

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-NY-09-4</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/25/09</i>	
1 FROM (Agency or establishment) National Archives & Records Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Naval Criminal Investigative Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Investigation Directorate (Code 23A)			
4. NAME OF PERSON WITH WHOM TO CONFER Billy Brown		4 TELEPHONE NUMBER (202) 433-9505	DATE <i>6/15/09 Adrienne Thomas</i>
<p>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,</p>			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>04 Feb 2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Charley A. Barth</i>		TITLE DIRECTOR OF RECORDS DONCJIS
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION <u>Background:</u> This record schedule addresses "other copies" for Polygraph Examination Records that will remain in the Department of the Navy Criminal Justice Information System (DONCJIS). It also addresses registration actions performed at Navy Law Enforcement/Base Security and Marine Corps Military Police offices. In order to streamline the registration process and make it more compatible for DONCJIS, boats and weapons registrations are being combined with the generic schedule for registrations. The existing schedules for boats and weapons registrations will be cancelled.		9 GRS OR SUPERSEDED JOB CITATION
	<u>Susan Raser</u> Susan Raser Director, Program Director for Criminal Investigations <u>Norman F. Kiger</u> Norman F. Kiger NCIS Counsel		<i>Helena A. Gilbert 1/4/09</i> Helena A. Gilbert Head, Records, Reports and Directives, Headquarters, USMC
			10 ACTION TAKEN (NARA USE ONLY)

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)
	<u>5580</u> <u>LAW ENFORCEMENT RECORDS</u> 1 – 9b (Polygraph Examination Records (Criminal Investigations)) No change c Other copies of records created under SSIC 5580 9a <u>Disposition</u> 1 Destroy 2 years after case closure		
	<u>1630</u> <u>NAVY BASE SECURITY AND MILITARY POLICE RECORDS</u> 1 – 5 No change 2 6 Weapons Registration Cancelled Use SSIC 1630, para 8 7 Field Interview Records No change 8 Registrations and Permits Records Includes information on the registration (or suspension or revocation) of restricted property, pets, privately owned weapons, boats, issuances of hunting, fishing and trapping permits and similar records Use SSIC 1630, paragraph 6 for the registration of privately owned weapons, 5512, paragraph 15 for Motor Vehicle Operators' Permits, and 5512, paragraph 16 for Boat Registry Records Privacy Act NM05580-1, NM05512-1, and N08370-1 <u>Disposition</u> Destroy when 3 years old or when registration or permit expires or is cancelled or is revoked, whichever is sooner	New N1-NU-03-2 N1-NU-08-5 (No change)	
	<u>5512</u> <u>IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS)</u> <u>RECORDS</u> 1 – 15 No change 3 16 Boat Registry Records Cancelled Use SSIC 1630, para 8 Note Word changes (deletions) that will result upon the approval of this schedule are denoted in blue		N1-NU-89-4