

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

LEAVE BLANK	
JOB NO NC1-NU-82-5	
DATE RECEIVED January 12, 1982	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-28-82 <i>Date</i>	<i>Robert M. King</i> <i>Archivist of the United States</i>

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE NAVY**

2 MAJOR SUBDIVISION  
**CHIEF OF NAVAL OPERATIONS (Op-09B1)**

3 MINOR SUBDIVISION **COMPTROLLER OF THE NAVY AND THE  
NAVY CIVILIAN PERSONNEL COMMAND**

4 NAME OF PERSON WITH WHOM TO CONFER  
**MRS. M. DAYMUDE**

5 TEL EXT  
**695-1921**

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention

C DATE JAN 4 1982	D SIGNATURE OF AGENCY REPRESENTATIVE <i>J. R. Adams</i>	E TITLE DIRECTOR, NAVAL RECORDS AND INFORMATION MANAGEMENT DIVISION
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>SSIC 7250</p> <p><u>DISBURSING RECORDS, REPORTS, AND RETURNS</u></p> <p>These records are accumulated by disbursing officers, ashore and afloat, as well as central and associate disbursing officers.</p> <p>(1) Disbursing Officer Original Monthly and Daily Returns and related reports. Submitted in accordance with NAVCOMPT Manual, Vol. 4, Ch. 7, held by financial information processing centers and consolidated reports rendered by financial information processing centers in accordance with NAVCOMPT Manual, Vol 4, Ch. 8.</p> <p><u>Retention:</u> Destroy 6 years 3 months after period covered.</p> <p>(2) Disbursing Officer Retained Records of monthly or daily returns and related reports, schedules, check records, deposit records, and cashbooks packaged in accordance with NAVCOMPT Manual and certification of settlement issued by the General Accounting Office.</p>	<p>SECNAVINST P5212.5B, Part II, SSIC 7250 (1), and Part III, SSIC 7250(1)</p> <p>(GRS 6, Item 1.a)</p> <p>(GRS 6, Item 1.a)</p>	<p>T/C 7-27-82 A. Wenberg: 7250(1) and 7250 (2)(a) &amp; (b) applicable to both Parts II &amp; III.</p> <p>6 items</p>

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2. 3.	<p><u>Retention:</u> <sup>(a)</sup> Destroy 6 years 3 months after period of disbursing officer accountability. <sup>(b)</sup> (In the case of Civilian Disbursing Officers, 6 years 3 months after the period covered.)</p> <p style="text-align: center;"><u>SSIC 12610</u></p>		
4. 5.	<p><u>HOURS OF DUTY RECORDS</u></p> <p>(1) Time and Attendance: SF 1135, SF 1136 or similar documents used to report employee's time and attendance and maintained in payroll offices.</p> <p><u>Retention:</u> Destroy when 6 years old.</p> <p>(2) Overtime Authorization Requests: NAVEXOS 246 or similar form (at all activities and used to officially order or approve overtime.)</p> <p><u>Retention:</u> Destroy when 6 years old.</p> <p style="text-align: center;"><u>SSIC 12630</u></p>	<p>Part II, 12600(1) (Deviation from GRS 2, Item 3. a.1)</p> <p>Part II, 12610(1) (Deviation from GRS 2, Item 3.a.1)</p>	
6.	<p><u>ABSENCE AND LEAVE RECORDS</u></p> <p>Records covering such leave as court, funeral, excused absence, leave without pay, and maternity leave. Also covered in this series is shore leave for persons on vessels, home leave for persons working outside the United States, and military leave for reservists.</p> <p>(1) Absence and Leave: All applications for leave and supporting papers, including reports of absence without authority and tardiness reports, such as SF 71 and SF 1150. Used by employees to request leave, by supervisors to approve leave and which are maintained with employees' leave records.</p> <p><u>Retention:</u> Destroy when <sup>4</sup>/<sub>5</sub> years old.</p> <p><i>Amended in accordance with telephone calls to Margaret Daymude (OP-09815G) on 1-26-82 and 5-24-82.</i></p> <p style="text-align: right;"><i>EWS (NCD)</i></p>	<p>Part II, 12630(1); and Part III, 12600(1)</p> <p>(Deviation from GRS 2, Items 8a, 8b, and 10.b)</p>	<p>7/c 7-30-82 M. Daymude</p>