

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-72-07-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11-01-2006</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Matthew D. Staden	4 TELEPHONE NUMBER (202) 433-4217	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 07 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>10-30-06</i>	SIGNATURE OF AGENCY REPRESENTATIVE Charley A Barth 		TITLE Director of Records
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTCHED		
WITHDRAWN			

BACKGROUND: These records are generated by Navy Casualty Assistance Division and Causality Assistant Call Officers (CACO). CACO's make first notification to the Primary (PNOK) and Secondary Next of Kin (SNOK) at the death, life threatening injury/illness or Hostile Missing in Action or Non-Hostile Unaccounted for Active Duty and Reserve personnel. These records are the case files of such events. These records are also used to ensure that all honors and benefits are given to the active duty member and their families. The program is administrated from Bureau of Naval Personnel (BUPERS) in Millington TN and Headquarters Marine Corps. This job was last approved by NARA as (N1-NU-86-1) which is represented in the SECNAV Instruction 5212.5C. The Navy requested a change to that disposition in 1998 (N1-NU-98-5). It was felt that the disposition from (N1-NU-86-1) was too short.

Please note; that (N1-NU-98-5) was placed in the SECNAVINST 5212.5D as pending in 1998 and again in SECNAV Manual 5210.1 in 2005. The Navy has been retiring these records as Permanent since 1998, therefore a large quantity of records in the FRC's that may not have the correct schedule or may be stored as unscheduled records. The need for these records to be held for 62 years is due to Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps and Congressional interest in these records especially in time of war.

Hostile and Non Hostile Unaccounted for Casualty Records are especially sensitive due to the fact that no remains were ever recovered. Due to this reason it is requested that these records be held until the remains have been recovered plus 62 years

SSIC 1770

CAUSALITIES AND SURVIVOR'S BENEFIT RECORDS

1. **RECORDS ON INDIVIDUAL CASUALTIES AND MASS CASUALTY INCIDENTS, AS WELL AS, RELATED CAUSALITY DOCUMENTS SUBMITTED TO OR GENERATED BY THE DEPARTMENT OF THE NAVY.** Casualty Records, to include Reports of Death, Summary of Assistance provided, Pay vouchers, Casualty Reports (DD Form 1300), Serviceman's Group Life Insurance/Government Insurance payment documentation and general correspondence concerning the adjudication of benefits (e.g., Death Gratuity, Arrears in pay, Dependent Identification Card entitlements, Survivor Benefit Plan (SBP) elections, Veterans Administration (VA) benefits, and Funeral Honors elections.

a. Individual Casualty Record-current Death Program.

(1) **Paper Records:** All casualty records shall be included as part of the OMPF. Examples of these records include but are not limited to: DD1300 Death Certificate, PCR (Personnel Casualty Report), NAVPERS 1770/7, Letter of shipment of Personal Effects (PE), MMSO Form 5380/1 Statement of Disposition of Remains, NAVPERS 1770/8 Authorization for Disclosure of information, SGLV 8286, SGLV 8286A, DD397, NAVPERS 1070/602, DD Form 93 and NAVMC 362 (CACO Report).

Permanent. Apply SSIC 1070.1 for Naval Personnel and SSIC 1070.3 for Marine Corps Personnel.

(2) **Electronic Records:**

Permanent: Apply SSIC 1070.1 for Navy personnel and SSIC 1070.3 for Marine Corps personnel.

(3) **Working case files:** Including but not limited to, e-mails, notes, documents, and working papers between the CACO Officer primary/secondary next of kin; regarding funeral arrangements, Honor Guard, escort, appointment schedules and other routine administrative duties.

Destroy when 2 years old. (GRS- 23.1)

(b) **Survivor Benefit Plan (SBP) Records.**

Apply SSIC 7430.6a

Instructions: Closed hard copy case files prior to 31 Dec 2008 can either be interfiled with hard copy of OMPF or electronic OMPF. If this is not practical due to scope and cost the closed case files the records will be managed/transferred separately per SSIC 1070.1 for Naval Personnel and SSIC 1070.3 for Marine Corps personnel as an individual record. Closed hard copy case files after 01 Jan 2009 shall be scanned and placed into members electronic OMPF.

2. HOSTILE AND NON-HOSTILE UNACCOUNTED FOR CASUALTY RECORDS ASSOCIATED WITH INDIVIDUAL OR GROUP LOSS INCIDENTS, AS WELL AS, RELATED CASUALTY DOCUMENTS SUBMITTED TO OR GENERATED BY THE DEPARTMENT OF THE NAVY. Casualty Records, to include Naval Board of Inquiry Recommendations, Presumptive findings of Death Determination, Summary of Assistance provided, Casualty Reports (DD-1300), Pay Records (DFAS), copies of Medical and Dental file, Individual Personnel Deceased File (IDPF), U. S. Government Identification Report, Serviceman's Group Life Insurance/Government Insurance payment documentation and general correspondence concerning the adjudication of benefits for dependent spouse and or minor children (e.g., Death Gratuity, Arrears in Pay, Dependent Identification Card entitlements, Veterans Administration (VA) benefits eligibility and Funeral Honors election.)

a. Individual Casualty Record-Unaccounted for Casualty Loss Incidents (Hostile and Non-Hostile).

(1) **Case files closed before 31 Dec 1993 (Hard copies)**

Maintain as apart of the OMPF; apply SSIC 1070.1 for Naval Personnel and SSIC 1070.3 for Marine Corps personnel

(2) **Case files closed after 1 Jan 1994 (Hard copies)**

Temporary. Once placed into the Electronic OMPF, Destroy after verification of data input and quality assurance.

(3) **Electronic Records:**

Permanent: Apply SSIC 1070.1 for Navy personnel and SSIC 1070.3 for Marine Corps personnel.

(4) **Working case files:** Including but not limited to e-mails, notes, documents and working papers between the CACO Officer primary/secondary next of kin; regarding funeral arrangements, Honor Guard, escort, appointment schedules and other routine administrative duties.

WITHDRAWN

Destroy when 2 years old. (GRS 23.1)

b. Survivor Benefit Plan (SBP) Records-Unaccounted for Casualty Loss Incidents Hostile and Non-Hostile).

WITHDRAWN

Apply SSIC 7430.6a

Instructions: Closed hard copy case files prior to 31 Dec 2008 can either be interfiled with hard copy of OMPF or electronic OMPF. If this is not practical due to scope and cost the closed case files the records will be managed/transferred separately per SSIC 1070.1 for Naval Personnel and SSIC 1070.3 for Marine Corps personnel as an individual record. Closed hard copy case files after 01 Jan 2009 shall be scanned and placed into members electronic OMPF.