

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-NU-84-4	
DATE RECEIVED 4/17/84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-6-84 Date	<i>[Signature]</i> 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, Naval Data Automation Command (Code

3 MINOR SUBDIVISION
Navy Records and Information Management Dept.

4 NAME OF PERSON WITH WHOM TO CONFER
Mrs. Margaret Daymude

5. TEL EXT
433-3905

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 28MAR84	D SIGNATURE OF AGENCY REPRESENTATIVE <i>J. P. Adams</i>	E TITLE HEAD, RECORDS INFORMATION AND MANAGEMENT DEPARTMENT	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p style="text-align: center;">MEMORANDUM</p> <p style="text-align: center;"><u>DECOMMISSIONED VESSELS' RECORDS</u></p> <p>Records of the vessels placed out of commission for scrapping/disposal as ships (sales, transfer, etc.) Upon decommissioning, records will be disposed of as follows:</p> <p style="text-align: right;"><i>[All changes made with the concurrence of M. Daymude (NAVDAC). 8/21/84]</i></p>	SECNAV -NAVINST 5212.5B PART III, PAR 4500	22 items

115-107 Copy to agency, 7-9-84; CDR.

ALL ERCS 8/21/84
NC084-115

ENCLOSURE (1)

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

MASS DATA CHANGE SHEET WILL BE FORWARDED WITH PRINTED CHANGE.

PART IV

DECOMMISSIONED VESSELS RECORDS

ITEM
NO.

1. TECHNICAL EQUIPMENT OR INSTRUCTION MANUALS. Material records needed to operate ship or equipment.
 1. Unclassified Records Transfer with ship or equipment. Destroy when no longer needed.
 2. Classified Records Destroy upon decommissioning.
2. PERSONNEL FILES. Files pertaining to officer and enlisted field service records and personnel actions.
3. a. Residual Files Pertaining to Members Retired, Transferred to the Fleet Reserve, Released from Active Duty, or Discharged prior to or at Time of Decommissioning. Forward to the appropriate Type Commander (TYCOM) or designated representative. Destroy when 1 year old.
4. b. Residual Files Pertaining to Members Transferred on Permanent Change of Station (PCS) Orders Prior to or at time of Decommissioning. Forward to the appropriate TYCOM or designated representative. Destroy when 1 year old.
5. c. Identification (ID) Card Logs and Related Records, Diary Message Report Files, Advancement-in-rate Examination Transfer/ Destruction Letter Report File. Forward to the appropriate TYCOM or designated representative. Destroy when 1 year old.
6. d. Day-to-day Routine Personnel Administration Records Containing no Substantive Information. Destroy upon decommissioning.

ITEM
NO.

3. MEDICAL AND DENTAL FILES. Files pertaining to officer and enlisted health record jackets and medical and dental care.

7. a. Sick Call Logs. (See also Part III, Chapter 6, par. 6320.2.)

Transfer to NPRC (MPR), St. Louis, MO. Destroy when 25 years old.

8. b. Day-to-day Routine Medical and Dental Administration Records Containing no Substantive Information.

Destroy upon decommissioning.

9. 4. SHIP'S DECK LOG. Official daily record of a ship, usually by watches, in which are recorded matter pertaining to the personnel, navigation, and operation of the ship as prescribed by OPNAVINST 3100.7A.

Forward to the Chief of Naval Operations (OP-09B39). OP-09B39 will ~~dispose of in accordance with~~ apply with NCI-38-80-3.

10. 5. FLEET OR FLAG COMMAND FILES. Files of fleet or flag commands maintained on board a flagship by the Flag Secretary and physically separated from other files of the ship.

Permanent. The Flag Secretary will forward to the flag shore office or to the new flagship. Transfer to Washington National Records Center (WNRC) when 3 years old. Offer to the National Archives (NARS) when 20 years old.

6. FINANCIAL RECORDS. These records are accumulated by disbursing officers, disbursing agents, retail sales officers, food service officers, or other departments/officers assigned comptroller-type responsibilities. These records document the unit's fiscal, accounting, disbursing retail sales, and food service functions.

11. a. Disbursing Officer Files

Forward to the assigned (Atlantic or Pacific) Fleet Accounting and Disbursing Office (FADCLANT or FADCPAC).

FADCLANT will transfer to WNRC when 3 years old. FADCPAC will transfer to the Federal Records Center (FRC), 2400 Avila Road, Laguna Niguel, CA 92677, when 3 years old. Destroy when 6 years and 3 months old. (GRS 6.1a)

12.

b. Ship OPTAR Records

Forward to the appropriate TYCOM. Destroy 1 year after close of fiscal year.

7. LEGAL RECORDS

13.

a. Unit Punishment Books Citing Minor Infractions for Which no Judicial Punishment is Imposed.

~~Forward to nearest FRC.~~
Destroy when 3 years old.

b. Courts of Inquiry and Investigative Records. Reports of investigations into accidents involving government craft or vehicles, naval personnel or claims for personal damage.

14.

(1) Files in process or pending

Forward to immediate superior in command (ISIC). Destroy when investigation is closed.

15.

(2) Closed investigations

Destroy upon decommissioning.

16.

c. Court~~s~~-Martial Records. Copies of records of proceedings of summary, special, and general courts-martial maintained by ships. (Original records are held by fleet authorities or are forwarded by them to the Office of the Judge Advocate General.)

Destroy upon decommissioning.

ITEM
NO.

17. d. Legal Records Pertaining to Members of Marine Corps Detachments for Ships Whose Complements Include Them. Forward to the Commandant of the Marine Corps (CMC) (Code JA), Washington, DC 20380. CMC (Code JA), the central records screening agency for legal records pertaining to ships' Marine Corps Detachments, will destroy when 2 years old or purpose is served.
8. FLIGHT RECORDS
18. a. Master Flight Log ~~Forward to WARC.~~ Destroy when 7 years old.
19. b. All Other Short-Term Flight Records such as Daily Flight Logs, Operations Logs, Check Lists, Etc. Destroy upon decommissioning.
20. 9. ENGINEERING LOGS AND BELL BOOKS Forward to the appropriate TYCOM or designated representative. Destroy when 3 years old.
21. 10. LOGS AND OTHER RECORDS MAINTAINED FOR INTERNAL CONTROL PURPOSES. ~~Transfer to nearest ERC.~~ Destroy when 4 years old.
22. 11. RADIATION DISSEMINATION. Radiation exposure records providing a description of the exposure of personnel to external radiation, exposure dose to the individual due to alpha, beta, gamma, neutron, etc. Files include, but are not limited to, exposure histories, worksheets, charts, calibration results, statistical summaries, and treatment records. (See also Part III, Chapter 6, par 6470.5.) ~~Transfer to nearest ERC.~~ Destroy when 75 years old.