

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

- LEAVE BLANK

JOB NO

N1-38-88-1

DATE RECEIVED

8/11/88

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1 FROM (Agency or establishment)

Department of Navy

2 MAJOR SUBDIVISION

Naval Data Automation Command

3 MINOR SUBDIVISION

NAVDAC (Code 812)

4 NAME OF PERSON WITH WHOM TO CONFER

T. Bumgardner

5 TELEPHONE EXT

**(202)
433-4217**

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE E. W. BALLER <i>EWBaller</i>	D TITLE Head, Navy Directives, Postal and Records Management Directorate
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>Request to microfilm permanent Chief of Chaplains historical files contained in accession numbers 038-80-0002 and 038-84-0022 totalling 63 cubic feet, currently stored at the Washington National Records Center. Detailed listing of documents is enclosed.</p> <p>Records will be filmed in microfiche format per standards set forth in 36 CFR, Part 1230. Storage conditions for archival copy will conform to American National Standards Institute (ANSI) standards.</p> <p>DISPOSITION:</p> <p>1. Paper copy: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original document.</p> <p>2. Microfiche:</p> <p>(a) One silver halide set and one diazo or vesicular copy. PERMANENT. Retain on board. Offer to National Archives in 5 year blocks when oldest records in block are 25 years old.</p> <p>(b) Other microform copies. Retain on board. Destroy when no longer needed.</p>		