Rec'd NCP 3/24/78 RM

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO
NC1 127 78 1

DATE RECEIVED
AUG 4 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-5-78 James E. O'Neill
Date Archivist of the United States
ACTING

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

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

2. MAJOR SUBDIVISION
Headquarters, U. S. Marine Corps

3. MINOR SUBDIVISION Director, Command, Control, Communications and Computer (C-4) Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Rose McElvane (Code CCIP)

5. TEL EXT.
41483

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 2 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
JUN 27 1978	[signature]	Head, Administrative Programs Section

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	MARINE CORPS MILITARY PERSONNEL RECORDS MAINTAINED BY THE COMMANDANT OF THE MARINE CORPS, HEADQUARTERS, U. S. MARINE CORPS, WASHINGTON, D. C. 20380	REFER TO: SECNAVINST P5212.5B PAR. 1070	
	1. Official original microfilmed master personnel record maintained under the cognizance of the Commandant of the Marine Corps, for each individual officer and enlisted personnel. This record documents the individual's career in the Marine Corps from entrance into service until final discharge. A structured record, it is prepared in standard 24X microfiche format and consists of documents determined essential to document adequately the individual member's career. To insure integrity of the record, the master negative remains in file at all times; positive copies are provided users for working or reference purposes. Filming is accomplished in accordance with Federal Property Management Regulations (FPMR), Subpart 101-11.5.		DISPOSAL NOT APPROVED
	Retention period: Permanent. Transfer to the National Personnel Records Center, GSA, ~~(Military Personnel Records), 9700 Page Boulevard, St. Louis, Missouri 63132, the silver original microfilm OR~~ at least one silver security copy and one working reference copy.		

115-107

4 ITEMS

Pen and ink changes made with the approval of Rose McElvane. EFB 11/22/78 sent to NCW, NCP, Agency, NNM

STANDARD FORM 115 (con 4)
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

upon final discharge, retirement, or death of the individual.
~~a silver duplicate negative copy, OR a silver master copy PLUS one positive copy 6 months after discharge, retirement, death, etc. Seventy-five years after accession by the National Personnel Records Center, transfer to the National Archives (NARS) as archives.~~

2. Original Paper or other documents from which the retained microform record (#1 above) is made.

a. Those included in the initial conversion.

Retention period: Transfer to the Washington National Records Center, Washington, D. C. 20409, after filming and film editing. The Washington National Records Center will destroy 2 years after the initial conversion project is complete.

b. Those utilized in updating the master microform record after initial conversion is completed.

Retention period: The D/C of Staff for Manpower (Code MSRB) will destroy after filming and film editing and the microfiche has been certified to be an adequate substitute for the paper record.

3. Military personnel records of a temporary nature, relating to individual officer and enlisted personnel. These are documents determined not appropriate for filing in the official retained personnel record because of their routine or otherwise temporary nature, or because the information contained therein, or the action they document, is summarized in, or recorded on, documents included in the retained personnel record or other permanent record (such as unit diaries); or they duplicate documents in long-term records (such as the military pay record).

Retention period: The Deputy Chief of Staff for Manpower (Code MSRB) will destroy 2 years after date of documents.