

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO. NC1-NU-83-3
DATE RECEIVED 24 JUNE 1983
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
<i>July 20, 83</i> <i>John H. Mar</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
OFFICE OF THE CHIEF OF NAVAL OPERATIONS

3. MINOR SUBDIVISION
RECORDS AND INFORMATION MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

MRS. MARGARET 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 2 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 14 Jun 83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE DIRECTOR, NAVAL RECORDS & 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>MILITARY PERSONNEL RECORDS (SSIC 1070)</p> <p>Navy and Marine Corps official Military Personnel Records for officers and enlisted personnel. The records consist of correspondence and other documentation relating to classification, assignment, promotion, recruiting, retention, reenlistment, separation, training, education, awards, benefits, entitlements, discipline, health, and similar matters. It is the primary source of information pertaining to the individual's military service. The records are used in personnel administration and to protect the legal and financial rights of the individual and of the government. These military personnel records are retired to the National Personnel Records Center, St. Louis, Missouri, by the Naval Reserve Personnel Records Center and by Headquarters, U.S. Marine Corps. Current Navy records were previously approved for microfilming, with the destruction of the hard copy, in Disposition Job No. NC-38-75-1, and Marine Corps in Disposition Job No. NC1-127-78-1. No ultimate disposition was provided for the records in either of these jobs; that is the purpose of this disposition request.</p>	<p>NC-38-75-1</p> <p>NC1-127-78-1</p> <p>(Marine Corps)</p>	<p>(Navy)</p>

These records change will be executed after the records

Agency + NUM sent out 81-83 by DMW.

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2 of 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>DISPOSITION:</u></p> <p>Offer to the National Archives 75 years after separation of individual. Any records not selected at that time for permanent retention by the Archives, will be disposed of.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Work Copy

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

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL. EXT.

694-3527

JOB NO.

NCl-AFU-80-29

DATE RECEIVED

4/23/1980 (Revised 3/3/82)

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.

Apr 16 80 *Mark H. Coon*
Date Archivist of the United States

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 2 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 22 Feb 82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE MARK H. COON, Maj, USAF Chief, Documentation Mgmt Directorate of Administration
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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
	<p>AIR FORCE MILITARY PERSONNEL RECORDS (Table 35-1, Rule 1)</p> <p>Air Force officer and airman Military Personnel Record Group files consisting of correspondence and other documentation relating to classification, assignment, promotion, recruiting, retention, reenlistment, separation, training, education, awards, benefits, entitlements, discipline, health and similar matters. It is the primary source of information pertaining to the individual's military service. The records are used in personnel administration and to protect the legal and financial rights of the individual and of the Government. They provide a history of the member's service. These military personnel records are retired to the National Personnel Records Center (NPRC), St. Louis, Missouri, by the Air Force Manpower and Personnel Center and the Air Reserve Personnel Center. Current records were previously approved for microfilming, with the destruction of the hardcopy, in Disposition Job Nos. NCl-AFU-77-51 and NN-174-42, but no ultimate disposition was provided in either of these jobs. That is the purpose of this disposition request.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>DISPOSITION:</u></p> <p>Offer to the National Archives 75 years after separation of individual. The National Archives, after consultation with the Department of the Air Force, genealogists, historians, social scientists, and other interested parties, will then determine the disposition of the records based on any continuing administrative needs and their archival value. Records, if any, not selected for permanent retention by the Archives will be disposed of.</p> <p>Restrictions of access: Security classified, Privacy Act, Freedom of Information Act, and any other applicable restrictions that may apply.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO.

NCl-26-82-1

DATE RECEIVED

October 27, 1981

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 stamped "disposal not approved" or "withdrawn" in column 10.

