

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-NU-08-5</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/28/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Naval Criminal Investigative Service and US Marine Corps			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Stephanie L. Cross	4 TELEPHONE NUMBER (202) 433-9520	DATE <i>10/7/08</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<p>5. AGENCY CERTIFICATION</p> <p>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,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.</p>			
DATE <i>8-19-08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Dept. of Navy's Director of Records</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Background: This records schedule addresses routine functions conducted by Navy Base law enforcement and USMC Provost Marshal offices world-wide that are not currently addressed in SECNAV M-5210.1. These operations are addressed in OPNAVINST 5530.14, OPNAV 11200.5, MCO 5110.1D, and other regulatory documents.</p> <p><i>Susan Raser</i> Susan Raser Director, Program Director for Criminal Investigations</p> <p><i>Helena A. Gilbert</i> Helena A. Gilbert Head, Records, Reports and Directives, Headquarters, USMC</p> <p><i>Norman F. Kiger</i> Norman F. Kiger NCIS Counsel</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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><u>1630</u> <u>NAVY BASE SECURITY AND MILITARY POLICE RECORDS</u></p> <p>Paragraphs 1 – 6. No change</p> <p>7 Field Interview Records. Includes records of field interviews of persons of interest, but not apprehended, that are conducted during routine patrols and operations by Navy Base Security and USMC Military Police personnel engaged in enforcing military discipline, law, and order.</p> <p>Privacy Act: NM05580-1</p> <p><u>Disposition</u></p> <p>1. Cutoff at end of CY Destroy 3 years old after cutoff</p> <p>8 Registrations and Permits Records. Includes information on the registration (or suspension or revocation) of restricted property, pets, issuances of hunting, fishing and trapping permits and similar records Use SSICs 1630, paragraph 6 for the registration of privately owned weapons, 5512, paragraph 15 for Motor Vehicle Operators' Permits; and 5512, paragraph 16 for Boat Registry Records.</p> <p>Privacy Act. TBD</p> <p><u>Disposition</u></p> <p>2. Destroy when 3 years old or when registration or permit expires or is cancelled or is revoked, whichever is sooner</p> <p>9 Traffic and Minor Violation Citation Records. Includes DD Forms 1408, Traffic Ticket, Armed Forces and Central Violation Bureau forms that are issued to military and civilian personnel and their dependents by Navy Base Security and Military Police officers for traffic and minor violations or, for dependent and civilian personnel are assigned to Federal magistrate for crimes committed on a military reservation.</p> <p>Privacy Act: NM05580-1</p> <p><u>Disposition</u></p> <p>3. Cutoff at end of CY. Destroy 3 years old after cutoff.</p> <p>10. Vehicle Registration and Driver Records Information gathered on POV registration and driver record files. Included are driver records consisting of: information on chargeable motor vehicle accidents, moving violations, suspension</p>	<p>New</p> <p>New</p> <p>New</p>	

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4	<p>personnel and their dependents and other personnel privileged to operate motor vehicles on Navy and Marine Corps installations.</p> <p>Privacy Act: NM05580-1</p> <p><u>Disposition</u></p> <p>a. Driving records of persons being transferred to a new installation and having valid points or other entries on driving records.</p> <p>Forward to next duty station on transfer of military member, Government or non-appropriated fund civilian employee, or employee of Government contractor.</p> <p>b. Driving records of civilian personnel terminating employment and military personnel (and their dependents) being discharged, released from active duty or being transferred to a new installation and having no valid points or other entries on driving records.</p> <p>Cutoff at end of CY Destroy 2 years after cutoff</p>	New	