

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)

DEPARTMENT OF THE NAVY

2 MAJOR SUBDIVISION

OFFICE OF THE SECRETARY

3. MINOR SUBDIVISION

BOARD OF DECORATIONS AND MEDALS

4 NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

BARBARA WILSON

(703) 325-8770

LEAVE BLANK (NARA Use only)

JOB NUMBER *NT-NW-92-14*

DATE RECEIVED *8-21-92*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE ARCHIVIST OF THE UNITED STATES

11/12/92 

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 2 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

8/21/92

SIGNATURE OF AGENCY REPRESENTATIVE


JAMES I. JENSEN

TITLE

HEAD, RECORDS MANAGEMENT BRANCH

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p style="text-align: center;"><u>SSIC 1650</u></p> <p><u>DECORATIONS, MEDALS, AND AWARDS RECORDS</u></p> <p>BOARD OF DECORATIONS AND MEDALS, NAVY DEPARTMENT RECORDS.</p> <p>a. <u>Board's Case Files.</u> Correspondence, recommendations, and other supporting documentation regarding individual and unit awards requiring approval by the Secretary of the Navy. File includes the record of actions taken by the Board on each case presented for consideration.</p> <p>DISPOSITION: PERMANENT. Retire to WNRC when 3 years old. Transfer to NARA when 25 years old.</p> <p>d. <u>Master Record of Awards.</u> A master record of individual awards to Navy and Marine Corps personnel maintained by the Board of Decorations and Medals. File includes awards approved by SECNAV and those authorized for approval by subordinate Commanders. Record includes service members name, Service number/SSAN, award recommended, award</p>		

copies sent to agency, NN-W, NN-T, NCF, NIA 12/21/92

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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>approved, and a narrative summary of the citation. A second section of the file contains activities awarded Unit Awards and the dates of eligibility.</p>		
2	<p>(1). Silver halide microfilm ^{and one reference copy} of Master Card File (1920-1977) maintained by the Board of Decorations and Medals.</p> <p>DISPOSITION: PERMANENT. Transfer to NARA in 2027 or when no longer needed for reference, whichever is sooner.</p>		<p><i>Py</i></p>
3	<p>(2). Original Card File (1920-1977) in the custody of the Director of Naval History.</p> <p>DISPOSITION: Destroy when no longer required for reference.</p>		
4	<p>e. <u>Board's General Correspondence File.</u> Routine administrative correspondence of the Board of Decorations and Medals. Included are reference inquiries, requests for duplicate citations, requests to upgrade awards, and related records.</p> <p>DISPOSITION: Destroy when 3 years old.</p>		
5	<p>2. CORRESPONDENCE AND RELATED RECORDS. Recommendations and supporting documentation concerning personal decorations, citations, medals, or awards to naval personnel or units. These records are accumulated by Navy and Marine Corps Commands that have not been delegated authority to grant awards. Exclude records of the Board of Decorations and Medals, Headquarters U.S. Marine Corps, Bureau of Naval Personnel, and documents appropriately filed in service members official service jacket.</p> <p>DISPOSITION: Destroy when 3 years old.</p> <p>3. RECORDS OF CITATIONS, AWARDS, OR COMMENDATIONS AWARDED BY COMMANDS OR OTHERS UNDER AUTHORITY DELEGATED THEM TO MAKE SUCH AWARDS. Case files maintained by the awarding authority to include recommendations, supporting documents, and related correspondence.</p>	<p>secnav inst. 5212.5C SSIC 1650.2</p>	

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6	<p>a. Case files of awards of Meritorious Service Medals, and Air Medals maintained by CNO, CMC, and Fleet Commanders in Chief.</p> <p>DISPOSITION: Retire to WNRC when 3 years old. Destroy when 25 years old.</p>		
7	<p>b. Case files and other records of awards of Navy Commendation Medals, Navy Achievement Medals, and Purple Heart Medals maintained by CNO, CMC, Fleet Commanders in Chief, Type Commanders, and Unit Commanding Officers.</p> <p>DISPOSITION: Retire to WNRC when 2 years old. Destroy when 15 years old.</p>		