

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

*NK*

|  |  |
|--|--|
| LEAVE BLANK  |  |
| JOB NO   | <b>NC1 428 78 1</b>                                  |
| DATE RECEIVED  | <b>3 MAY 1978</b>                                    |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |  |
| <i>5-12-78</i><br>Date   | <i>[Signature]</i><br>Archivist of the United States |

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

- FROM (AGENCY OR ESTABLISHMENT) Chief of Naval Operations (OP-09B1) Washington, D.C. 20350
- MAJOR SUBDIVISION (sponsor) Navy Finance Center (RMS) Cleveland, OH 44199
- MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
 Tim Adams, Navy Finance Center

5. TEL EXT  
 FTS  
 293-5746

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 3 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<br><b>4-21-78</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>E. H. Johnson</i>  | E. TITLE<br>F. J. LaMotte, Captain, USN<br>Director, Naval Records Mgmt & Admin. Services Div. |
| 7. ITEM NO.<br>1.         | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)<br>Requested changes to SECNAVINST 5212.5B (Disposal of Navy and Marine Corps Records), Part II, Chapter 7, paragraph 7430(7).<br><br>MILITARY PAY RECORDS (such as DD-113) and related papers: individual (case) files for active-duty, reserve, and retired Navy personnel.<br><br>Change retention period for subparagraph (a) (active-duty pay records) from "10 years after individual's final separation from the service. (Transfer to Federal Records Center, Mechanicsburg, PA 18 months after close of fiscal year in which separation occurred.)" to "10 years after member's final separation from the service or 10 years after conversion of member's account from the manual (DD 113) system to the mechanized (Joint Uniform Military Pay System (JUMPS)) system. (Transfer separated member records to Federal Records Center, Dayton, OH 1 year after close of calendar year in which separation occurred. Transfer converted member records to Federal Records Center, Dayton, OH 18 months after conversion of all Navy members to JUMPS)."<br><br>JUSTIFICATION: No provision for disposition of pay records (DD-113) other than those of separated members | 9. SAMPLE OR JOB NO.<br><br>10. ACTION TAKEN<br><br><i>3 items</i>                             |

*Sent to agency, 3 NC-M & 5 NC-D - 5/16/78*

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
2 of 3

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|---------------|--|----------------------------|---------------------|
| 2.            | <p>was made in SECNAVINST 5212.5B. At the time SECNAVINST 5212.5B was issued (1961), no plans to convert Navy military pay accounts to a mechanized system were known. In the absence of the above suggested disposition authority, Navy Finance Center would be required to hold closed pay records of members still on active duty until all affected members could be assumed to have separated (approximately 40 years). Data elements necessary for continued and future processing of converted member's accounts were transferred to the mechanized Master Military Pay Account (MMPA). All "conversion problems" (i.e., data elements incorrectly transferred, not transferred at all, etc) can be corrected within 10 years after conversion. In addition, all pay records (DD-113) created since 1948 are on microfilm stored at Federal Records Center, Mechanicsburg, PA (see paragraph 7430(7)(e)).</p> <p>SECNAVINST 5212.5B, Part II, Paragraph 7430(7)</p> <p>Change subparagraph (c) from "<u>Reserve and Retired Navy personnel records. Retention period: 10 years after individual's final separation from the service. (Transfer to Federal Records Center, Mechanicsburg, PA upon completion of audit by General Accounting Office.)</u>" to "<u>Reserve Navy personnel records. Retention period: 6 years after member's separation from the Naval Reserve. (Transfer to Federal Records Center, Dayton, OH 1 year after member's separation.)</u>"</p> <p>Add new subparagraph (d) to read "<u>Retired Navy and National Oceanographic and Atmospheric Administration (NOAA) personnel records. Retention period:</u></p> <p>a. <u>No survivor's annuity elected. 6 years after final settlement of retired pay account (final payment due to death or inactivation of account due to inability to locate retired member). (Transfer to Federal Records Center, Dayton, OH 1 year after final settlement.)</u></p> <p>b. <u>Survivor's annuity elected. 6 years after final settlement of survivor annuity account (final annuity payment due to death of annuitant or inactivation of account due to inability to locate annuitant). (Transfer to Federal Records Center, Dayton, OH 1 year after final settlement.)</u>"</p> <p>JUSTIFICATION: Reserve account and retired account records are different series and require separate descriptions.</p> |                            |                     |

**Request for Records Disposition Authority – Continuation**

JOB NO

PAGE OF  
**3 of 3**

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|--|---------------------------|---------------------|
| 3.            | <p>In addition, the General Accounting Office (GAO) does not now and has not for several years audited reserve or retired account records other than on an exception basis. If needed, GAO can easily retrieve necessary records from the Federal Records Center. The total retention period is reduced from ten years to six years in line with NARS job number NC-217-75-3 approved 16 January 1975. None of these records contain military payrolls showing gross and net pay.</p> <p>Change the retention period for (e) "Master microfilm copies of regularly closed military pay records" from "permanent" to destroy when 56 years old.</p> <p>Reletter subparagraphs (d) and (e) to (e) and (f).</p> <p>This certifies that the microfilm described in Item 3 above meets standards defined in 41CFR 101-11.507.</p> |                           |                     |