

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES DO NOT WRITE IN THESE SPACES	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-NR-02-3</i>	
1 FROM (Agency or establishment) Department of the Navy		DATE RECEIVED <i>10-17-01</i>	
2 MAJOR SUBDIVISION Navy International Programs Office		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION International Agreements Division			
4 NAME OF PERSON WITH WHOM TO CONFER Sheri Bell	5 TELEPHONE (202) 764-2849	DATE <i>11-22-02</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. 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 *12* 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>17 SEP 2001</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>DOV RCDS MGR WASH DC 20374</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>In a review of SECNAVINST 5212.5D, Navy International Programs Office discovered no disposition guidance for International Agreements Records, one of Navy IPO's mission areas</p> <p>In a conversation with NCIS Records Manager, Mr. Henry Persons, I learned that SSIC 5710 had been under the cognizance of CNO (OP-06), prior to OPNAV's reorganization into N Codes. Navy IPO predecessor organizations include OP-62 and 63, so we conclude that Navy IPO is the "owner" of SSIC 5710.</p> <p>Attached are records descriptions and requested disposition authorities.</p> <p style="text-align: center;"><i>ce Agency, NR, NWMD, NWMD</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>Add new subparagraph 1 to SSIC 5710, International Relations Records.</p> <p>Reason: To add many Navy Department created International Relations Records to the disposition manual.</p> <p>1. International Agreements Records Memoranda of Understanding (MOUs) or Memoranda of Agreement (MOAs) between DON and foreign countries or international organizations in pursuit of various programs, kept at DON headquarters, Navy IPO, and systems commands headquarters. For many MOUs, OSD negotiates and retains the "master" Agreement; Navy negotiates and retains annexes to the Agreements/Arrangements. Programs include: (a) Operational Information Exchange Agreement (OIEA); (b) The Technical Cooperation Program (TTCP); (c) Foreign Cooperative Testing (FCT); (d) Technical Research Development Project/Project Agreements (TRDP/PA); (e) Section 65 Loans, (f) Etc. (Note: This disposition includes former SSIC 4910.4b and 4920.6a.)</p> <p>1a a. Case Files For All Navy MOUs EXCEPT Those Listed in 5710.1b Below.</p> <p>Permanent. Retire case file to WNRC 7 years after signature by both parties, or when records become inactive, whichever is later. Transfer to NARA when 20 years old.</p> <p>1b b. Case Files For Navy Annexes to Data Exchange Agreements (DEAs), International Exchange Agreements (IEAs), Or International Exchange Projects (IEPs).</p> <p>Retain locally for 3 years after the Annex has expired or terminated; then destroy.</p> <p>1c c. Organization, Functions, And Status Records. Documents, newsletters, pamphlets, posters, charts, presentations, briefings, reports to higher authority, or other records depicting the internal organization, relationships, functions, and status of offices performing international agreement functions.</p> <p>Destroy when 2 years old.</p>		