# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

# Schedule Number: N1-NU-93-007

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 1/13/2023

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active

### SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-NU-93-7 / 1640/4/A was superseded by DAA-NU-02015-0001-0020. N1-NU-93-7 / 1640/4/B was superseded by DAA-NU-02015-0001-0039. N1-NU-93-7 / 1640/4/C was superseded by DAA-NU-02015-0001-0039. N1-NU-93-7 / 1640/4/D was superseded by DAA-NU-02015-0001-0039. N1-NU-93-7 / 1640/4/E was superseded by DAA-NU-02015-0001-0039. N1-NU-93-7 / 1640/5 was superseded by DAA-NU-02015-0001-0039. N1-NU-93-7 / 1640/7 was superseded by DAA-NU-02015-0001-0024.

WASHINGTON, DC 2008       5712-45         FROM (Agency or establishment)       NOTIFICATION TO AGENCY         PARATERT OF THE NAVY       In accordance with the provisions of 41         BARTHERT OF THE NAVY       In accordance with the provisions of 41         BUREAU OF NAVAL PERSONNEL       In accordance with the provisions of 41         BUREAU OF NAVAL PERSONNEL       In accordance with the provisions of 41         BUREAU OF NAVAL PERSONNEL       In accordance with the provisions of 41         MINOR SUBDIVISION       In accordance with the provisions of 41         MAKE OF PERSON WITH WHOM TO CONFER IS TELEPHONE       DATE         TOM GREEC (PERS-0931       (703) 614-1921         AGENCY CERTIFICATION       Intereby certify that 1 am authorized to act for this agency in matters pertaining to the disposition of its records in the second after the retention periods specified; and that write concurrence from the General Accounting Office, under the provisions of Title 8 of the CAO Manual for Guidance of Federal Agences.         Agences.       is not required;       is attached; or         Is not required;       is attached; or       has been requested.         WATE       SIGNATURE OF GENCY REPRESENTATIVE       TITLE         Mayory       ad description of ITEM AND PROPOSED DISPOSITION       SPERSON       10 ACTION         MATE       SIGNATURE OF SET 1640 SERIES       10 ACTION       10 ACTION		
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	15-109 NSN 7540-00-634-4064	STANDARD FORM 115 (REV 3-91)

NWML

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#### SSIC 1640

#### CONFINEMENT RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the general operations and administration of correctional centers and facilities, brigs, and detention facilities including activities educational training reports, correspondence, and other general records. Exclude primary program records maintained by PERS 8 filed under SSIC 1000.1.h of this instruction.

2. CONFINEMENT CASE FILES FOR COURTS MARTIAL PRISONERS AND CONFINEMENT IMPOSED BY NON JUDICIAL PUNISHMENT. Files consist of all correspondence, reports, and other records in connection with the case, including screening reports, admission summaries, or supplements, periodic program reports, disciplinary reports (mast report slips), special medical or psychiatric reports, and other records relating to the prisoner's conduct and assignments while confined. Exclude records required to be filed in the official personnel file.

#### a. <u>Files of prisoners transferred from Afloat or Ashore Brigs</u> to <u>Consolidated Brigs</u>.

b: <u>Files maintained by Ashore Brigs under the area</u> coordination of CINCLANTFLT, CINCUSNAVEUR, and CNET; Afloat Brigs on Atlantic Fleet Ships; and Navy Consolidated Brig Charleston.

**c.** <u>Files maintained by Ashore Brigs under the area</u> <u>coordination of CINCPACFLT; Afloat Brigs on Pacific Fleet Ships;</u> and Navy Consolidated Brig Miramar.

WITHDRAWN

Destroy when 2 years old.

5F115 approval not required Transfer case file to new confinement facility.

Retire to FRC Atlanta 2 years after release from confinement or expiration of parole. Destroy when 25 years old.

Retire to FRC Los Angeles 2 years after release from confinement or expiration of parole. Destroy when 25 years old.

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#### 4. LOG BOOK RECORDS MAINTAINED BY BRIGS

a. Brig Log. A chronological watch to watch accounting of significant events or actions that take place in the Brig. Include bed checks, roll calls, staff visits and inspections, fires, escapes, riots, suicides, change of watch, emergency drills and similar incidents. Exclude prisoner/detainee counts, confinement and release information, departure and return of prisoners, and other information contained in CORMIS.

b. Disciplinary Log. A record of each disciplinary report and the action taken by the Commanding Officer. Include prisoner name and SSN, date, and a brief statement of the offense.

c. Visitors Log. A chronological record of all visitors to prisoners confined. Include date of visit, time in/out, name of visitor, verification of visitor identification, purpose of visit, and name of prisoner/detainee visited.

d. <u>Privileged Correspondence Log.</u> A record of privileged correspondence sent or received by prisoners/detainees. Include date correspondence sent or received, addresser, addressee, and signature of mail supervisor.

A chronological record of treatment e. Medical Log. administered by doctors or hospital corpsman to prisoners/detainee. Include prisoner name and SSN, date of treatment, nature of complaint, treatment administered, medication issued, signature of person administering treatment, and signature of prisoner/detainee receiving treatment.

5. MONTHLY REPORT OF PRISONERS (BUPERS 1640-1. Lists of persons Destroy when 3 years old. confined, including reports of prisoners received and released. Report prepared by Afloat and Ashore Brigs only.

Retire to FRC Atlanta or FRC Los Angeles when 2 years old or when total accumulation is at least one cubic foot, whichever is later. Destrov when 25 years old.

Destroy when 2 years old.

#### Page 4 of 4

6. CONFINEMENT AND RELEASE ORDERS

a. Original documents.

#### b. Copies maintained by Brig.

7. RECORDS OF PERSONAL PROPERTY AND FUNDS OF MEMBERS CONFINED. Documents pertaining to the custodianship of personal funds and property of prisoners confined in Navy Brigs and reflecting accountability for the receipt, disbursement, or other disbursement of such funds and property. These files include individual and summary receipt vouchers, statement of prisoner's accounts; petty cash vouchers; summary disbursement vouchers; record of prisoner's personal deposit funds; requests for withdrawal and notification of expenditure of prisoner's personal funds; prisoner's cash account records and personal property lists; personal property transmittal slip; request slip for withdrawal of personal property; personal property permit; request and receipt for health and comfort supplies; activity reports; custodians certificates; checkbooks, including cancelled checks and check stubs; bank statements; and similar and related document.

5F115 approval not required File\_in 'confinement' case file under SSIC 1640.2

Destroy 2 years after release of prisoner.

Destroy 10 years after release of prisoner.