

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-NU-93-6</i>	DATE RECEIVED <i>5-12-93</i>
1 FROM (Agency or establishment) DEPARTMENT OF THE NAVY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION BUREAU OF NAVAL PERSONNEL		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER TOM GREGG (PERS-093)	5 TELEPHONE (703)614-1921	DATE <i>9-30-93</i>	ARCHIVIST OF THE UNITED STATES <i>Cindy Hunsamp Feltus</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 2 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,

is not required; is attached; or has been requested.

DATE <i>11 May 93</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Jensen</i> JAMES E. JENSEN	TITLE HEAD, RECORDS MANAGEMENT BRANCH
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>NAVY CONFINEMENT RECORDS</u> <u>SSIC 1640 SERIES</u></p> <p>SSIC 1640.3 CORRECTIONS MANAGEMENT INFORMATION SYSTEM (CORMIS). An electronic system used for tracking and control of prisoners confined at Naval Prisons and Brigs. Series descriptions and disposition instructions appear on pages 2 and 3 of this Request for Records Disposition Authority. When approved this schedule will be incorporated into the <u>Navy and Marine Corps Records Disposition Manual</u>, SECNAV INSTRUCTION 5212.5C.</p> <p><i>Copies sent to agency, 10/7/93</i></p>		

3. CORRECTIONS MANAGEMENT INFORMATION SYSTEM (CORMIS). An automated administrative tracking system of prisoners and detainees confined at Naval Brigs. System contains personal data extracted from prisoner/detainee service record, information on offenses and sentences, and internal administrative data for use at the Brig. The data base is maintained at the Bureau of Naval Personnel and is accessed by all Navy Brigs. System produces weekly, monthly, and quarterly prisoner status reports.

a. History File of Prisoner Data.

PERMANENT. Initially transfer to NARA records of all prisoners released from confinement in 1989 and prior years. Thereafter transfer annually the "History File" of prisoners released five years ago. All data transfers will be in accordance with 36 CFR s1228.

b. History File Documentation.

PERMANENT. Transfer complete copy of documentation with initial transfer of History File (SSIC 1640.3.a). Transfer updated documentation with subsequent annual transfers.

c. Current File of Prisoner Data.

Move records to History File of Prisoner Data when prisoner is released. Delete backup files after

third system update.

d. Data files related to the Staff Module.

Delete backup files after
the third system update.