

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-NU-07-10	
1 FROM (Agency or establishment) DEPARTMENT OF THE NAVY		DATE RECEIVED 9/17/07	
2. MAJOR SUBDIVISION UNITED STATES MARINE CORPS		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION ADMINISTRATIVE AND RESOURCES DIVISION (ARDB)			
4. NAME OF PERSON WITH WHOM TO CONFER HELENA A GILBERT <i>Helena Gilbert 8/6/07</i>	5. TELEPHONE 703-614-1081	DATE 5/20/09	ARCHIVIST OF THE UNITED STATES <i>Alla W. Smith</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached _____ page(s) are not 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 9-5-07	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Director of Records
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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 GRS OR SUPERSEDED JOB CITATION	10.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	SEE ATTACHMENT SSIC 1070.7 PERSONNEL ROSTERS, LISTINGS, CARDS, INDEXES AND OTHER SIMILAR RECORDS OF PERSONNEL ON BOARD MAINTAINED BY PREPARING UNITS TO INCLUDE ELECTRONIC DATABASES AND TRACKING SYSTEMS	N1-NU-86-1	

AA 6/2/08 copies sent to Agency, NARA

Enclosure (2)

SSIC 1070.1 thru 6 remain unchanged

SSIC 1070.7

7. PERSONNEL ROSTERS, LISTINGS, CARDS, INDEXES, AND OTHER
SIMILAR RECORDS OF PERSONNEL STATIONED ON BOARD AND MAINTAINED
BY PREPARING UNIT (MEDIA NEUTRAL)

Item 1 Destroy/Delete when superseded or obsolete.

*Per 3/17/08
Barth e-mail*

SSIC 1070.1 thru 6 remain unchanged

Justification, to allow units that have created internal personnel databases authority to destroy when no longer needed.

SSIC 1070.7

7. PERSONNEL ROSTERS, LISTINGS, CARDS, INDEXES, AND OTHER SIMILAR RECORDS OF PERSONNEL ON BOARD MAINTAINED BY PREPARING UNIT TO INCLUDE ELECTRONIC DATABASES AND TRACKING SYSTEMS.

Retain on board, Destroy/Delete when superseded or obsolete.