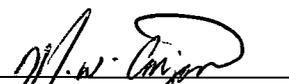
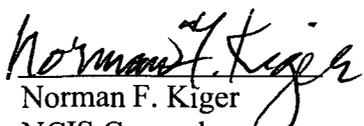


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-NU-07-8</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/9/07</i>	
1 FROM (Agency or establishment) Department of the Navy		NOTIFICATION TO AGENCY  In accordance with 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 (NCIS)			
3 MINOR SUBDIVISION Operational Support Directorate (Code 24)			
4. NAME OF PERSON WITH WHOM TO CONFER  Henry W. Persons, Jr.	4 TELEPHONE NUMBER  (202) 433-9505	DATE  <i>10/1/08</i>	ARCHIVIST OF THE UNITED STATES  <i>Allen Wessner</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>2</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  <i>6-29-07</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	BACKGROUND: Naval Criminal Investigative Service (NCIS) closed its Regional Laboratories in 2006 and now uses the US Army Criminal Investigations Laboratory to perform its forensic case work. The purpose of this request is to address the records issues created by this change. This change also addresses changes in the handling and disposition of fingerprint cards taken during law enforcement investigations.   Michael Corrigan DAD, Field Services Support  Norman F. Kiger NCIS Counsel		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>SSIC 5580</u></p> <p>1. – 10. No change.</p> <p><b>11. NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS) FORENSIC LABORATORY RECORDS.</b></p> <p>a. <b>NCIS forensic laboratory reports.</b> Retained information such as copies of laboratory reports, <b>case notes</b> and data collected during forensic examinations. <b>Reports may be retained in either hardcopy or electronic/imaged format.</b></p> <p>Privacy Act: N05520-4</p> <p><u>DISPOSITION:</u></p> <p>(1) Sensitive cases such as internal security, terrorism, death investigations, <b>sexual assaults</b>, death investigations and kidnappings.</p> <p>File with applicable NCIS case file.</p> <p>(2) No Change</p> <p>b. NCIS Laboratory reports of examinations conducted for non-NCIS law enforcement agencies.</p> <p>1. Rescinded.</p> <p>c. <b>FINGERPRINT CARD FILES.</b> Consists of original fingerprint cards submitted with evidence or taken by DON designated law enforcement officials and submitted to <b>NCIS Headquarters</b> for quality review in support of criminal investigations and other related correspondence.</p> <p>(1) Hardcopy fingerprint card sets.</p> <p>(a) Fingerprint card set 1.</p> <p>    <u>1</u> Imaged version.</p> <p>2. Forwarded electronically to Federal Bureau of Investigation (FBI).</p>	<p>N1-NU-98-2, SSIC 5580.11b</p> <p>New</p> <p>N1-NU-98-2, SSIC 5580.11c(1)</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)
2.	<p><u>2</u> Hardcopy fingerprint card.</p> <p>Destroy after successful quality control check.</p>	New	
3	<p>(b) Finger print card set 2.</p> <p>Retain on board. Destroy when 5 years old.</p> <p>(c) No change.</p>	N1-NU-98-2, SSIC 55809.11c(2)	
4.	<p>(2) Electronically captured fingerprints. Fingerprints captured electronically at field locations and passed to the FBI electronically via NCIS headquarters. Each location will--</p> <p>Delete when 5 years old.</p> <p>(3) No change.</p>	N1-NU-98-2, SSIC 55809.11c(3)	
5.	<p>d. <b>MILITARY WORKING DOGS NARCOTIC TRAINING AIDS RECORDS.</b> Rescinded.</p> <p>Note: Minor word changes that DNS-5 can approve are contained in <b>bold</b> in SSIC 5580, paragraph 11a and 11a(1) on page 2 of this document.</p>	New  N1-NU-98-2, SSIC 5580.11d	

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	<p><u>SSIC 5580</u></p> <p>1. – 10. No change.</p> <p>11. NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS) FORENSIC LABORATORY RECORDS.</p> <p>a. <u>NCIS FORENSIC LABORATORY REPORTS</u>. Retained information includes copies of laboratory reports, case notes and data collected during forensic examinations. <b>Reports may be retained in either hardcopy or electronic/imaged format.</b></p> <p>Privacy Act: N05520-4</p> <p><u>DISPOSITION:</u></p> <p>(1) Sensitive cases such as internal security, terrorism, death investigations, <b>sexual assaults</b>, and kidnappings.</p> <p>File with applicable NCIS case file.</p> <p>(2) No Change</p> <p>b. <u>NCIS LABORATORY REPORT OF EXAMINATIONS CONDUCTED FOR NON-NCIS LAW ENFORCEMENT AGENCIES</u>. Rescinded.</p> <p>c. <u>FINGERPRINT CARD FILES</u>. Consists of original fingerprint cards submitted with evidence or taken by DON designated law enforcement officials and submitted to NCIS Headquarters for quality review in support of criminal investigations. <b>Cards may be retained in either hardcopy or electronic/imaged format.</b></p> <p>(1) Fingerprint card set 1.</p> <p>a Imaged version.</p>	<p>N1-NU-98-2, SSIC 5580.11b</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)
	<p>Forwarded to Federal Bureau of Investigation (FBI).</p> <p><u>b</u> Hardcopy fingerprint card.</p> <p>Destroy after successful quality control check.</p> <p>(2) Finger print card set 2.</p> <p>Retain on board. <b>Destroy when 5 years old, except fingerprint cards related to sensitive cases cited in SSIC 5580, para. 11a(1) that are to be filed and destroyed with the applicable case file.</b></p> <p>(3) No change.</p> <p><b><u>d. MILITARY WORKING DOGS NARCOTIC TRAINING AIDS RECORDS. Rescinded.</u></b></p> <p>Changes are in <b>bold</b> type.</p>	<p>N1-NU-98-2, SSIC 5580.11c(1)</p> <p>New</p> <p>N1-NU-98-2, SSIC 55809.11c(2)</p> <p>N1-NU-98-2, SSIC 5580.11d</p>	