

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-72-01-4</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>1-9-2001</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Chief of Naval Operations			
3 MINOR SUBDIVISION Navy Directives and Records Management (N09B15)			
4. NAME OF PERSON WITH WHOM TO CONFER Henry W. Persons, Jr.	4 TELEPHONE NUMBER (202) 433-9505	DATE <i>9-18-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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>2</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>7 Jan 2001</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>James Jensen</i>		TITLE Head, Navy Directives & Records Management Branch (N09B15)
7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>BACKGROUND: CNO (N09B15) is responsible for establishing records management and disposition instructions for records common throughout the Department of the Navy (DON). Review of several SECNAVINSTs revealed that they required the creation of a number of records that are currently unscheduled within the DON. This Request for Records Disposition Authority addresses these records.</p> <p>These records are created at all levels of the Navy and Marine Corps.</p> <p>See the attached list of records descriptions and requested disposition authorities.</p> <p><i>M. F. Brown</i> <i>Melanie Andrews</i> Michael F. Brown Melanie Andrews Deputy Assistant Director LCDR, USN Information and Personnel Security Staff Judge Advocate</p>		

JAT 9-20-01
115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228

cc to: Agency MEMU

ENCL (1)

Request for Records Disposition Authority - Continuation

Job Number

7 Item No	8 Description of Item	9 GRS or Superseded Job Citation
	<p>Electronic Mail and Word Processing Copies</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by the SSICs included in this schedule. Also included are electronic copies of records created on electronic mail and word processing systems that are maintained for dissemination, revision, or updating</p> <p>a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy</p>	
1	<p>Destroy/delete within 180 days after the recordkeeping copy has been produced</p> <p>b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy</p>	
2	<p>Destroy/delete when dissemination, revision, or updating is complete</p>	
	<p><u>SSIC 5000</u></p>	
	<p><u>GENERAL ADMINISTRATION AND MANAGEMENT RECORDS</u></p>	
	<p>1 - 9 No change</p>	
	<p>10 <u>WAIVER AND EXCEPTION RECORDS</u> Records relating to waivers and exceptions to policy between an activity and the office establishing the policy requirement. Included are requests, endorsements, approvals, disapprovals, and related documents</p>	New
	<p>Privacy Act NA</p>	
	<p><u>DISPOSITION</u></p>	
	<p>a <u>Approvals</u></p>	
3	<p>Destroy upon expiration, supersession, cancellation, or when conditions that made the waiver or exception necessary are altered</p>	
	<p>b <u>Disapprovals</u></p>	
4	<p>Destroy after 1 year</p>	

	<p>11 ADDITIONAL DUTY DESIGNATION RECORDS Records related to the designation of a person to serve in a specific capacity</p> <p>Privacy Act NA</p> <p><u>DISPOSITION</u></p> <p>a <u>When Filed Separately</u></p> <p>5 Destroy on expiration, revocation, or supersession of designation</p> <p>b When Filed in Personnel Folder</p> <p>6 Follow disposition of personnel folder See SSICs 1070 (for military personnel) and 12293 and 12990 (for civilian personnel), as appropriate</p> <p>12 ADMINISTRATIVE AGREEMENT RECORDS Records relating to understandings and agreements between elements of the Department of the Navy (DON), between the DON and other military services or Federal agencies, or between the DON and other non-Federal organizations or agencies (but not with foreign countries) These understandings and agreements are negotiated to provide and obtain various types of support services The services include but are not limited to security, law enforcement, logistical, medical, fire protection, facilities, payroll, and similar support They can be one-time or continuing Included are agreements, agreement checklists, Memorandums of Understanding (MOUs), Memorandums of Agreement (MOAs), reviews, comments, related correspondence and similar information (Agreements involving fiscal reimbursable or non-reimbursable issues are filed under SSIC 7020, para 1)</p> <p>Privacy Act NA</p> <p><u>DISPOSITION</u></p> <p>a <u>Office Requesting Support and Offices Providing Support</u></p> <p>(1) Understandings and agreements involving transfer of personnel billets and materiel</p> <p>7 Retain on board Destroy 6 years after supersession, cancellation, or termination of the understanding or agreement</p> <p>(2) Understandings or agreements not involving transfer of personnel billets and materiel</p> <p>8 Destroy 3 years after supersession, cancellation, or termination of the agreement</p> <p>b <u>Reviewing Offices</u></p> <p>9 Destroy 1 year after supersession, cancellation, or termination of the understanding or agreement Earlier destruction is authorized</p>	<p>New</p> <p>[SF 115 approval not required]</p> <p>N1-NU-89-4/SSIC 7020 1</p>
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