


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-NY-09-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12/23/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
3 MINOR SUBDIVISION Criminal Investigation Directorate			
4. NAME OF PERSON WITH WHOM TO CONFER Stephanie L. Cross	4 TELEPHONE NUMBER (202) 433-9520	DATE <i>8/20/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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>3</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>12-16-2008</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE <i>Don 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: Naval Criminal Investigative Service (NCIS) and Navy and Marine Corps Criminal Investigation Division (CID) and law enforcement continue revising their business practices for documenting their criminal and law enforcement investigations and operations reports. This includes changing retention periods and establishing record series for additional copies of the records already contained in SECNAV M-5210.1. The purpose of this request is to submit these changes to the National Archives for approval.</p> <p><i>Susan C. Raser</i> Susan C. Raser Deputy Assistant Director, Criminal Program Direction</p> <p><i>Norman F. Kiger</i> Norman Kiger NCIS Counsel</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>SSIC 3850</u> <u>COUNTERINTELLIGENCE (CI)/COUNTERTERRORISM (CT)</u> <u>RECORDS</u></p> <p>1 – 2p. No change.</p> <p>3. Polygraph Examination Records.</p> <p>3a – 3b(3) No change.</p> <p>1. (4) Other copies of records created by 3850, para. 3b(1)</p> <p>Destroy when 2 years old.</p> <p><u>SSIC 5580</u> <u>LAW ENFORCEMENT RECORDS</u></p> <p>1. – 4</p> <p>4. NCIS Criminal Investigative Records</p> <p>4 to 4a(2)(b) 2 No change.</p> <p>2. (3) Other copies.</p> <p>Destroy 2 years after case closure or if extended retention is required, when no longer needed. Earlier destruction authorized after retention for minimum of one year.</p> <p>b. Topical files (Titled under Name of Ship, Installation, or Subject Code)</p> <p>4b(1) 4 b(2)(c)2 No change.</p> <p>3. (3) Other copies.</p> <p>Destroy 2 years after case closure or, if extended retention is required, when no longer needed. Earlier destruction authorized after retention</p>	<p>New</p> <p>N1-NU-98-2</p> <p>N1-NU-98-2</p>	

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4.	<p>for minimum of one year.</p> <p>4c – 4(d)(4) No change.</p> <p>(5) Criminal Intelligence Reports. NCIS and CID intelligence reports impacting on the security or discipline of commands or of interest to other law enforcement agencies.</p> <p>Privacy Act: N05520-4 and NM05580-1</p> <p>(a) Case file.</p> <p>Destroy 5 years old after case closure.</p> <p>(b) Other copies.</p> <p>Destroy 2 years after case closure.</p> <p>4d(6) – 4f(2) No change.</p> <p>g. Preliminary Investigation Report (PIR) Records. Used to document the receipt of information that at the initial stage indicated an incident occurred involving one or more criminal offenses, however it was subsequently determined that no criminal offense occurred or that the incident and offenses did not fall within NCIS' or CID's jurisdiction and or responsibility to investigate.</p> <p>Privacy Act: N05520-4 and NM05580-1</p>	<p>N1-NU-07-5</p> <p>New</p>	
5.	<p>(1) Case files.</p> <p>Destroy 5 years after case closure.</p>	<p>N1-NU-07-3</p>	
6.	<p>(2) Other copies.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

Job Number

Page 4
of 4

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
6	<p>Destroy 2 years after case closure.</p> <p>Note: Word changes are in blue bold.</p>	New	

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	<p><u>SSIC 3850</u> <u>COUNTERINTELLIGENCE (CI)/COUNTERTERRORISM (CT)</u> <u>RECORDS</u></p> <p>1 – 2p. No change.</p> <p>3. Polygraph Examination Records</p> <p>3a – 3b(2). No change.</p> <p style="padding-left: 40px;">(3) Audio tape/video recordings of routine CSP examinations.</p> <p><u>SSIC 5580</u> <u>LAW ENFORCEMENT RECORDS</u></p> <p>1 – 4c(2) No change</p> <p style="padding-left: 40px;">d. Non-Investigative Reports.</p> <p>4d – 4d(1)(b)</p> <p style="padding-left: 40px;">(2) Protective Operations. Protective details of distinguished persons. Reports and related material pertaining to protection of distinguished persons where threats or attempted threats do not materialize. (Where a threat or attempted threat materializes, use SSIC 5580.4a or 4b.)</p> <p>12. No change.</p> <p>13. Navy and Marine Corps Criminal Investigation Division (CID) Criminal Investigative Reports. Information on any person, civilian or military, or firm involved in our reporting possible criminal activity affecting the Navy or U.S. Marine Corps' interest, property, and personnel. This may include information on persons or firms; letters, messages case notes, or reports on investigations containing witness statements, subject statements, and technical investigative data; requests for and results of polygraph and forensic laboratory examinations; indices containing codes for the type of crime, and</p>	<p>N1-NU-07-4</p> <p>N1-NU-98-2</p> <p>N1-NU-98-2</p>	

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	<p>agencies, firms, DON, and DoD organizations that were the subject of criminal investigations.</p> <p>Privacy Act: N05527-1 NM05580-1</p> <p style="padding-left: 20px;">a. CID Field Offices.</p> <p>Subparagraph (1) and (2). No change.</p> <p style="padding-left: 20px;">b. NCISHQ:</p> <p>Apply SSIC 5580.4a and 4b.</p> <p>Note: Word changes are in blue bold.</p>		