

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-72-01-2</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>1-9-2001</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Criminal Investigative Department			
4. NAME OF PERSON WITH WHOM TO CONFER Henry W. Persons, Jr.	4 TELEPHONE NUMBER (202) 433-9505	DATE <i>10-26-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
5. 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 needed now for the business for 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>4 Jan 2001</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Steven Boatwright</i> Steven Boatwright		TITLE Head, Navy Records Management Branch
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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) records include, among others, criminal investigations and reports that are prepared by Navy Security Departments and US Marine Corps Provost Marshal offices subject to NCIS policy guidance.</p> <p>This submission addresses Incident Reports, previously known as Incident Complaint Reports, created by Navy base security and US Marine Corps Provost Marshal Offices world-wide. These records may be created as either hardcopy or electronic records. Some older records currently stored at NCIS have been microfilmed, but may be converted to electronic/imaged records. Records described on this form that are microformed or converted to an electronic or optical image will be processed in accordance with the standards set forth in 36 CFR 1230 and 1234.</p> <p><i>Ernest A. Simon</i> Ernest A. Simon Assist Director for Criminal Investigations</p> <p><i>Melanie R. Andrews</i> Melanie Andrews LCDR, USN Staff Judge Advocate</p>		

cc: Agency, NR, NWMW

	<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>SSIC 5580</p> <p>LAW ENFORCEMENT RECORDS</p> <p>4 NCIS CRIMINAL INVESTIGATIVE RECORDS Files relating to law enforcement information and criminal investigative cases.</p> <p>a - b No change from N1-NU-98-2</p> <p>c <u>Incident Reports (IR)/Incident Complaint Reports (ICR)</u> Copies of Marine Corps and Navy base security law enforcement reports created under SSIC 5580, para 1a and forwarded to NCIS</p> <p>Privacy Act N05520-4</p> <p><u>DISPOSITION</u></p> <p>(1) Case files falling under NCIS jurisdiction</p> <p>3 (a) Case files created after December 31, 1987 Cut off at case closure Transfer to NCIS Records Management Division If space is not available, transfer to WNRC Destroy 50 years after case closure</p> <p>(b) Case files created prior to 1 January 1988</p>	<p>N1-NU-98-2 (no change)</p> <p>N1-NU-98-2 (no change)</p> <p>N1-NU-98-2/ SSIC 5580/4c(1) (Revised)</p> <p>New</p>	
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4	Destroy 25 years after case closure (2) All other case files (extra copies from SSIC 5580, para 1b missent to Dir, NCIS)		
5	Destroy when determined to be outside NCIS jurisdiction	NI-NU-98-2 (no change)	

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Superseded

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