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

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF TRANSPORTATION

2. MAJOR SUBDIVISION

UNITED STATES COAST GUARD

3. MINOR SUBDIVISION

CHIEF, MANAGEMENT ANALYSIS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER:

MR. JAMES DORAN

5. TEL. EXT.

755-7960

10/16/81
Date

Robert W. War
Archivist of the United States

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 02 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

OCT 19 1981

D. Pasmore
D. PASMORE, CAPT, USCG

CHIEF, MANAGEMENT ANALYSIS DIVISION

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

U.S. Coast Guard Military Personnel Records
(Item 547 of HQINST M5212.6)

NCl-26-
77-3

Files consist of the Official Officer Service Records, Enlisted Personnel Records, Military Personnel Health Records, and Official Coast Guard Reserve Service Records. These official personnel files include records pertaining to the recruitment, training, administration, assignment, health, and disposition of military personnel. These records are the primary source of information pertaining to the individual's military service. They are used in personnel administration and for the protection of the legal and financial rights of the individual and of the Federal Government. These military records are retired to the National Personnel Records Center (NPRC), St. Louis, Missouri. This request not only supersedes Disposition Job No. NCl-26-77-3 but also provides for the ultimate disposition of U.S. Coast Guard Military Personnel Records.

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 of 2

7.
ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9.
SAMPLE OR
JOB NO.

10.
ACTION TAKEN

DISPOSITION:

Offer to the National Archives 75 years after separation of individual. The National Archives, after consultation with ^{the Coast Survey} genealogists, historians, social scientists, and other interested parties, will then determine the disposition of the records based on any continuing administrative needs and their archival value. Records, if any, not selected for permanent retention by the Archives will be disposed of.

Four copies, including original, to be submitted to the National Archives

* Change made per telecon with Mr. Smith, 3/23/82. *JMV*

GPO : 1975 O - 572-387

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

March 15, 1983

Commander K.B. Patton, USN
Director, Naval Records Management
and Administrative Services Divisions
Department of the Navy (OP-09B1)
Washington, D.C. 20350

LEAVE BLANK	
JOB NO	
DATE RECEIVED	
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

Dear Commander Patton:

S. TEL. EXT
695-1921

We have carefully reviewed the provisions of your December 7, 1982, letter and accompanying SF 115, Request for Records Disposition Authority, regarding the disposition and microfilming of Navy and Marine Corps military personnel records. It will not be needed after the retention periods specified.

A Request for immediate disposal

Regarding the microfilm aspects of Navy's proposed disposition, the requirements of the National Archives and Records Service (NARS) are very simple. During the period of time the records remain in the legal custody of the Navy, your agency must ensure that the information in the records remains available for the Navy's administrative, fiscal, and legal needs. The agency determines the most appropriate form of the records, given the preservation considerations. When the records are offered to the National Archives for accessioning as historically valuable records of the Federal Government seventy-five years after the individuals' separation, the Navy must provide those records accepted by the National Archives if any, in a form which complies with the then-current standards for archival records.

Our concerns are focused on the preservation of the information in these files both as an adequate source for agency use and possible future historical or other research use. However, the specific techniques for meeting these concerns ought not be specified on the SF 115. The most pressing issue at this time is to formally establish the final disposition for the records. Since this is the only matter that need be addressed on the SF 115, we have enclosed another copy of the form we sent you previously. We would appreciate it if you would sign and return this form so that these records may be scheduled.

We would like to have an opportunity to discuss the other issues surrounding this record series with you and your staff. To arrange a meeting, please contact Ray Mosley on 724-1625. We are confident that we can reach a mutually satisfactory resolution reflecting our respective interests in these records.

Sincerely,
Navy records were previously approved for microfilming, with the destruction of the hard copy, in Disposition Job No. NC-35-75-1, and Marine Corps in Disposition Job No. NC1-27-78-1. No alternate disposition was provided for

LINDA N. BROWN
Acting Assistant Archivist
for Federal Records Centers

Concurrence:
JAMES W. MOORE
Assistant Archivist for National Archives

Enclosure

cc: NN, NM, Wallace
cc: NRP (Calmes)
cc: OFFICIAL FILE:NC
DAY FILE:NC
Wallace/tp/3-8-83

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	
DATE RECEIVED	
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
OFFICE OF THE CHIEF OF NAVAL OPERATIONS

