

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-NU-08-4</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/28/08</i>	
1 FROM (Agency or establishment) Department of the Navy		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Naval Criminal Investigative Service and US Marine Corps		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Stephanie L. Cross	4 TELEPHONE NUMBER (202) 433-9520	DATE <i>2/3/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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>8-19-08</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: Department of the Navy (Navy and Marine Corps) Criminal Investigation Division investigators and support personnel must undergo background checks to determine their suitability for employment. On occasions when allegations are made or suspicions arise that question their suitability or require scrutiny, internal inquiries or investigations are conducted to determine their veracity. This schedule establishes the record series and disposition for these records.</p> <p><i>Susan Raser</i> Susan Raser Director, Program Director for Criminal Investigations</p> <p><i>Helena A. Gilbert</i> Helena A. Gilbert Head, Records, Reports and Directives, Headquarters, USMC</p> <p><i>Norman F. Kiger</i> Norman F. Kiger NCIS Counsel</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

Job Number

Page 2

of 2

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>5527</u> <u>INVESTIGATIONS RECORDS</u></p> <p>Paragraphs 1 – 3d. No change.</p> <p>4. Criminal Investigation Division (CID) Background Investigations Files. Information pertaining to applicants for positions with Navy and Marine Corps as Criminal Investigators. Includes applications from military and civilians for positions as investigators and support personnel, requests for and responses to investigative procedures and associated information.</p> <p>Privacy Act TBD</p> <p><u>Disposition</u></p> <p>1 Cutoff at end of CY Destroy 25 years old after cutoff.</p> <p>5 CID Internal Personnel Inquiries/Investigations. Case files relating to internal inquiries and investigations conducted by or for CID officials regarding Navy and Marine Corps CID personnel to include agents and personnel assigned to CID offices, whether military or civilian Includes all information relative to the inquiry/ investigation such as initial reports, associated correspondence, reports, and findings. This excludes criminal investigations conducted under SSIC 5580, paragraph 13</p> <p>Privacy Act TBD</p> <p><u>Disposition</u></p> <p>2 Cutoff at end of CY. Destroy 15 years old after cutoff</p>	<p>New</p> <p>New</p>	