REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO N1-NU-86-7

DATE RECEIVED 8-27-86

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

3 MINOR SUBDIVISION
Naval Military Personnel Command (Code N115)

4 NAME OF PERSON WITH WHOM TO CONFER: Theresa Bumgardner

5. TELEPHONE EXT: 433-4217

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

DATE 11-24-86 ARCHIVIST OF THE UNITED STATES Frank G Burke

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
	ROBERT-LEE GLASS	DEPUTY DIRECTOR, IRM, PLANS, PROGRAMS AND ARCHITECTURE DEPARTMENT

7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*
7010/1	FINANCIAL ADMINISTRATION RECORDS OF NONAPPROPRIATED FUNDS ACTIVITIES. All records relating to financial administration, including financial statements and reports, check books, journals, vouchers, balance sheets, and other books and records of accounts but excluding meal sales tickets. DISPOSITION: Destroy when 3 years old except Marine Corps activities retain for 4 years or upon disestablishment, forward reserve recreation fund records to Director of appropriate Marine Corps District, and other recreation fund records to the regional nonappropriated fund auditor; forward other records not yet audited to Commandant of the Marine Corps (MS).		
7010/1a	Bookkeeper's copy of meal sales tickets. DISPOSITION: Destroy when 1 year old or once an audit of cash control procedures has occurred, whichever occurs earlier.		
7010/1b	Kitchen copies of meal sales tickets. DISPOSITION: File numerically by month and retain no longer than 3 months.		3 items

115-108 NSN 7540-00-634-4064

STANDARD FORM 115 (REV 8 83)
Prescribed by GSA
FPMR (41 CFR) 101-11 4

1-16-87 NAVY NCF-NNA-NNM