3. MINOR SUBDIVISION
RECORDS AND INFORMATION MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER MRS. MARGARET DAYMUDE	5. TEL. EXT. 695-1921
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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 2 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
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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>MILITARY PERSONNEL RECORDS (SSIC 1070)</p> <p>Navy and Marine Corps official Military Personnel Records for officers and enlisted personnel. The records consist of correspondence and other documentation relating to classification, assignment, promotion, recruiting, retention, reenlistment, separation, training, education, awards, benefits, entitlements, discipline, health, and similar matters. It is the primary source of information pertaining to the individual's military service. The records are used in personnel administration and to protect the legal and financial rights of the individual and of the government. These military personnel records are retired to the National Personnel Records Center, St. Louis, Missouri, by the Naval Reserve Personnel Records Center and by Headquarters, U.S. Marine Corps. Current Navy records were previously approved for microfilming, with the destruction of the hard copy, in Disposition Job No. NC-38-75-1, and Marine Corps in Disposition Job No. NC1-127-78-1. No ultimate disposition was provided for the records in either of these jobs; that is the purpose of this disposition request.</p>	<p>NC-38-75-1</p> <p>NC1-127-78-1</p>	<p>(Navy)</p> <p>(Marine Corps)</p>

DISPOSITION:

Offer to the National Archives 75 years after separation of individual. The National Archives, after consultation with the Department of the Navy, genealogists, historians, social scientists, and other interested parties, will then determine the disposition of the records based on any continuing administrative needs and their archival value. Records, if any, not selected for permanent retention by the Archives will be disposed of.

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

GPO : 1974 () - 579-387

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

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

2. MAJOR SUBDIVISION
OFFICE OF THE CHIEF OF NAVAL OPERATIONS

3. MINOR SUBDIVISION
RECORDS AND INFORMATION MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
MRS. MARGARET DAYMUDE

5. TEL. EXT.
695-1925

LEAVE BLANK

JOB NO.

DATE RECEIVED

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a, this 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

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
12/7/82

D. SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]

E. TITLE

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p><i>No change from an earlier</i></p>	<p>MILITARY PERSONNEL RECORDS (SSIC 1070)</p> <p>Navy and Marine Corps Official Military Personnel Records for officers and enlisted personnel. The records consist of correspondence and other documentation relating to classification, assignment, promotion, recruiting, retention, reenlistment, separation, training, education, awards, benefits, entitlements, discipline, health, and similar matters. It is the primary source of information pertaining to the individual's military service. The records are used in personnel administration and to protect the legal and financial rights of the individual and of the Government. These military personnel records are retired to the National Personnel Records Center (NPRC), St. Louis, Missouri, by the Naval Reserve Personnel Records Center and by Headquarters, U.S. Marine Corps. Current Navy records were previously approved for microfilming with the destruction of the hardcopy, in Disposition Job No. NC-38-75-1, and Marine Corps in Disposition Job No. NCI-127-78-1. No ultimate disposition was provided for the records in either of these jobs; that is the purpose of this disposition request.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>DISPOSITION:</u></p> <p>The <u>Navy</u> will offer <u>one silver-halide master and one duplicate</u> and the <u>Marine Corps</u> will offer <u>one updatable Transparent Electro-Photography (TEP) Master and one diazo duplicate</u> to the National Archives <u>75 years after separation of the individual</u>. The bulk of the Navy masters are expected to be silver-halide strip up masters; most duplicates will be diazo.</p> <p>In exceptional cases, records of selected individuals or groups whose military service is extraordinary, or who otherwise distinguish themselves in an exceptional manner, will be identified for permanent retention.</p> <p>If <u>so declared by the Navy</u>, they will prepare an archival quality silver halide second generation copy from the strip up master, and will offer the silver halide copy to the National Archives (in lieu of the strip up master) 75 years after separation of the individual.</p> <p>If <u>so declared by the National Archives</u> and upon receipt of a <u>funded request</u> from the National Archives, the Navy will prepare an archival quality silver halide second generation copy from the strip up master. The silver halide copy will be transferred to the National Archives within six weeks of receipt of the funded request and the master strip up copy of the record.</p> <p>Those Navy and Marine Corps records selected for permanent retention by the Archives but not copied on silver halide due to lack of funding, <u>will be offered to the National Archives without any responsibility on the part of the Navy as to archival condition.</u></p>	<p>NAVY -</p> <p>1) Silver-halide master</p> <p>2) duplicate</p> <p>Marine Corps -</p> <p>1) Updatable Electro-Photography (TEP) Master</p> <p>2) Diazo duplicate</p>	

