


**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-NU-84-5
DATE RECEIVED	7-20-84
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
7-24-84 <small>Date</small>	 <small>Archivist of the United States</small>

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

1 FROM (AGENCY OR ESTABLISHMENT)  
Department of Navy

2 MAJOR SUBDIVISION  
Chief of Naval Operations

3 MINOR SUBDIVISION  
Naval Records & Information Management Division

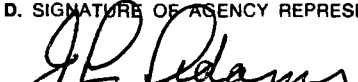
4 NAME OF PERSON WITH WHOM TO CONFER  
Mildred Grissom

5 TEL EXT  
692-4875/6

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 7/18/84	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E TITLE Director, Naval Records & Information Management Department, NAVDAC, Code 17
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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>Disposal of Navy and Marine Corps Records (SECNAVINST 5212.5B, Part II)</p> <p style="text-align: center;">Chapter 8 Ordnance Material Records Paragraph 8510(1)</p> <p>Torpedo Case Files. Jackets on each individual torpedos at manufacturing, proofing, overhaul and maintenance activities, consisting of correspondence and other records relative to the subject activity. The records consist of reports, <del>data processing media</del> and other forms, as appropriate.</p> <p>a. <u>Manufacturing Activity</u></p>		<p style="text-align: center;"><i>Retain on board.</i></p> <p>Destroy upon receipt of the group proofing reports or completion of the procurement document, whichever is later, provided no further analysis is required and Naval Underwater System Center Newport has been furnished the required recapitulation</p>

*navy copy sent by JM on 8/17/84*  
*Copies sent to all FRCs, 8/21/84 per NC 84-138/NC084-111*

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
	<p>of official register and serial number for applicable torpedos and components.</p> <p>(b) <u>Proofing activity</u>      Transfer to nearest Federal Records Center 6 months after proofing date. Destroy 10 years after proofing date.</p> <p>(c) <u>Intermediate Maintenance Activity</u>      <i>Retain on board.</i> Destroy when torpedo is scrapped or declared obsolete and Naval Underwater Center Newport has been furnished a complete numerical listing of each torpedoe's mark, model, and register number and the serial number of components scrapped with the torpedo.</p> <p>(d) <u>Maintenance/Overhauling Activity</u>      <i>Retain on board.</i> Destroy at end of second fiscal year after torpedo has left the activity.</p>		