised information or materiel, as required by SECNAVINST 5510 36 Maintained by commands and CNO (N09N2).</p> <p>Privacy Act: N05830-1</p> <p><u>DISPOSITION</u></p> <p>a <u>Commands.</u></p> <p>4 Destroy 1 year after case is closed</p> <p>b <u>CNO (N09N2)</u></p> <p>5 Retain on board for 2 years after case is closed, then retire to the WNRC Destroy 10 years after case is closed          [Amended by R. Wire per H Persons, 4/12/2001]</p>	New
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Superseded

	<p>3. SECURITY JAGMAN REPORTS/RECORDS/CASE FILES  Reports of JAGMAN investigations and related records regarding investigations into reports of lost, compromised, or possibly compromised information or materiel, as required by SECNAVINST 5510 36 Maintained by commands and CNO (N09N2)</p> <p>Privacy Act N05830-1</p> <p><u>DISPOSITION</u></p> <p>a <u>Commands</u></p> <p>4 Destroy 1 year after case is closed</p> <p>b <u>CNO (N09N2)</u></p> <p>5 Retain on board for 2 years, then retire to the WNRC. Destroy after 10 years</p> <p>[This page has been superseded.]</p>	New
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