

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1. FROM (Agency or establishment)  
DEPARTMENT OF THE NAVY

2. MAJOR SUBDIVISION  
NAVAL SEA SYSTEMS COMMAND

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
JAMES C. JENSEN, OPNAV (N09B35A) 433-4194

5. TELEPHONE  
(205)

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
N1-N11-95-4

DATE RECEIVED  
4-7-95

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 6/20/95 ARCHIVIST OF THE UNITED STATES  
James J. Moore

**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: 7 April 1995

SIGNATURE OF AGENCY REPRESENTATIVE: *J. Jensen*

TITLE: HEAD, NAVY RECORS MGMT  
CHIEF OF NAVAL OPERATIONS

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	REQUEST AUTHORITY TO DESTROY THE NAVAL SHIPYARD RECORDS LISTED IN ENCLOSURE (1) UPON CLOSURE OF THE FACILITY.		

*Copies sent to agency, NSR, NCF 4/28/95*

ENCLOSURE (1) TO SF115 DATED 7 APRIL 1995 CONCERNING RECORDS FROM  
CLOSING NAVAL SHIPYARDS

<u>CURRENT AUTHORITY</u> <u>SECNAVINST 5512.5C</u>	<u>DESCRIPTION OF RECORDS</u>	<u>CURRENT DISPOSITION</u>
PARA 1412.1	ENGINEERING DUTY QUALIFICATION PROGRAM - OFFICERS	DESTROY WHEN 2 YEARS OLD
PARA 1900.1	GENERAL CORRESPONDENCE FILES	DESTROY WHEN 2 YEARS OLD
PARA 4200.1B(1)(B)	PURCHASE ORDERS (UNDER \$25K)	DESTROY WHEN 3 YEARS OLD
PARA 5000.(2)(B) (NEW 5000.2)	CORRESPONDENCE FILES	DESTROY WHEN 2 YEARS OLD
PARA 5512(6)(A) (NEW 5512.6B)	ACCESS & MOVEMENT CONTROL RECORDS (PERSONNEL, VEHICLE, CONTRACTOR VISITOR)	DESTROY WHEN 2 YEARS OLD
PARA 5720(1) (NEW 5720.9B(1)(A))	RESPONSES TO FOIA REQUESTS	DESTROY WHEN 2 YEARS OLD
PARA 12452	SUGGESTION SYSTEM RECORDS	DESTROY WHEN 2 YEARS OLD
PARA 12810.1	INJURY COMPENSATION RECORDS (NOT NEEDED IN OPF OR DOL)	DESTROY WHEN 2 YEARS OLD
PARA 3110.(1)	ASSIGNMENT RECORDS - SERVICE CRAFT	DESTROY WHEN 2 YEARS OLD
PARA 3150(2)	PHOTOGRAPHIC RECORDS - COST ACCOUNTING FUND & ORDERS/ REQUESTS FOR PHOTO SVCS	DESTROY WHEN 2 YEARS OLD
4000.2	GENERAL LOGISTICS CORRES FILES	DESTROY WHEN 2 YEARS OLD
4730.5 & 6A	EQUIPMENT INSPECTION REPORT & UNSAT EQUIPMENT REPORT FILES	DESTROY WHEN 2 YEARS OLD
5000(3)	ADMIN OPERATIONS FILES	DESTROY WHEN 2 YEARS OLD
5213(1)(B)	FORMS CASE FILES	DESTROY WHEN 2 YEARS OLD
5500(2)	GENERAL CORRES FILES - SECURITY OFFICE	DESTROY WHEN 2 YEARS OLD

(CONTINUED: ENCLOSURE (1) TO SF115 DATED 7 APR 95 CONCERNING  
RECORDS FROM CLOSING NAVAL SHIPYARDS

5510.(1)	CORRES & RECORDS RELATED TO CLEARANCE/ACCESS TO CLASSIFIED INFO	DESTROY WHEN 2 YEARS OLD
5511(4)	CLASSIFIED MATERIAL CONTROL LOGS	DESTROY WHEN 2 YEARS OLD
5520(2)	REPORTS OF INVESTIGATIONS	DESTROY WHEN 2 YEARS OLD
5730(2)	CONGRESSIONAL CORRESPONDENCE	DESTROY WHEN 2 YEARS OLD
5800(2)	GENERAL CORRES FILES - LEGAL OFFICE/GENERAL COUNSEL	DESTROY WHEN 2 YEARS OLD
7100.1	CORRES RE BUDGET FORMULATION & POLICY	DESTROY WHEN 2 YEARS OLD
7301.6	FUNDING DOCUMENTS	DESTROY WHEN 1 YEAR OLD
7321.1	PLANT ACCOUNT RECORDS	DESTROY WHEN 2 YEARS OLD
11320.16	HOT WORK PERMITS	DESTROY WHEN 1 YEAR OLD
12410.7	REQUESTS FOR TRAINING IN NONGOVERNMENT FACILITIES	DESTROY WHEN 2 YEARS OLD