

**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 5. TELEPHONE  
 JAMES C. JENSEN, OPNAV (N09B35A) 433-4194 (205)

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 NI-NIL-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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 95 SIGNATURE OF AGENCY REPRESENTATIVE: *J. Jensen* TITLE: HEAD, NAVY RECOR S MGMT CHIEF OF NAVAL OPERATIONS

| 7<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9. GRS OR<br>SUPERSEDED<br>JOB CITATION | 10. ACTION<br>TAKEN (NARA<br>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><br><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)<br>(NEW 5000.2)                      | CORRESPONDENCE FILES  | DESTROY WHEN 2 YEARS OLD   |
| PARA 5512(6)(A)<br>(NEW 5512.6B)                      | ACCESS & MOVEMENT CONTROL RECORDS (PERSONNEL, VEHICLE, CONTRACTOR VISITOR)    | DESTROY WHEN 2 YEARS OLD   |
| PARA 5720(1)<br>(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 |