

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-NU-091</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12/23/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
3 MINOR SUBDIVISION Criminal Investigations (Code 23)			
4. NAME OF PERSON WITH WHOM TO CONFER Stephanie L. Cross	4 TELEPHONE NUMBER (202) 433-9520	DATE <i>7-13-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrian 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>6</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>12-22-2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE <i>Don 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: SECNAVINST 5810.X establishes the justification for the Department of the Navy Criminal Justice Information System (DONCJIS) DONCJIS integrates the DON military criminal justice information system by establishing a cradle-to-grave application that incorporates data on military/criminal justice incidents and associated legal proceedings and administrative records This system feeds the data necessary to provide DoD with the necessary data to ensure compliance with the Defense Incident-Based Reporting System (DIBRS) required by DoDD 7730.47 and DoD 7730 47-M Record copy of criminal investigative records created in DONCJIS will be maintained in another electronic system Remaining records will be maintained in DONCJIS throughout their lifecycle DONCJIS will create a profile of persons and organizations extracted from selected records to create a "persons/organizations profile" database that is unique to DONCJIS <i>Ralph Blincoe</i> Ralph Blincoe NCIS Deputy Director, Maintenance & Administration (M & A)		
	<i>Norman F. Kiger</i> Norman F Kiger NCIS Counsel		

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1	<p>Information contained in and outputs created by this system are already scheduled under the following GRS and NARA job numbers. GRS 20, items 11a(1), and 11a(2); N1-NU-86-1, N1-NU-89-4, N1-NU-93-7, N1-NU-98-2, N1-NU-98-3, N1-NU-01-2, N1-NU-03-2, N1-NU-06-1, N1-NU-06-06, N1-NU-07-1, N1-NU-07-3, N1-NU-07-4, N1-NU-07-5, N1-NU-08-4 (pending), and N1-NU-08-5 (pending) Inputs are covered under GRS 20, items 1b, 1c, 2a(1), 2a(2), 2a(3), 2(a)(4), 3a, 3b(3), and 3.1, or previously cited job numbers.</p> <p>Printouts of tabulations, ledgers, registers, and statistical reports outputs generated by DONCJIS are scheduled under GRS 20, item 6</p> <p>System documentation, reformat files, back-up of files (COOP site), downloaded and copied files and security records are scheduled under GRS 20, items 7, 8a, 8b, 9, 11a(1), 11a(2) 12b-c, and 24, items 5a and b User identification, profiles, authorizations and password files (excluding records relating to electronic signatures) are scheduled under GRS 20, item 6(a).</p> <p><u>5810</u> <u>MILITARY JUSTICE RECORDS</u></p> <p>Paragraphs 1 – 4e No change</p> <p>f. Profile data. Consists of key information captured from the data input from investigations, command actions, judicial actions, and corrections Includes information such as but not limited to names; SSNs, dates and places of birth, offenses; investigative data, administrative actions, and administrative data drawn from base registration process; results of judicial and non-judicial actions taken, and corrections data.</p> <p>(1) Criminal investigative profile data</p> <p>Delete when 50 years old</p> <p>(2) Other profile data</p> <p>Delete in accordance with disposition guidance of specific records schedule.</p>	<p>New</p> <p>New</p>	

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	<p><u>BACKGROUND INFORMATION</u></p> <p>Information contained in and outputs created by this system are already scheduled under the following GRS and NARA job numbers: GRS 20, items 11a(1), and 11a(2), N1-NU-86-1, N1-NU-89-4, N1-NU-93-7, N1-NU-98-2, N1-NU-01-2, N1-NU-03-2, N1-NU-06-1, N1-NU-07-1, N1-NU-07-3, N1-NU-07-4, N1-NU-07-5, N1-NU-08-4 (pending), and N1-NU-08-5 (pending). Inputs are covered under GRS 20, items 1b, 1c, 2a(1), 2a(2), 2a(3), 2(a)(4), 3a, 3b(3), and 3.1, or previously cited job numbers</p> <p>Printouts of tabulations, ledgers, registers, and statistical reports outputs generated by DONCJIS are scheduled under GRS 20, item 6</p> <p>System documentation, reformat files, back-up of files (COOP site), downloaded and copied files and security records are scheduled under GRS 20, items 7, 8a, 8b, 9, 11a(1), 11a(2) 12b-c, and 24, items 5a and b. User identification, profiles, authorizations and password files (excluding records relating to electronic signatures) are scheduled under GRS 20, item 6(a).</p> <p><u>5810</u> <u>MILITARY JUSTICE RECORDS</u></p> <p>Paragraphs 1 – 3. No change.</p> <p>4 Department of the Navy Criminal Justice Information System (DONCJIS) Records Includes records from Navy and Marine Corps police and Criminal Investigation Division (CID) operations where there is a suspected violation of law, criminal investigations conducted by Naval Criminal Investigative Service, Command Actions for processing and disposition of incidents under command cognizance, judicial processing and disposition of incidents adjudicated by military courts under the cognizance of the Judge Advocate General of the Navy, corrections case management actions conducted at naval confinement facilities and by activities responsible for naval pre-trial and post-trial prisoner management.</p> <p>Privacy Act: TBD</p> <p><u>Disposition</u></p> <p>a Files/Records Relating to the Creation, Use, and Maintenance of DONCJIS System, Applications, or Electronic Records.</p> <p>(1) Electronic files or records used to create or update master file, included, but not limited to, work files, valid transaction files, and intermediate input/output records.</p>		

