

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>71-72-06-6</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>9-11-2006</i>	
1 FROM (Agency or establishment) Department of the Navy		NOTIFICATION TO AGENCY		
2 MAJOR SUBDIVISION Naval Criminal Investigative Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 Deputy Director for Operations (Code 02)				
4. NAME OF PERSON WITH WHOM TO CONFER Henry W. Persons, Jr		4 TELEPHONE NUMBER (202) 433-9505	DATE <i>9/16/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weir</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>32</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>9-5-06</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE <i>Director of Records</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 those non-combat counterintelligence, counterterrorism, criminal investigations and operational activities that are undertaken in the execution of the NCIS mission.</p> <p>This submission addresses administrative records associated with the case file. The records are strictly administrative in nature and are not meant to be a part of the record copy of the case file. In all cases, the information is retained in the originating office and is used to assist the Supervisory Special Agent ensure that the case is processed in accordance with existing NCIS policy and procedures.</p> <p>See the attached list for the description of the record and requested disposition</p> <p><i>Ralph Blincoe</i> Ralph Blincoe Deputy Director for Operations</p> <p><i>Norman J. Kiger</i> Norman Kiger NCIS Counsel</p> <p><i>c.c. Agency, NR, NWMB, NWNW, NWETM</i></p>			

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	<p><u>SSIC 3850</u></p> <p><u>COUNTERINTELLIGENCE RECORDS</u></p> <p>1 – 2o. No change</p> <p>p. <u>Case Administrative Documents</u>. Includes administrative documents associated with the case or the administration of the case (SSIC 3850, paragraphs 2a(1) and 2b(2)) retained at the creating office. These records may be retained in either hardcopy or electronic/imaged format.</p> <p>Privacy Act: N05520-4.</p> <p><u>DISPOSITION:</u></p> <p>(a) Case file copy and administrative documents.</p> <p>1. Destroy/delete 1 year after case closure. Early destruction is authorized if records are no longer needed.</p> <p>(b) Case Tracking and File Management Form.</p> <p>2. Destroy/delete 90 days after the case file copy is destroyed/deleted.</p> <p><u>SSIC 5580</u></p> <p><u>LAW ENFORCEMENT RECORDS</u></p> <p>2b – 2b(1)(c)2. No change.</p> <p>p. <u>Case Administrative Documents</u>. Includes administrative documents associated with the case or the administration of the case (SSIC 5580, paragraphs 4a(2) and 4b(3)) retained at the creating office. These records may be retained in either hardcopy or electronic/imaged format.</p>	<p>New</p> <p>GRS 23, para. 8 (exception)</p> <p>GRS 23, para. 7</p> <p>New</p>	

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