

*W. J. ...*

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI-NU-83-2
DATE RECEIVED	1/27/83
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)	DEPARTMENT OF THE NAVY
2. MAJOR SUBDIVISION	COMMANDER IN CHIEF, U.S. PACIFIC FLEET
3. MINOR SUBDIVISION	FLAG OFFICE
4. NAME OF PERSON WITH WHOM TO CONFER	MS. MARGARET DAYMUDE
5. TEL. EXT.	695-1925

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 3 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
JAN 11 1983	<i>J. R. Adams for</i>	R. J. PATTON Director, Naval Records and Information Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This disposition request covers the CINCPACFLT Flag Office Files. The files are maintained by the Flag Office and are referenced and controlled by means of an automated correspondence storage retrieval system (Honeywell computer) and a microfiche file system (Bell and Howell).</p> <p>The CINCPACFLT Flag Office files consist of incoming and outgoing correspondence, supporting documents, significant reference materials, and other essential documentation classified up to and including TOP SECRET. The files document the day-to-day operations of CINCPACFLT, at the planning, development, execution and history of the CINCPACFLT mission; and will be a primary source of information to researchers interested in the activities of the Department of the Navy at its highest level of command. The files are maintained and controlled in accordance with the procedures set forth in CINCPACFLTINST 5400.3M. This instruction provides conversion to microfiche of all but the most routine CINCPACFLT correspondence and its reference and control through an automated computer system. The microfiche of incoming and outgoing correspondence, which accumulate at a rate of about</p>		<p>Withdrawn</p> <p>Disposed by N1-NU-89-5</p> <p>G. Sims</p>

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1	<p>25,000 fiche per year, are filed separately and each is referenced and controlled through its own automated computer program.</p> <p>Due to limited space and resources, CINCPACFLT cannot adhere to the storage standards for permanent microform as stated in FPMR 101-11.507 and 101-11.508. Therefore, the Department of the Navy proposes shipment of silver masters to a federal records center immediately after microform is verified as a true copy of the original.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p><u>INCOMING CORRESPONDENCE</u></p> <p>All incoming correspondence is received in the Flag Office. A determination is made, according to set standards, as to whether it is to be controlled or uncontrolled. All correspondence requiring action or having future reference value is controlled. An incoming route slip (IRS) is prepared and the correspondence assigned an eight-digit document control number, which consists of the year, classification and a unique control number. The correspondence, along with the IRS, is microfilmed, and the paper copy of the record, along with the IRS is sent to the appropriate action office for processing. Using pertinent information from the correspondence, the IRS is prepared by and entered into the computer data bank. The fiche itself is filed according to security classification and in order of document control number. Included are microfiche copies <sup>generated monthly</sup> of computer-printout finding aids.</p> <p><u>A. MICROFICHE COPIES OF CORRESPONDENCE AND FINDING AIDS</u></p> <p>(1) SILVER MASTER AND ONE COPY</p> <p>PERMANENT. Transfer to FRC <sup>in 3-year blocks</sup> immediately after verification. Offer to NARS <sup>when 20 years old.</sup> <sub>most recent records</sub></p> <p>(2) REFERENCE COPY MICROFICHE maintained in central mail room.</p> <p>DESTROY when <sup>six</sup> <del>three</del> years old.</p>		<p><i>1/c 1-20-84 R. Storm (NARS) &amp; M. Day (DOW)</i></p> <p><i>in 3-year blocks</i></p>

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2.	<p><b>B. <u>PAPER ORIGINALS</u></b></p> <p>Destroy after verification of microfilm.</p> <p><b><u>OUTGOING CORRESPONDENCE</u></b></p> <p>Action offices forward all completed correspondence, which may be in reply to incoming correspondence, or initiated by the action office itself, to the Flag Office for processing and dispatch. The file copy of the correspondence provides various items of data such as originator, date typed, and IRS involved, if any. The Flag Office reviews the correspondence, and assigns a serial number and date. The correspondence is then microfilmed, either in its entirety or in part as indicated by the action office, and forwarded to its destination. All backup material is returned to the action office along with a copy of the outgoing correspondence for reference use. The Flag Office files its copy of the outgoing correspondence microfiche according to security classification and serial number. Included are microfiche copies (generated monthly) of computer-printout finding aids.</p> <p><b>A. <u>MICROFICHE COPIES OF CORRESPONDENCE AND FINDING AIDS</u></b></p> <p>(1) SILVER MASTER AND ONE COPY</p> <p>PERMANENT. Transfer to FRC<sup>A</sup> immediately after verification. Offer to NARS<sub>in 3-year blocks</sub> when <sub>most recent records are</sub> 20 years old.</p> <p>(2) REFERENCE COPY MICROFICHE maintained in the flag office.</p> <p>DESTROY when <del>three</del><sup>six</sup> years old.</p> <p><b>B. <u>PAPER ORIGINALS COPIES</u></b></p> <p>Destroy after verification of microfilm.</p> <p><i>Unless otherwise specified, all changes agreed to by Cdr. B. Lane (DON) and Mr. R. Storm (NARS) on 5-16-85.</i></p> <p><i>(Storm)</i> <i>B. Lane</i></p>	<p><i>T/C 1-20-84 R. Storm (NARS) &amp; M. Daymude (DON)</i></p> <p><i>Meeting 3-25-83 R. Storm (NARS) &amp; M. Daymude (OPNAV)</i></p>	