

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-N4-08-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3/19/08</i>	
1 FROM (Agency or establishment) Department of the Navy		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Naval Criminal Investigative Service (NCIS)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Investigations (Code 23A)			
4. NAME OF PERSON WITH WHOM TO CONFER  Henry W. Persons, Jr.	4 TELEPHONE NUMBER  (202) 433-9505	DATE <i>6/30/08</i>	ARCHIVIST OF THE UNITED STATES <i>Alber 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 <i>3-17-08</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE <i>Dept. of the Navy 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 directed by NCIS-3, Chapter 33 (Crimes Against Persons – Other), paragraph 33-3 to conduct analyses and inquiries of unsolicited communications, usually letters and e-mails, to determine if the communication conveys a threat to Department of Navy personnel and to retain this information in a database. This schedule establishes the records schedule for the electronic database containing the imaged version of these communications and reports and other documents created during the course of the NCIS inquiry.</p> <p><i>Yeowell</i> Geoff Yeowell DAD, Policy Management</p> <p><i>Norman F. Kiger</i> Norman F. Kiger NCIS Counsel</p> <p><i>SA 6/30/08 Copies sent to Agency, NARA, NR</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>SSIC 5580.4a-c. No change</p> <p>d. <u>Non-Investigative Reports.</u></p> <p>Paragraphs (1) through (6). No change</p> <p>(7) NCIS Unsolicited Letters Database. Unsolicited letters and other communications (hardcopy or electronic) received by or referred to NCIS for analysis and inquiry when contents convey or can be interpreted to convey a possible threat to DON persons or property. Also includes copies of analytical and other information and reports created during course of the NCIS inquiry. Where a formal investigative case is opened information will be filed under SSIC 5580, para. 4a.</p> <p>Privacy Act: N01070-12</p> <p>(a) Letters and other communications where a formal investigation is not opened. Letters and communications will be imaged and entered into the database.</p> <p>Retain on Board. Delete 50 years after last entry, except:</p>	New	
2.	<p><del>(b) Paper copy of imaged correspondence.</del></p> <p>Destroy upon verification that the record copy information has been fully and accurately converted to electronic/optical images.</p>	New	GRS 20 item 2a(4)