

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>11-72-01-5</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1-10-2001</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Naval Criminal Investigative Service			
3 MINOR SUBDIVISION Counterintelligence Department (Code 22)			
4 NAME OF PERSON WITH WHOM TO CONFER Henry W. Persons, Jr	5 TELEPHONE (202) 433-9505	DATE <i>9-18-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6 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 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, 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>1/10/2001</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>James Jensen</i> James Jensen		TITLE Head, Navy Directives & Records Management Branch (NO9B35)
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>BACKGROUND Naval Criminal Investigative Service (NCIS) is responsible for conducting counterintelligence operations within the Department of the Navy (DON). In executing this mission it employs a hotline where persons can report incidents of alleged espionage by DON or other persons. This Request for Records Disposition Authority addresses these records.</p> <p>These records are created at NCIS by its Counterintelligence Department. Those records determined to be under the jurisdiction of another agency of the Federal government are referred to that agency for appropriate action as they determine necessary. Though not specifically addressed, some of these records may also be in a media other than paper with the paper or other media record copy being destroyed after verification that the record copy information has been fully and accurately converted.</p> <p>See the attached list of Records Descriptions and Requested Disposition Authorities.</p> <p><i>Joseph J. Hefferon</i> Joseph J. Hefferon Assistant Director for Counterintelligence</p> <p><i>Melanie Andrews</i> Melanie Andrews, LCDR, USN Staff Judge Advocate</p>		

John 9-20-01
CVS: Adams - 1111 1111

Request for Records Disposition Authority - Continuation

Job Number N1-NU-01-5

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 SSIC 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> <p>1 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> <p>2 Destroy/delete when dissemination, revision, or updating is complete</p> <p><u>SSIC 3850</u></p> <p><u>COUNTERINTELLIGENCE RECORDS</u></p> <p>2 NCIS COUNTERINTELLIGENCE RECORDS</p> <p>a - m No change from N1-NU-98-2</p> <p>n <u>Espionage Hotline Records</u> Information, correspondence, preliminary inquiries, audiotape recordings and memoranda of telephone conversations relating to information received by the NCIS Espionage Hotline</p> <p>Privacy Act N05220-4</p> <p><u>DISPOSITION</u></p> <p>(1) Information not referred Records of vague or other allegations not warranting investigation or further documentation</p> <p>3 Destroy after 2 years</p> <p>(2) Information referred</p> <p>(a) Records of allegations warranting investigation</p>	<p>New</p> <p>[SF 115 approval not required]</p>

4	File under SSIC 3850, paragraphs 2a or 2b, as appropriate (b) Records of allegations warranting further documentation, but not investigation	[SF 115 approval not required]
5	File under SSIC 3850, paragraph 2a	

Request for Records Disposition Authority - Continuation

Job Number

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	<p><u>Electronic Mail and Word Processing Copies</u></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 SSIC 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> <p>1. 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> <p>2. Destroy/delete when dissemination, revision, or updating is complete</p> <p><u>SSIC 3850</u></p> <p><u>COUNTERINTELLIGENCE RECORDS</u></p> <p>2. NCIS COUNTERINTELLIGENCE RECORDS.</p> <p>a. - m. No change from NI-NU-98-2</p> <p>n. <u>Espionage Hotline Records</u>. Information, correspondence, preliminary inquiries, audiotape recordings and memoranda of telephone conversations pertaining to complaints or information received by the NCIS Espionage Hotline.</p> <p>Privacy Act: N05220-4</p> <p><u>DISPOSITION</u></p> <p>(1) Not referred. Includes anonymous or vague allegations not warranting an investigation or formal report.</p> <p>3 Destroy after 2 years</p> <p>(2) Referred.</p> <p>(a) When complaint or information is sufficient to warrant investigation</p>	

Superseded Version

	<p>4. File and dispose of under SSIC 3850, paragraphs 2a or 2b, as appropriate.</p> <p>(b) When complaint or information is not sufficient to warrant investigation, but can be documented.</p> <p>5. File and dispose of under SSIC 3850, paragraph 2a.</p>	
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Superseded Version