

**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  
 BUREAU OF NAVAL PERSONNEL

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
 TOM GREGG (PERS-093)

5. TELEPHONE  
 (703)614-1921

LEAVE BLANK (NARA use only)

JOB NUMBER  
 NI-NU-92-12

DATE RECEIVED  
 7-23-92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 10/6/92 ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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.

DATE: 23 Jul 92

SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]*  
 G.B. TRYON, CDE, USN

TITLE: HEAD, NAVY RECORDS AND POSTAL MGMT.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>SSIC 5353.1</p> <p>b. ALCOHOLISM CASE FILES FOR LEVEL I AND II TREATMENT AT AFLOAT AND ASHORE COUNSELING AND ASSISTANCE CENTERS. Individual records of outpatient evaluation, therapy, and other care for the disease of alcoholism performed by Counseling and Assistance Centers. Records consist of a standard, federal, and DOD forms approved for use in the program by the Chief of Naval Personnel.</p> <p>DISPOSITION: Retire to nearest FRC when 2 years old. Destroy when 7 years old.</p>		
2	<p>c. ALCOHOLISM CASE FILES FOR LEVEL III TREATMENT AT NAVAL ALCOHOL REHABILITATION CENTERS. Individual records of multidisciplinary residential therapy for DOD military personnel, dependents, and retired personnel conducted at Naval Alcohol Rehabilitation Centers (NARC). Records consist of standard, federal, and DOD forms approved for program use by the Chief of Naval Personnel as well as recommendations for after care.</p>		

*Copies sent to Agency, NCF 10/20/92*

## REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

NI-00-92-12

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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>DISPOSITION: Retire to nearest FRC when 3 years old. Destroy when 10 years old.</p> <p>SSIC 5355.2</p>		
3	<p>b. DRUG ABUSE CASE FILES FOR LEVEL I AND II TREATMENT AT AFLOAT AND ASHORE COUNSELING AND ASSISTANCE CENTERS. Individual records of outpatient evaluation, therapy, and other care for drug abuse/dependency performed by Counseling and Assistance Centers. Records consist of a standard, federal, and DOD forms approved for use in the program by the Chief of Naval Personnel.</p> <p>DISPOSITION: Retire to nearest FRC when 2 years old. Destroy when 7 years old.</p>		
4	<p>c. DRUG ABUSE CASE FILES FOR LEVEL III TREATMENT AT NAVAL ALCOHOL REHABILITATION CENTERS. Individual records of multidisciplinary residential therapy for DOD military personnel, dependents, and retired personnel conducted at Naval Alcohol Rehabilitation Centers (NARC). Records consist of standard, federal, and DOD forms approved for program use by the Chief of Naval Personnel as well as recommendations for after care.</p> <p>DISPOSITION: Retire to nearest FRC when 3 years old. Destroy when 10 years old.</p> <p>SSIC 6110.1</p>		
5	<p>CHRONIC OBESITY CASE FILES FOR TREATMENT PERFORMED AT NAVAL ALCOHOL REHABILITATION CENTERS. Individual records of multidisciplinary residential therapy for chronically obese DOD military personnel, dependents, and retired personnel conducted at Naval Alcohol Rehabilitation Centers (NARC). Records consist of standard, federal, and DOD forms approved for program use by the Chief of Naval Personnel as well as recommendations for after care.</p> <p>DISPOSITION: Retire to nearest FRC when 3 years old. Destroy when 10 years old.</p>		