

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-NU-85-1	
DATE RECEIVED 10/1/84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>Nov 6, 84</i> 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
NAVAL DATA AUTOMATION COMMAND

3 MINOR SUBDIVISION
NAVAL RECORDS AND INFORMATION MANAGEMENT DEPARTMENT

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

5 TEL EXT
433-4217

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	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>J.R. Adams</i>	E TITLE 12 July 1984
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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.	FILES OF THE NAVY INDIVIDUAL SERVICE REVIEW BOARD (ISRB) PROCEEDINGS. Files contain the individual's application for discharge, supporting documentation, copies of correspondence between the individual and the ISRB and other correspondence concerning the case. EXCLUDE DOCUMENTS THAT MUST BE FILED IN THE OFFICIAL MILITARY PERSONNEL FOLDER. Destroy 2 years after determination is made	NCI-NU-83-3	
2.	CIVILIAN/CONTRACTOR PERSONNEL SERVICE REVIEW CARDS. These are control cards showing determinations of active duty type discharge for civilian/contractor personnel under the provisions of Public Law 95-202. These cards are maintained at the Naval Military Personnel Command and cover the following groups: (1) Civilian Employees, Pacific Naval Air Bases who Actively Participated in the Defense of Wake Island during the Period of World War II, and (2) Wake Island Defenders from Guam.		2

115-107 *Copy to Navy 11/13/84*
Copies to NNB & NNM 4/22/85 BDM

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER

NC1-NU-85-1

SECTION I - ACTION TAKEN

1. **APPROVED FOR DISPOSAL** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government

2. **APPROVED FOR PERMANENT RETENTION** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule

Item 2

3. **DISPOSITION NOT APPROVED** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation

4. **WITHDRAWN** The records described under the following item or items have been withdrawn at the request of the agency

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>James Morrison</i>	10/11/84
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Jean E. Keeting, Acting</i>	10/12/84
CONCURRENCES	NNM	<i>Garrett Ryan</i>	11/5/84

SECTION III - APPRAISER'S COMMENTS

Item 1 -- Records covered by this item are not archival since they relate to the separation of individual military personnel. Short term retention is in order since key documents concerning those approved for separation are filed in the official military personnel folder. Similar disposition instructions for records of this sort are included in both the Army and Air Force schedules.

Item 2 -- Records covered by this item warrant permanent retention since they document the service of a key group during wartime and because they may be used as a finding aid to select archival military personnel folders and to reference such records after they are accessioned. The analogous records accumulated by the Army and Air Force were recently scheduled for permanent retention.