

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

10/15/81

LEAVE BLANK	
JOB NO	
NC1-NU-82-3	
DATE RECEIVED	
October 15, 1981	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3401 the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" and withdrawn in column 10.	
Date	Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Navy

2. MAJOR SUBDIVISION
Chief of Naval Operations (Op-09B1)

3. MINOR SUBDIVISION
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
ENS C. Culbertson
Mrs. M. Daymude

5. TEL. EXT.
695-1925

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
OCT 06 1981		Director, Naval Records and Information Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;">CHAPTER 5 GENERAL ADMINISTRATION AND MANAGEMENT SSIC 5000 - 5999</p> <p>The records described in this chapter pertain to performance of office and other administrative management functions throughout the Department of the Navy and to techniques and programs that develop, control, and improve management processes. These techniques and programs relate to organization and planning; management analysis; office methods; records, forms, reports, and publications management; mechanized and data processing systems; industrial engineering and methods; management sciences; and overall civilian and military personnel/manpower programs. The records also pertain to the administration and performance of legal, military justice, and legislative functions and related matters.</p> <p>These records are accumulated both by activities and offices carrying out the above techniques and programs as well as by activities (primarily at</p>		

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	<p>the departmental or command level) developing overall policy, procedures and programs.</p> <p>Certain specialized records relating to the management of military personnel, civilian personnel, logistics, and financial matters are covered in other chapters in this manual.</p>		