

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-NU-98-7
1. FROM (Agency or establishment) DEPARTMENT OF THE NAVY		DATE RECEIVED	1-21-98
2. MAJOR SUBDIVISION NAVAL COUNCIL OF PERSONNEL BOARDS		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION NAVAL COUNCIL OF PERSONNEL BOARDS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER KATHLEEN PEARSON SANDY HARRIS	5. TELEPHONE 202-685-6403 202-685-6419	DATE	ARCHIVIST OF THE UNITED STATES
		11-3-98	John W. Carl

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
1/16/98	BARBARA THOMPSON <i>Barbara Thompson</i>	RECORDS DISPOSITION PROGRAM MANAGER

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>SSIC 1850</u></p> <p>a. Hard Copy Case Files Closed 31 December 1977 or Earlier.</p> <p>b. Hard Copy Case File Closed 1 January 1988 or Later.</p> <p>DISPOSITION. Transfer to WNRC when one year old. Destroy when 75 years old.</p> <p>f. Cassette Recording.</p> <p>DISPOSITION. Transfer to WNRC when one year old. Destroy when four years old.</p> <p>g. Optical Disk - Retain on board. Destroy when 75 years old.</p> <p>see attached page for complete revision of this item. Revised text submitted by James Jensen, DON Records officer 1/7/98</p> <p>NOV 12 1998 copy to: Agency, NR, NU MW</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER N1-NJ-98-7	PAGE 2 of 2
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;"><u>SSIC 1850</u></p> <p><u>DISABILITY RETIREMENT RECORDS</u></p> <p>1. ORIGINAL DISABILITY EVALUATION PROCEEDINGS</p> <p>a. <u>Hard Copy Case Files Closed 31 December 1977 and Earlier.</u></p> <p>Retire to WNRC. Destroy when 75 years old.</p> <p>b. <u>Hard Copy Case Files Closed 1 January 1978 to 31 December 1987.</u></p> <p>Destroy after microfilming and film is verified for accuracy and completeness.</p> <p>(1) Negative Microfiche Copies.</p> <p>Retire to WNRC when 5 years old. Destroy when 75 years old.</p> <p>(2) Positive Microfiche Copies.</p> <p>Retain on board. Destroy when no longer needed for reference.</p> <p>(3) Case Index of Disability Proceedings</p> <p>Retain on board. Destroy with related records.</p> <p>c. <u>Hard Copy Case Files Closed 1 January 1988 and Later.</u></p> <p>Retire to WNRC when 1 year old. Destroy when 75 years old.</p> <p>d. <u>Cassette Recordings.</u></p> <p>Retire to WNRC when 1 year old. Destroy when 4 years old.</p> <p>e. <u>Optical Disk.</u></p> <p>Retain on board. Destroy when 75 years old when paper copy is made.</p>		

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