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	<p>Delete after information has been transferred to the master file and verified.</p> <p>(2) Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, and system usage files</p>	GRS 20, item 1b	
	<p>Delete/destroy when determined they are no longer needed for administrative, legal, audit, or other operational purposes.</p> <p>b. Input/Source Records.</p> <p>(1) Hard copy documents that NARA has specifically designated as permanent records that must be transferred to NARA in hard copy format, even if records have been copied/converted to an electronic format.</p>	GRS 20, item 1c	
	<p>Permanent. Transfer to NARA in accordance with previously approved schedule.</p> <p>(2) Hard copy records previously approved as permanent that are converted to electronic records where the electronic records do not meet NARA's transfer standards for permanent electronic records in effect at the time of conversion</p>	GRS 20, Item 2a(1)	
	<p>Permanent. Transfer to NARA in accordance with previously approved schedule</p> <p>(3) Hard copy (non-electronic) documents that contain information that is not or cannot be captured in electronic version of the records (e.g., medical x-rays, oversized drawings).</p>	GRS 20, item 2a(2)	
	<p>Apply previously approved schedule.</p> <p>(4) Hard copy documents other than those covered by Items 4b(1) and (3) above</p>	GRS 20, item 2a(3)	
	<p>Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, or 60 days after NARA has been provided the notification required by 36 CFR 1228.31(b)(1)(i), whichever is later.</p>	GRS 20, item 2a(4)	
	<p>c. Electronic Records That Replace Temporary Hard Copy Records</p> <p>(1) Scanned images of case file documents.</p>		
	<p>Delete after expiration periods authorized for hard copy records in previously</p>	GRS 20, item 3a	

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	<p>approved schedules.</p> <p>(2) Electronic formats other than scanned images of digital versions of temporary still pictures, sound recordings, motion picture film, and video recordings.</p> <p>Delete after the expiration of the retention period authorized for the hard copy record.</p> <p>d. Electronic Records That Replace Permanent Hard Copy Records.</p> <p>(1) Electronic case files, documents and other records, to include digital versions of still pictures, sound recordings, motion picture film, video recordings, and other media scheduled as permanent.</p> <p>Permanent. Submit notification to NARA in accordance with 36 CFR 1228.31(b)(1)(i).</p> <p>e. Print Files.</p> <p>(1) Electronic files extracted (printed) from the data base without changing it and used solely to produce printouts of tabulations, ledgers, registers, and statistical reports.</p> <p>Delete when no longer needed for administrative, legal, audit, or other operational purposes.</p> <p>f Profile data. Consists of key information captured from the data input from investigations, command actions, judicial actions, and corrections. Includes information such as but not limited to names; SSNs; dates and places of birth; offenses; investigative data; administrative actions, and administrative data drawn from base registration process, results of judicial and non-judicial actions taken, and corrections data.</p> <p>(1) Criminal investigative profile data.</p> <p>1. Delete when 50 years old.</p> <p>(2) Other profile data.</p> <p>2. Delete in accordance with disposition guidance of specific records schedule.</p> <p>g. Technical Reformat Files Electronic file consisting of data copied from a complete or partial master file or data base made for the specific purpose of</p>	<p>GRS 20, item 3b(3)</p> <p>GRS 20, items 3 1</p> <p>GRS 20, item 6</p> <p>New</p> <p>New</p>	

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	<p>information interchange and written with varying technical specifications, excluding files created for transfer to the National Archives.</p> <p>Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.</p> <p>h. Files Related to Maintaining the Security of Systems and Data</p> <p>(1) System Security Plans and Disaster Recovery Plans.</p> <p>Delete 1 year after system is superseded.</p> <p>(2) Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files, and data.</p> <p>Delete 1 year after system is superseded</p> <p>1. Backups of Files Electronic copy of record of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased</p> <p>(1) File identical to records scheduled for transfer to the National Archives.</p> <p>Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.</p> <p>(2) File identical to records authorized for disposal in a NARA-approved records schedule.</p> <p>Delete when the identical records have been deleted, or when replaced by a subsequent backup file.</p> <p>j. Finding Aids (or Indices)</p> <p>Delete with related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.</p> <p>k. Documentation Data system specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.</p>	<p>GRS 20, item 7</p> <p>GRS 24, item 5a</p> <p>GRS 24, item 5b</p> <p>GRS 20, item 8a</p> <p>GRS 20, item 8b</p> <p>GRS 20, item 9</p>	

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	<p>(1) Documentation relating to electronic records that are scheduled for destruction in the GRS or in NARA-approved agency schedules</p> <p>Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.</p> <p>(2) Documentation relating to electronic records that are scheduled for permanent retention in the GRS or in NARA-approved agency schedules.</p> <p>Permanent. Transfer to the National Archives with the permanent electronic records to which the documentation relates.</p> <p>1. User Identification, Profiles, Authorizations, and Password Files (excluding records relating to electronic signatures).</p> <p>Destroy inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later.</p> <p>m. Downloaded and Copied Data. Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated within the agency, when the original data is retained</p> <p>(1) Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis or review</p> <p>Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.</p> <p>(2) Derived data that provide user access in lieu of hard copy reports that are authorized for disposal.</p> <p>Delete when the agency determines that they are no longer needed of administrative, legal, audit, or other operational purposes.</p> <p>(3) Metadata or reference data, such as format, range, or domain specifications which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations.</p> <p>Delete from the receiving system or device when no longer needed for processing.</p>	<p>GRS 20, item 11a(1)</p> <p>GRS 20, item 11a(2)</p> <p>GRS 20, item 6(a)</p> <p>GRS 20, item 12a</p> <p>GRS 20, item 12b</p> <p>GRS 20, item 12c</p>	