

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO
NI-NU-90-5

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

DATE RECEIVED
7-18-90

1. FROM (Agency or establishment)

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DEPARTMENT OF THE NAVY

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

8/1/90

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, 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 7/17/90 | C. SIGNATURE OF AGENCY REPRESENTATIVE  E.W. BALLER, CAPT., USN, DONIRM | D. TITLE DEPARTMENT OF THE NAVY RECORDS MANAGER |
|---------------------------|--|---|

| 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
|------------|--|-----------------------------------|----------------------------------|
| | <p>REVISION OF SSIC 1080.3 TO PROVIDE DISPOSITION INSTRUCTIONS FOR RECORDS LEFT DISPOSITION NOT APPROVED IN CHAPTER 1 OF SECNAV INST 5212.5C. Also SSIC 1080.6a.</p> <p>(See attached sheet)</p> | | |

Copies sent to agency, NCF, ANI, MMW 8/3/90

SSIC 1080.3. PERSONNEL DIARIES AND PERSONNEL TRANSACTION SUMMARIES. Original personnel diaries forwarded to EPMAC and monthly personnel transacrctions produced by EPMAC.

b. Microfilm or Microfiche Master Negative Maintained by EPMAC and 1 Positive Copy.

1. Silver negative and one diazo copy.

Disposition: PERMANENT. Transfer to WNRC 6 months after microfilming/microfiching. Transfer to National Archives in 5 year blocks when most recent record is 25 years old.

2. Card indexes and other finding aids.

Disposition: PERMANENT. Transfer to National Archives when all records to which finding aids relate have been transferred.

SSIC 1080.6 MARINE CORPS UNIT DIARIES (NAVMC 10793). Chronological summary of all events happening in a Marine Corps unit.

a. Original Microfilmed Unit Diaries and 1 Positive Copy.

1. Silver negative and one diazo copy.

Disposition: PERMANENT. The Deputy Chief of Staff for Manpower (Code MSRB) will transfer to WNRC after the film has been verified. Transfer to National Archives in 5 year blocks when most recent record is 25 years old.

2. Card indexes and related finding aids.

Disposition: PERMANENT. Transfer to National Archives when all records to which finding aids relate have been transferred.

Records will be filmed, inspected, and maintained in accordance with 36 CFR 1230.