

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-NU-86-7

DATE RECEIVED

8-27-86

NOTIFICATION TO AGENCY

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (Agency or establishment)

Department of the Navy

2 MAJOR SUBDIVISION

Chief of Naval Operations

3 MINOR SUBDIVISION

Naval Military Personnel Command (Code N115)

4 NAME OF PERSON WITH WHOM TO CONFER

Theresa Bumgardner

5. TELEPHONE EXT

433-4217

DATE

11-24-86

ARCHIVIST OF THE UNITED STATES

[Signature]

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

| | | |
|--------|--|--|
| B DATE | C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> ROBERT-LEE GLASS | D TITLE DEPUTY DIRECTOR, IRM, PLANS, PROGRAMS AND ARCHITECTURE DEPARTMENT |
|--------|--|--|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
|-----------|---|----------------------------------|---------------------------------|
| 7010/1 | <p>FINANCIAL ADMINISTRATION RECORDS OF NONAPPROPRIATED FUNDS ACTIVITIES. All records relating to financial administration, including financial statements and reports, check books, journals, vouchers, balance sheets, and other books and records of accounts but excluding meal sales tickets.</p> <p><u>DISPOSITION:</u> Destroy when 3 years old except Marine Corps activities retain for 4 years or upon disestablishment, forward reserve recreation fund records to Director of appropriate Marine Corps District, and other recreation fund records to the regional nonappropriated fund auditor; forward other records not yet audited to Commandant of the Marine Corps (MS).</p> | | |
| 7010/1a | <p>Bookkeeper's copy of meal sales tickets.</p> <p><u>DISPOSITION:</u> Destroy when 1 year old or once an audit of cash control procedures has occurred, whichever occurs earlier.</p> | | |
| 7010/1b | <p>Kitchen copies of meal sales tickets.</p> <p><u>DISPOSITION:</u> File numerically by month and retain no longer than 3 months.</p> | | 3 items |

DW
1-16-87 NAVY
NCF-NNA-NNM