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| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER NI-NA-92-17 | DATE RECEIVED 9-24-92 |
| 1 FROM (Agency or establishment) DEPARTMENT OF THE NAVY | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION OFFICE OF THE SECRETARY | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION BOARD OF DECORATIONS AND MEDALS | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER BARBARA WILSON | 5 TELEPHONE (703)325-8770 | DATE 9/23/92 | 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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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

| | | |
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| DATE 9/23/92 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> JAMES J. 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
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| | <p 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>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 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> <p>(3) Awards Information Management System (AIMS). Electronic records of individual personal awards 1976 and continuing and unit awards 1941 and continuing maintained by the Board of Decorations and Medals. The system does not list individual campaign</p> | | |

copies sent to agency, NI-W, NI-ST, NI-NX, NI-CF, NI-A 1/21/93

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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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> |
|-----------------|--|---|--|
| 1. | <p>service awards.</p> <p>(a) Electronic Files</p> <p>DISPOSITION: PERMANENT. Initially transfer a copy of the "history" files for the years 1976 to 1989 to the National Archives in accordance with 36 CFR 1228. Transfer a copy of the file of records being moved from the "active" file to the "history" file at the time records are being moved from the "active" to the "history" file. This file should contain the complete records used in the "active" file rather than the abridged records stored in the "history" file. The file should meet the requirements set forth in 36 CFR 1228.</p> | | |
| 2. | <p>(b) Documentation</p> <p>DISPOSITION: PERMANENT. Transfer the documentation for the "history" files to the National Archives with the initial transfer of the "history" files. Transfer the documentation for the "active" files with each subsequent transfer of the "active" files.</p> | | |
| 3. | <p>4. MEDALS AND AWARDS SYSTEM. A computerized file of records of individual awards granted to Navy personnel maintained by the Bureau of Naval Personnel. This system consists entirely of extracts from the Awards Information Management System (AIMS).</p> <p>a. <u>Electronic Files.</u></p> <p>DISPOSITION: Delete when no longer needed.</p> | | |
| 4. | <p>b. <u>Documentation.</u></p> <p>DISPOSITION: Destroy when cancelled, superseded, or no longer required.</p> | | |