

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	N1-NU-96-2
1 FROM (Agency or establishment) DEPARTMENT OF THE NAVY		DATE RECEIVED	4-22-96
2 MAJOR SUBDIVISION BUREAU OF NAVAL PERSONNEL		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION ENLISTED PERSONNEL MANAGEMENT CENTER (EPMAC)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER TOMMIE GREGG	5. TELEPHONE 703- 697-1708	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 _____ 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 4/11/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Barbara A. Nerve</i>	TITLE NAVY RECORDS PROGRAM MANAGER
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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 GRS OR SUPERSEDED JOB CITATION	10.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 style="text-align: center;">SSIC 1080</p> <p>PERSONNEL ACCOUNTING RECORDS</p> <p>1. GENERAL CORRESPONDENCE RECORDS. Files and related papers pertaining to the operation of personnel accounting/manpower information functions. (Exclude primary program files covered under SSIC 1000.1.)</p> <p>Disposition. Apply SSIC 1000.2.</p> <p>2. PERSONNEL DIARY REPORTS. Messages and speedletters used to report personnel transactions to the Commanding Officer, Enlisted Personnel Management Center (EPMAC), New Orleans, LA 70159-7900 for active duty Navy personnel (including reservists on active duty).</p> <p style="padding-left: 20px;">a. Copy furnished to the Commanding Officer, Enlisted Personnel Management Center, New Orleans, LA 70159-7900</p> <p>Disposition. Destroy when 6 months old.</p> <p style="padding-left: 20px;">b. Preparing Activities or Reporting Unit Copies</p> <p>Disposition. Destroy when 2 years old or upon dis-establishment of activity, whichever is earlier.</p>		

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	<p>SSIC 1080</p> <p>3. REPORTS produced by Source Data System (SDS) and Source Data System Afloat (SDSA) monthly based on SDS/SDSA events transmitted to BUPERS from activities with personnel accounting responsibility for active-duty Navy personnel</p> <p>a. Activities Copies</p> <p>Disposition. Destroy when 2 years old or upon disestablishment of activity, whichever is earlier.</p> <p>4. MONTHLY ENLISTED DISTRIBUTION AND VERIFICATION REPORT (EDVR)</p> <p>a. Master negatives of the EDVR maintained by EPMAC. The EDVR is a statement of an activity's personnel account reflecting all individual assignments, personnel message diary transactions, duty preferences, security data, temporary additional duty assignments and the status for billets authorized, Navy manning plan and on-board totals for each rating/NEC and for the overall activity.</p> <p>Disposition. Transfer to WNRC on an annual basis. Destroy when 75 years old.</p> <p>b. Activity's copy of the EDVR</p> <p>Disposition. Destroy when 2 years old or upon disestablishment of the activity, whichever is earlier.</p> <p>c. All other copies</p> <p>Disposition. Destroy when purpose is served.</p> <p>5. MARINE CORPS UNIT DIARIES. Chronological summary of all events happening to a Marine Corps Unit. Original signed unit diary maintained by preparing or reporting unit.</p> <p>Disposition. Destroy when 1 year old. (N1-NU-92-5)</p> <p>6. MARINE CORPS UNIT VERIFICATION ROSTERS AND DIARY FEEDBACK REPORTS. Personnel strength verification rosters and notification of unit diary transaction processing. Original certified report maintained by the reporting unit.</p> <p>Disposition. Destroy when 1 year old.</p>		

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	<p>SSIC 1080</p> <p>7. DAILY AVAILABILITY REPORTS AND ENLISTED AVAILABILITY CARDS. Files used by naval stations to report available members awaiting further assignment.</p> <p>Disposition. Destroy when 6 months old.</p> <p>8. MANPOWER AUTHORIZATIONS (OPNAV 1000/2/3). Files received by personnel accounting/manpower information installations from BUPERS for data recording purposes.</p> <p>Disposition. Destroy when superseded.</p> <p>9. MISCELLANEOUS CONTROLS, CHECK LISTINGS, TABULATIONS, AND REPORTS. Files prepared for specific local requirements.</p> <p>Disposition. Destroy when 2 years old or when purpose is served, whichever is earlier.</p> <p>10. OTHER REPORTS. Files together with related correspondence and papers, prepared by Navy personnel accounting/manpower information installations and by MARCORPS data processing installations and copies of reports submitted to BUPERS or Commandant of the Marine Corps (CMC) and not specifically authorized elsewhere in this chapter for disposition. Include such items as officer and enlisted strength reports; naval reserve reports; compliance reports; transient enlisted personnel reports; enlistment, reenlistment, discharge, and extension reports. Also, include copies of special reports prepared for or at the request of BUPERS.</p> <p>a. Naval Activities</p> <p>Disposition. Destroy when 6 months old.</p> <p>b. Marine Corps Activities' Recurring and Non-recurring Reports</p> <p>Disposition. Destroy when 3 months old.</p>		