

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-NU-07-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/12/07</i>	
1 FROM (Agency or establishment) Department of the Navy		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Naval Criminal Investigative Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Criminal Investigation Directorate			
4. NAME OF PERSON WITH WHOM TO CONFER Henry W Persons, Jr.	4 TELEPHONE NUMBER (202) 433-9505	DATE <i>8/10/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen West</i>
<p>5 AGENCY CERTIFICATION</p> <p>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,</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested </p>			
DATE <i>4-4-07</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE <i>Director of Records</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>BACKGROUND: Naval Criminal Investigative Service (NCIS) is completely revising its processes for documenting its law enforcement and counterintelligence, counterterrorism and CYBER investigations and operations reporting. This includes creating new record series where deemed necessary. The purpose of this request is to schedule a new law enforcement record series to document incidents that do not subsequently become a full investigation.</p> <p><i>yeowell</i> . <i>Norman Kiger</i> Geoff Yeowell Norman Kiger Deputy Assistant Director, NCIS Counsel Crimes Investigative Dept.</p> <p><i>SA 8/15/07 copies sent to Agency, NWMWA, NR</i></p>		

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	<p><u>SSIC 5580</u></p> <p>1. – 4f No change.</p> <p>g. <u>Preliminary Investigation Report (PIR) Records</u>. Used to document the receipt of information that at the initial stage indicated an incident occurred involving one or more criminal offenses, however it was subsequently determined that no criminal offense occurred or that the incident and offenses did not fall within NCIS' jurisdiction and or responsibility to investigate. Records may be retained in either hardcopy or electronic/imaged format.</p> <p>Privacy Act: N05520-4</p> <p><u>DISPOSITION</u></p> <p>1. Destroy/delete 5 years after case closure</p>	New	