

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-72-04-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8.30.04</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of the Chief Psychologist (Code 02D)			
4. NAME OF PERSON WITH WHOM TO CONFER Henry W. Persons, Jr.	4 TELEPHONE NUMBER (202) 433-9505	DATE <i>7/28/04</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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 27 AUG 04	SIGNATURE OF AGENCY REPRESENTATIVE J. M. KING <i>[Signature]</i>		TITLE CW02, USN RECORDS MANAGER
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>BACKGROUND The Naval Criminal Investigative Service (NCIS) Staff psychologists conduct psychological autopsies on individuals when the manner of death is undetermined to assist investigative officials in determining the manner of death. Reports that determine that the death was probably a suicide are used to further the DON Suicide Prevention Program</p> <p><i>[Signature]</i> Michael Gelles Chief Psychologist</p> <p><i>[Signature]</i> Norman Kiger Counsel</p> <p><i>cc Agency DR NWMW</i></p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>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 this records 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 5580</u></p> <p><u>LAW ENFORCEMENT RECORDS</u></p> <p>1 through 4d(5) No change</p> <p>(6) Psychological Autopsy Records: Reports prepared by physician-psychologist on deceased individuals when the manner of death is undetermined in order to determine their probable state of mind at the time of death. Case file includes copy of medical records, investigative reports and other information deemed pertinent. <i>Records may be maintained in either electronic or hard copy formats. ADD 7/5/05</i></p> <p>Privacy Act. Not applicable.</p> <p>3. <u>DISPOSITION</u></p> <p>Retire to FRC when 3 years old. Destroy when 10 years old.</p>		