*No. 2 Under -
also (From original)*

*Non Selects -
Non Copy*

*Archives -
Archives*

*- Original FPMR
requirements
specified archival
quality.*

Navy retaining original requested

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

*101-129-98-1
copy in done in
/w FPMR, sub.
w/ 101-11.5*

*10-88-75-1
copy in a/w
ISA standards
grand Rm 115-203
upad on a/w*

*ISA Rpt. on condition
101-11.504*

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF -

3 3

7.
ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9.
SAMPLE OR
JOB NO.

10.
ACTION TAKEN

Those records not selected for permanent retention by the Navy, the Marine Corps, or the Archives, will be disposed of 75 years after the record is transferred to the Federal Records Center.

OK - but in different format

Red No. 31247214

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO.	NC1 127 78 1
DATE RECEIVED	AUG 4 1978
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	12-5-78 James E. O'Neil 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
Headquarters, U. S. Marine Corps

3. MINOR SUBDIVISION Director, Command, Control, Communications and Computer (C-4) Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Rose McElvane (Code CCIP)

5. TEL. EXT.
41483

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 2 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 JUN 27 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Head, Administrative Programs Section
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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
	<p><u>MARINE CORPS MILITARY PERSONNEL RECORDS MAINTAINED BY THE COMMANDANT OF THE MARINE CORPS, HEADQUARTERS, U. S. MARINE CORPS, WASHINGTON, D. C. 20380</u></p> <p>1. <u>Official original microfilmed master personnel record</u> maintained under the cognizance of the Commandant of the Marine Corps, for each individual officer and enlisted personnel. This record documents the individual's career in the Marine Corps from entrance into service until final discharge. A structured record, it is prepared in standard 24X microfiche format and consists of documents determined essential to document adequately the individual member's career. To insure integrity of the record, the master negative remains in file at all times; positive copies are provided users for working or reference purposes. Filming is accomplished in accordance with Federal Property Management Regulations (FPMR), Subpart 101-11.5.</p> <p><u>Retention period:</u> Permanent. Transfer to the National Personnel Records Center, GSA, Military Personnel Records, 9700 Page Boulevard, St. Louis, Missouri 63132, the silver original microfilm CR</p> <p><i>at least one silver security copy and one working reference copy</i></p>	REFER TO: SECNAVINST P5212.5B PAR. 1070	DISPOSAL NOT APPROVED

Subj: Request for Records Disposition Authority (Continued)

upon final discharge, retirement, or death of the individual.
~~a silver duplicate negative copy, or a silver master copy PLUS one positive copy 6 months after discharge, retirement, death, etc. Seventy five years after accession by the National Personnel Records Center transfer to the National Archives (NARS) as archives.~~

2. Original Paper or other documents from which the retained microform record (#1 above) is made.

a. Those included in the initial conversion.

Retention period: Transfer to the Washington National Records Center, Washington, D. C. 20409, after filming and film editing. The Washington National Records Center will destroy 2 years after the initial conversion project is complete.

b. Those utilized in updating the master microform record after initial conversion is completed.

Retention period: The Deputy Chief of Staff for Manpower (Code MSRB) will destroy after filming and film editing and the microfiche has been certified to be an adequate substitute for the paper record.

3. Military personnel records of a temporary nature, relating to individual officer and enlisted personnel. These are documents determined not appropriate for filing in the official retained personnel record because of their routine or otherwise temporary nature, or because the information contained therein, or the action they document, is summarized in, or recorded on, documents included in the retained personnel record or other permanent record (such as unit diaries); or they duplicate documents in long-term records (such as the military pay record).

Retention period: The Deputy Chief of Staff for Manpower (Code MSRB) will destroy 2 years after date of documents.