

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC1-NU-85-4

DATE RECEIVED

4-9-85

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

1. FROM (Agency or establishment)

DEPARTMENT OF THE NAVY

2. MAJOR SUBDIVISION

NAVAL DATA AUTOMATION COMMAND

3. MINOR SUBDIVISION

RECORDS & INFORMATION MANAGEMENT

4. NAME OF PERSON WITH WHOM TO CONFER

MS. MILDRED GRISSOM

5. TELEPHONE EXT.

692-4875/6

DATE

7-30-85

ARCHIVIST OF THE UNITED STATES

[Signature]

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
<i>4/8/85</i>	<i>[Signature]</i>	<i>Director Naval Records and Information Management Dept.</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>(d) RECORDS DOCUMENTING THE MAINTENANCE, REPAIR, CONSTRUCTION OF INDIVIDUAL VESSELS. CONSIST OF COPIES OF REPAIR, ALTERATION AND OTHER REQUESTS, COPIES OF BIDS AND SPECIFICATIONS, INSPECTION AND DEPARTURE REPORTS, MATERIAL INVENTORIES, AND OTHER SIMILAR REPORTS AND PAPERS, RELATED CORRESPONDENCE AT NAVAL SHIP-YARDS, FACILITIES AND OTHER ACTIVITIES CONCERNED WITH THE UPKEEP, MAINTENANCE, REPAIR ALTERATION AND READINESS OF VESSELS AND OTHER CRAFT.</p> <p style="text-align: right;"><i>Nearest FRC</i></p> <p>(1) SUMMARY RECORDS TRANSFER TO WNRG WHEN 4 YEARS OLD. DESTROY WHEN 30 YEARS OLD.</p> <p>(2) ALL OTHERS DESTROY WHEN 4 YEARS OLD.</p>	NC1-NU-84-6, Item 1(d)	<i>2 items</i>

(See Instructions on reverse)

JOB NO. NG1-NU-84-6

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

DATE RECEIVED 7-20-84

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

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION Chief of Naval Operations

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION Naval Records & Information Management Division

4. NAME OF PERSON WITH WHOM TO CONFER Mildred Grissom

5. TEL. EXT. 692-4875/6

Date 8/1/84 Archivist of the United States

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.

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

C. DATE 7/18/84

D. SIGNATURE OF AGENCY REPRESENTATIVE J.R. Adams
E. TITLE Director, Naval Records & Information Management Department, NAVDAC, Code 17

Table with 4 columns: 7. ITEM NO., 8. DESCRIPTION OF ITEM, 9. SAMPLE OR JOB NO., 10. ACTION TAKEN. Row 1: Disposal of Navy and Marine Corps Records (SECNAVINST 5212.5B, Part III) Chapter 4 Logistics Maintenance, Construction and Conversion Paragraph 4700(3) SHIPS CASE FILES submarines, non-combatant submersibles and support ships, boats and craft, carriers, amphibious and auxiliaries, Battleships destroyers, cruisers, service craft. (a) Documentation of design and construction of new ships from concept formulation through delivery to Fleet. Documentation includes conceptual studies, preliminary design, support plan, Logistics objectives, performance parameters, areas of risk alternatives, SECDEF approvals, estimates of costs, Life cycle costs, potential benefits, fiscal guidance, review confirming need. 1. At Office of the Project Manager. MASS Data Change sheet NOT NEEDED

115-107 Navy copy sent by Jm 10/29/84

INSTRUCTIONS

Request for Records Disposition Authority - Continuation

JOB NO. PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>a. Class type ships</p> <p>b. All others</p> <p>2. At other offices and activities.</p> <p>(b) Documentation of overall management of construction (including the duration of intensive management), technical direction, engineering and control, Life cycle management including integration and test evaluation, planning, programming, budget and contracting support, managing procurement and production acceptance, establishment and implementation of Logistics support, training, technical data services, fleet Liaison and test and evaluation execution. Documents include work tasks, schedules, cost estimates, procurement requests, control and planning documents, test reports, progress reports and contract administration documents. At office of the Project Manager and all other offices and activities</p> <p>(c) Records documenting the overhaul, modernization, repair, activation, deactivation, maintenance and logistics support of naval ships at office of Naval Sea Systems Command Logistics Manager.</p>		<p><i>Disposition Not Authorized</i></p> <p><i>Retire to WNRC when no longer needed.</i></p>

~~Permanent. Transfer to WNRC when 4 years old. Offer to National Archives when 30 years old.~~

Transfer to WNRC when 4 years old. Destroy when 30 years old.
Retain on board.
Destroy when 2 years old.

1. Class-type ships:
Disposition Not Authorized
Retire to WNRC when no longer needed.

2. All other ships:
Retain on board. Destroy when 2 years old or when no longer needed for local reference. When cognizance of ship is transferred, transfer to new office.

Request for Records Disposition Authority - Continuation

JOB NO. PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>1.</u> Class-type ships</p> <p>PERMANENT. Transfer to WNRC when 4 years old, offer to National Archives when 30 years old.</p> <p><u>2.</u> All other ships</p> <p>Transfer to WNRC when 4 years old. Destroy when 30 years old.</p> <p>(d) Records documenting the maintenance, repair, construction of individual vessels. Consist of copies of repair, alteration, and other requests, copies of bids and specifications, inspection and departure reports, material inventories, and other similar reports and papers, related correspondence at naval shipyards, facilities and other activities concerned with the upkeep, maintenance, repair alteration and readiness of vessels and other craft.</p> <p>Destroy when 4 years old. ^(EXCLUDE) Summary records relating to major alterations are retained under paragraph 4720(2).)</p>		<p>Disposition Not Authorized</p> <p>covered by</p>