

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-NU-02-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

This schedule has 3 items.

Item 1A superseded by DAA-NU-2015-0005-0010.

Items 1B and 1C by DAA-NU-2015-0005-0078.

Date Reported: 04/03/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES AVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-NR-02-3</i>	
1 FROM (Agency or establishment) Department of the Navy		DATE RECEIVED <i>10-17-01</i>	
2 MAJOR SUBDIVISION Navy International Programs Office		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION International Agreements Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Sheri Bell	5 TELEPHONE (202) 764-2849	DATE <i>11-22-02</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. 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 *12* page(s) are not now needed for the business of 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,

is not required; is attached; or has been requested.

DATE <i>17 SEP 2001</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>DOV RCD5 MGR WASH DC 20374</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>In a review of SECNAVINST 5212.5D, Navy International Programs Office discovered no disposition guidance for International Agreements Records, one of Navy IPO's mission areas</p> <p>In a conversation with NCIS Records Manager, Mr. Henry Persons, I learned that SSIC 5710 had been under the cognizance of CNO (OP-06), prior to OPNAV's reorganization into N Codes. Navy IPO predecessor organizations include OP-62 and 63, so we conclude that Navy IPO is the "owner" of SSIC 5710.</p> <p>Attached are records descriptions and requested disposition authorities.</p>		

re Agency, NR, NWMD, NWMD

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

PAGE

2 OF 23

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>Add new subparagraph 1 to SSIC 5710, International Relations Records.</p> <p>Reason: To add many Navy Department created International Relations Records to the disposition manual.</p> <p>1. International Agreements Records Memoranda of Understanding (MOUs) or Memoranda of Agreement (MOAs) between DON and foreign countries or international organizations in pursuit of various programs, kept at DON headquarters, Navy IPO, and systems commands headquarters. For many MOUs, OSD negotiates and retains the "master" Agreement; Navy negotiates and retains annexes to the Agreements/Arrangements. Programs include: (a) Operational Information Exchange Agreement (OIEA); (b) The Technical Cooperation Program (TTCP); (c) Foreign Cooperative Testing (FCT); (d) Technical Research Development Project/Project Agreements (TRDP/PA); (e) Section 65 Loans, (f) Etc. (Note: This disposition includes former SSIC 4910.4b and 4920.6a.)</p> <p>1a a. Case Files For All Navy MOUs EXCEPT Those Listed in 5710.1b Below.</p> <p>Permanent. Retire case file to WNRC 7 years after signature by both parties, or when records become inactive, whichever is later. Transfer to NARA when 20 years old.</p> <p>1b b. Case Files For Navy Annexes to Data Exchange Agreements (DEAs), International Exchange Agreements (IEAs), Or International Exchange Projects (IEPs).</p> <p>Retain locally for 3 years after the Annex has expired or terminated; then destroy.</p> <p>1c c. Organization, Functions, And Status Records. Documents, newsletters, pamphlets, posters, charts, presentations, briefings, reports to higher authority, or other records depicting the internal organization, relationships, functions, and status of offices performing international agreement functions.</p> <p>Destroy when 2 years old.</p>		

Electronic Mail and Word Processing Copies

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.

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.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is complete.