

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-72-03-2</i>	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3-26-2003</i>	
1 FROM (Agency or establishment) Department of the Navy		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Naval Criminal Investigative Service			
3 MINOR SUBDIVISION Law Enforcement and Physical Security Programs Department (CNO N09N34)			
4. NAME OF PERSON WITH WHOM TO CONFER Henry W Persons, Jr	4 TELEPHONE NUMBER (202) 433-9505	DATE <i>10-6-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
5. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>4</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies. <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>14 May 03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Steven Boatwright		TITLE Head, Navy Records Management Branch
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	BACKGROUND CNO N09N34 is responsible for the Department of the Navy physical security instruction for conventional arms, ammunition, and explosives (AA&E) as promulgated in OPNAVINST 5530 13 and the Navy physical security program as promulgated in OPNAVINST 5530 14 Review of both instructions revealed the existence of unscheduled records or records series that require revision <i>[Signature]</i> Robert C Thompson Principal Deputy Assistant Director for Law Enforcement and Physical Security Programs <i>[Signature]</i> Zoe Kugeares LT, JAGC, USNR Staff Attorney <i>cc Agency NA NWMW</i>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

Job Number

Page 2

of 5

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>Electronic Mail and Word Processing Copies</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by the SSIC included in this schedule. Also included are electronic copies of records created on electronic mail and word processing systems that are maintained for dissemination, revision, or updating</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy</p> <p>Destroy/delete within 180 days after the recordkeeping copy has been produced</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy</p> <p>2 Destroy/delete when dissemination, revision, or updating is complete</p> <p><u>SSIC 1630</u></p> <p><u>NAVY BASE SECURITY AND MILITARY POLICE RECORDS</u></p> <p>1-4. No change</p>	<p>No change</p> <p>No change</p> <p>N1-NU-89-4/SSIC 1630 (Title change)</p>	
3	<p>5 <u>Military Police/Security Force Journals</u> Information containing a chronological record of police/security force activities developed from reports, complaints, incidents, information received and action taken, record of police radio traffic and similar records. Included are police/security force desk blotters, force radio logs and intrusion detection system logs (This series may be used by any DON activity with security related duties)</p> <p>Privacy Act NA</p> <p><u>DISPOSITION</u></p> <p>Retain on board Destroy after 3 years after final entry</p>	<p>New</p> <p>GRS 18/14a</p>	<p>NARA APPROVAL NOT REQUIRED - GRS</p>
	<p>6 <u>WEAPONS REGISTRATION</u> Information on the registration of privately owned weapons</p> <p>Privacy Act N08370-1</p> <p><u>DISPOSITION</u></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

Job Number

Page 3

of 5

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
4	<p>Destroy on expiration, revocation or cancellation</p> <p><u>SSIC 4440</u></p> <p><u>INVENTORY CONTROL RECORDS</u></p> <p>1 INVENTORY REPORTS Inventory (including annual, change of property book officer, cyclic) reports and related correspondence Include inventory control reports, reports of receipt and maintenance of supply items, financial inventory summary reports, stores accounting transactions and semi-annual vouchers/invoice tape printouts, reports of material surveys This includes inventories of arms, ammunition and explosives (AA&E) not addressed under SSIC 8300-8399</p> <p>Privacy Act NA</p> <p><u>DISPOSITION</u></p> <p>a <u>Marine Corps Activities</u> Inventories involving sensitive items such as conventional AA&E</p>	<p>New</p> <p>Wording revised to address AA&E</p>	
5	<p>Retain on board Destroy after 3 years</p>	<p>N1-NU-89-4/SSIC 4440, para 1</p>	
6	<p>b <u>All others reports</u></p> <p>Retain on board Destroy after 2 years</p>	<p>N1-NU-89-4/SSIC 4440, para 1 (no change)</p>	<p>PREVIOUSLY APPROVED N1-NU-86-4</p>
7	<p>c When discrepancy is revealed involving AA&E</p> <p>Retain on board Destroy 4 years after discrepancy is resolved</p> <p><u>SSIC 5500</u></p> <p><u>GENERAL SECURITY RECORDS</u></p> <p>1 No change</p> <p>2 SECURITY OFFICES GENERAL CORRESPONDENCE FILES Records of security offices relating to the operation and administration of their security functions, including security investigations, safeguards for classified and unclassified matter, and proper authorization for the movements of military and civilian personnel (Excluded are records related to continuing controversies and policy-making criteria, which are filed under SSIC 5500, para 1</p> <p>Privacy Act NA</p>	<p>New</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

Job Number

Page 5

of 5

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>b. No change</p> <p>2. No change.</p> <p>3. RECORDS RELATING TO ADMISSIONS TO SECURITY AREAS</p> <p>a -b No change</p> <p>c. <u>Records Relating to Admission to Special (Maximum Security) Areas for Arms, Ammunition and Explosives Areas</u></p>	<p>AA&E</p>	
12	<p>Destroy three years after final entry or 3 years after date of document, whichever is later</p> <p><u>SSIC 8015</u></p> <p><u>AMMUNITION STOCK RECORDING SYSTEMS RECORDS</u></p> <p>1 AMMUNITION STOCK RECORDS SYSTEMS Files document ammunition and explosives receipts and issues identified by lot number and other means</p> <p>Privacy Act NA</p> <p><u>DISPOSITION</u></p> <p>a <u>Marine Corps activities</u></p>	<p>N1-NU-89-4/SSIC 5530, para 3</p> <p>(GRS 18/17a) (exception)</p>	
13	<p>Retain on board Destroy when 3 years old</p>	<p>N1-NU-87-4/SSIC 8015, para 1 (revision)</p>	
14	<p>b <u>All other activities</u></p> <p>Retain on board Destroy when 2 years old</p>	<p>N1-NU-87-4/SSIC 8015, para 1 (revision)</p>	

SUPPLEMENTAL INFORMATION

Reference SSIC 5530, paragraph 3c (item number 12) Deviation from the disposition guidance contained in GRS 18, item 17a is requested The retention of these records for five years is deemed excessive Three years is appropriate because of the other periodic inventories and checks Any issues that might arise due to irregularities in inventories would be discovered and investigated on at least an annual basis