

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-NU-96-3

DATE RECEIVED

6-19-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

10-22-97

ARCHIVIST OF THE UNITED STATES

John W. Paul

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

1. FROM (Agency or establishment)

DEPARTMENT OF THE NAVY

2. MAJOR SUBDIVISION

Office Of The Secretary of the Navy & OFFICE OF

3. MINOR SUBDIVISION

THE CHIEF OF NAVAL OPERATIONS.

4. NAME OF PERSON WITH WHOM TO CONFER

STHELIA HAGAUS
WANDA A. RHEA, DEPUTY DIRECTOR (SECURITY)

5. TELEPHONE

OPNAV 202-433-6563
703-695-1645

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

7 Jun 96

SIGNATURE OF AGENCY REPRESENTATIVE

H. A. Gilbert
H. A. GILBERT, LT, USN

TITLE

HEAD, NAVY RECORDS MANAGEMENT

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SSIC 5000		
1	1.a. (1) Paper copies Permanent. Transfer to Washington National Records Center when 2 years old. WNRC will transfer to NARA when 50 years old.	NI-NU-89-4 5000.1.a.(1) 5000.1.a.(2) 5000.1.a.(3) 5000.1.a.(4) 5000.1.a.(5)	
2	1.a. (2) Silver master microfilm of file created 1972 - 1990. Permanent. Retire to NHC when 3 years old. NHC transfer to NARA when 50 years old.		
3	2.a. Paper copies created prior to 1975 and after June 1995. PERMANENT. Retire to WNRC in 6-month increments (Jan-Jun/Jul-Dec) when 2 years old. Transfer to NARA when 20 years old.	NI-NU-89-5 3000.2.a.(1) 3000.2.a.(2) 3000.2.a.(3)	
4	2.b. <u>Microfiche copies</u> 2.b.(1) Silver master and one diazo copy of files created 1975-1995. PERMANENT. Retire to WNRC in 6-month increments (Jan-Jun/Jul-Dec) when 2 years old. Transfer to NARA when 20 years old.	3000.2.a.(1) 3000.2.a.(2) 3000.2.c.(1) 3000.2.c.(2)	

NOV 10 1997 MPR copy to: NWDD, NWRW, Agency