

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-NU-93-7	DATE RECEIVED 5-12-93
1 FROM (Agency or establishment) DEPARTMENT OF THE NAVY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION BUREAU OF NAVAL PERSONNEL		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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		DATE 9-19-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4 NAME OF PERSON WITH WHOM TO CONFER TOM GREGG )PERS-093X	5 TELEPHONE (703)614-1921		

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 3 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 11 May 93	SIGNATURE OF AGENCY REPRESENTATIVE <i>James C. Jensen</i> JAMES C. JENSEN	TITLE HEAD, RECORDS MANAGEMENT BRANCH
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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><u>NAVY CONFINEMENT RECORDS SSIC 1640 SERIES</u></p> <p>Records created by Navy Level 2 Prisons, Navy and Marine Corps Afloat and Ashore Brigs, and the Program Sponsor (Bureau of Naval Personnel - PERS 8). Superseded job citations if any are listed below. Series descriptions and disposition instructions appear on pages 2 through 4 of this Request for Records Disposition Authority. When approved this schedule will be incorporated into the <u>Navy and Marine Corps Records Disposition Manual, SECNAV INSTRUCTION 5212.5g.</u></p> <p>SSIC 1640.1 (General Correspondence Files)</p> <p>SSIC 1640.2a, 1640.2b, and 1640.2c (Case files)</p> <p>SSIC 1640.5 (Monthly Reports)</p> <p>SSIC 1640.6a and 1640.6b (Confinement orders)</p> <p>SSIC 1640.7 (Prisoner Personal Effects Records)</p> <p><i>cc: Agency, NR, NUNMU</i></p>	<p>N1-NU-86-1 SSIC 1640.1 NC1-38-77-1</p> <p>N1-NU-86-1 SSIC 1640.3 N1-NU-86-1 SSIC 1640.4 N1-NU-86-1 SSIC 1640.6</p>	

SSIC 1640CONFINEMENT RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the general operations and administration of correctional centers and facilities, brigs, and detention facilities including activities educational training reports, correspondence, and other general records. Exclude primary program records maintained by PERS 8 filed under SSIC 1000.1.h of this instruction.

Destroy when 2 years old.

2. CONFINEMENT CASE FILES FOR COURTS MARTIAL PRISONERS AND CONFINEMENT IMPOSED BY NON JUDICIAL PUNISHMENT. Files consist of all correspondence, reports, and other records in connection with the case, including screening reports, admission summaries, or supplements, periodic program reports, disciplinary reports (mast report slips), special medical or psychiatric reports, and other records relating to the prisoner's conduct and assignments while confined. Exclude records required to be filed in the official personnel file.

~~a. Files of prisoners transferred from Afloat or Ashore Brigs to Consolidated Brigs.~~

*SF 115 approval not required*  
~~Transfer case file to new confinement facility.~~

~~b. Files maintained by Ashore Brigs under the area coordination of CINCLANTFLT, CINCUSNAVEUR, and CNET; Afloat Brigs on Atlantic Fleet Ships; and Navy Consolidated Brig Charleston.~~

~~Retire to FRC Atlanta 2 years after release from confinement or expiration of parole. Destroy when 25 years old.~~

~~c. Files maintained by Ashore Brigs under the area coordination of CINCPACFLT; Afloat Brigs on Pacific Fleet Ships; and Navy Consolidated Brig Miramar.~~

~~Retire to FRC Los Angeles 2 years after release from confinement or expiration of parole. Destroy when 25 years old.~~

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## 4. LOG BOOK RECORDS MAINTAINED BY BRIGS

a. Brig Log. A chronological watch to watch accounting of significant events or actions that take place in the Brig. Include bed checks, roll calls, staff visits and inspections, fires, escapes, riots, suicides, change of watch, emergency drills and similar incidents. Exclude prisoner/detainee counts, confinement and release information, departure and return of prisoners, and other information contained in CORMIS.

Retire to FRC Atlanta or FRC Los Angeles when 2 years old or when total accumulation is at least one cubic foot, whichever is later. Destroy when 25 years old.

b. Disciplinary Log. A record of each disciplinary report and the action taken by the Commanding Officer. Include prisoner name and SSN, date, and a brief statement of the offense.

Destroy when 2 years old.

c. Visitors Log. A chronological record of all visitors to prisoners confined. Include date of visit, time in/out, name of visitor, verification of visitor identification, purpose of visit, and name of prisoner/detainee visited.

Destroy when 2 years old.

d. Privileged Correspondence Log. A record of privileged correspondence sent or received by prisoners/detainees. Include date correspondence sent or received, addresser, addressee, and signature of mail supervisor.

Destroy when 2 years old.

e. Medical Log. A chronological record of treatment administered by doctors or hospital corpsman to prisoners/detainee. Include prisoner name and SSN, date of treatment, nature of complaint, treatment administered, medication issued, signature of person administering treatment, and signature of prisoner/detainee receiving treatment.

Destroy when 2 years old.

5. MONTHLY REPORT OF PRISONERS (BUPERS 1640-1. Lists of persons confined, including reports of prisoners received and released. Report prepared by Afloat and Ashore Brig only.

Destroy when 3 years old.

6. CONFINEMENT AND RELEASE ORDERS

a. ~~Original documents.~~

b. Copies maintained by Brig.

*SF 115 approval not required*  
~~File in confinement case~~  
~~file under SSIC 1640.2~~

Destroy 2 years after  
release of prisoner.

Destroy 10 years after  
release of prisoner.

7. RECORDS OF PERSONAL PROPERTY AND FUNDS OF MEMBERS CONFINED. Documents pertaining to the custodianship of personal funds and property of prisoners confined in Navy Brigs and reflecting accountability for the receipt, disbursement, or other disbursement of such funds and property. These files include individual and summary receipt vouchers, statement of prisoner's accounts; petty cash vouchers; summary disbursement vouchers; record of prisoner's personal deposit funds; requests for withdrawal and notification of expenditure of prisoner's personal funds; prisoner's cash account records and personal property lists; personal property transmittal slip; request slip for withdrawal of personal property; personal property permit; request and receipt for health and comfort supplies; activity reports; custodians certificates; checkbooks, including cancelled checks and check stubs; bank statements; and similar and related document.