

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>NI-NU-02-202</b>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>10/15/2001</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Counterintelligence Department (Code 22)			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Henry W. Persons, Jr.</b>	4. TELEPHONE NUMBER <b>(202) 433-9505</b>	DATE <b>3-8-02</b>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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>1</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 <b>18 Sep 2001</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Steven Boatwright</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p><b>BACKGROUND:</b> Naval Criminal Investigative Service (NCIS) records include, among others, non-combat counterintelligence investigations and inquiries in the execution of the NCIS mission.</p> <p>This submission addresses Local Security and Special Inquiries conducted by NCIS to determine the suitability of US persons and foreign nationals for base access and employment purposes. These records may be created as either hardcopy or electronic records. Some older records currently stored at NCIS have been microfilmed, but may be converted to electronic/imaged records. Records described on this form that are microformed or converted to an electronic or optical image will be processed in accordance with the standards set forth in 36 CFR 1230 and 1234.</p> <p><i>Joseph J. Hefferon</i> Joseph J. Hefferon Assistant Director for Counterintelligence</p> <p><i>Melanie Andrews</i> Melanie Andrews LCDR, USN Staff Judge Advocate</p> <p><i>cc: Agency, DR, DUMW</i></p>		

*JH*

*Sent Copies to Agency, DUMW, DR*

	<p><b>Electronic Mail and Word Processing Copies.</b></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>1. 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 3850</u></p> <p><u>COUNTERINTELLIGENCE RECORDS</u></p> <p>1. No change.</p> <p>2. NCIS Counterintelligence Records.</p> <p>a. through n. No change.</p> <p>o. LOCAL SECURITY AND SPECIAL INQUIRIES. Files documenting inquiries conducted concerning US persons and foreign nationals for base access or employment purposes.</p> <p>Privacy Act: N05220-4</p> <p><u>DISPOSITION:</u></p> <p>3. Destroy 5 years after inquiry closure.</p>		<p><del>New</del> NI-NU-01-5 26 Feb 02 Jm</p>
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