

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-024-91-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/8/2023

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

Transfer W024 80-0052 in item 2

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

Item 2: W024-0011319 was withdrawn from the Federal Records Center Program (FRCP) and is presumed destroyed.

Item 2: W024-7800019 box 3 is presumed to be a typographic error. It is not present in the FRCP databases.

Item 2: W024-8000052 box 2 is presumed to be a typographic error. It is not present in the FRCP databases.

The transfers listed in all other items were destroyed by the Federal Records Center Program or accessioned by the National Archives.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO
 NI-24-91-1

TO **GENERAL SERVICES ADMINISTRATION**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED
 11-13-90

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 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
 R. W. MACKAY

5 TELEPHONE EXT
 501-6048

DATE
 2/11/91

ARCHIVIST OF THE UNITED STATES


6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 10 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

| | | |
|-------------------|--|---|
| B DATE 11-9-90 | C SIGNATURE OF AGENCY REPRESENTATIVE  E.W. BALLER, CAPTAIN, USN | D TITLE DEPARTMENT OF THE NAVY RECORDS MANAGER |
|-------------------|--|---|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN <i>(NARS USE ONLY)</i> |
|-----------|--|----------------------------------|---|
| | The enclosed schedule pertains to unscheduled records of the Bureau of Naval Personnel stored at the Washington National Records Center. | | |

Copies sent to agency, NN-W, NNW-S, NNT, NCF 2/27/91

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
Record Group 24

Described below are all remaining unscheduled records assigned to RG 24 at the Washington National Records Center. Often intermingled with the permanent records are disposable materials which cannot easily be removed until the records are transferred to the National Archives where they can be screened during archival processing. In addition to those records identified in this schedule, the National Archives will remove records authorized for destruction under the following:

1. Records authorized for destruction by SF 115s approved for Navy Department records;
2. Records authorized for destruction by the General Records Schedules, and;
3. Nonrecord including duplicate materials.

Administrative and Management Division

1. Change in Status and Transfer Cards, 1922-24. 144 cubic feet. Arranged by ship (or other reporting organization), thereunder by surname.

Cards containing information about specific personnel actions (change in status) for individual naval personnel. Most are transfers, reenlistments, or discharges. The cards show the name of the sailor, the name of the ship or unit, service number, date of enlistment, date of change in status, and nature of the change.

WNRC Accession 024-76B0004 Boxes 1-144

Destroy immediately.

2. Case Files of Bupers Notices, 1950-86. ca. 27 cubic feet. Arranged in chronological blocks (mostly annual increments), thereunder by Notice number (the numbers approximate SSIC codes). The chronological blocks include only those Notices canceled during that period/year.

These background files usually include only a copy of the Notice and a "cover sheet" which indicates the purpose of the Notice, the proposed distribution, and the quantity to be printed.

A Notice in one of the several types of issuances that are part of the Navy Directives System. It is a directive of a

one-time or brief nature, with self-canceling provision but which has the same effect and force as an Instruction. Usually Notices remain in effect for less than six months and cannot remain in effect for more than one year. They relate to a specific event and are likely to have a more limited distribution than do Instructions.

| | | | |
|----------------|-------------|---------|-------------------------|
| WNRC Accession | 024-0011319 | Box(es) | 2 (partial) |
| | 024-0012559 | | 1 |
| | 024-0013415 | | 1 |
| | 024-0014091 | | 1 |
| | 024-0016244 | | 2 |
| | 024-59A2020 | | 2 (partial) |
| | 024-60A2668 | | 2 (partial) |
| | 024-61A2982 | | 2 |
| | 024-62A2689 | | 2 (partial) |
| | 024-63A2728 | | 1 |
| | 024-64A4214 | | 3 (partial) |
| | 024-66A4509 | | 2-3 (partial) |
| | 024-66A5085 | | 3 (partial)-4 (partial) |
| | 024-67A7270 | | 2 (partial)-3 |
| | 024-68A5057 | | 2 (partial)-3 |
| | 024-70A3706 | | 1-2 (partial) |
| | 024-71A2499 | | 1 (partial) |
| | 024-71A2537 | | 1-2 (partial) |
| | 024-72A3718 | | 1 (partial) |
| | 024-73A0495 | | 1-2 (partial) |
| | 024-7400026 | | 1-2 (partial) |
| | 024-7400048 | | 1 (partial) |
| | 024-7400049 | | 1-2 (partial) |
| | 024-7500072 | | 1-2 (partial) |
| | 024-7600016 | | 1 (partial) |
| | 024-7700021 | | 3 (partial) |
| | 024-7800019 | | 2 (partial)-3 (partial) |
| | 024-8000051 | | 1-2 (partial) |
| | 024-8000052 | | 1 (partial) |
| | 024-8100035 | | 1 (partial) |
| | 024-8200024 | | 2 (partial) |
| | 024-8400048 | | 3 (partial) |
| | 024-8600030 | | 1 (partial)-2 (partial) |
| | 024-8800007 | | 1 (partial)-2 (partial) |

Destroy when 5 years old.

- Case Files of Secnav Notices, 1959-00/1984. ca. 3 cubic feet. Arranged in chronological blocks (mostly annual increments), thereunder by Notice number (the numbers approximate the SSIC codes). The chronological blocks include only those Notices canceled during the period/year.

These are background files of Notices issued under authority of the Office of the Secretary of Navy but for which the

Bureau of Naval Personnel, because of the subject of the Notice, had principal cognizance. The Bureau, therefore, assumed the primary administrative responsibility for issuing, distributing, and canceling these Notices.

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| WNRC Accession 024-64A4214 | Box(es) 3 (partial) |
| 024-66B4509 | 3 (partial) |
| 024-67A7270 | 3 (partial) |
| 024-70A3706 | 2 (partial) |
| 024-71A2537 | 2 (partial) |
| 024-72A3718 | 1 (partial) |
| 024-73A0495 | 2 (partial) |
| 024-74-0026 | 2 (partial) |
| 024-7400049 | 2 (partial) |
| 024-7500072 | 2 (partial) |
| 024-7600016 | 1 (partial) |
| 024-7700021 | 3 (partial) |
| 024-7800019 | 2 (partial) |
| 024-8000051 | 2 (partial) |
| 024-8000052 | 2 (partial) |
| 024-8100035 | 1 (partial) |
| 024-8400048 | 3 (partial) |
| 024-8600030 | 1 (partial)-2 (partial) |

Destroy when 5 years old.

4. Case Files of Opnav Notices, 1968-78. ca. 1 cubic foot. Arranged by year, thereunder by Notice number (the numbers approximate the SSIC codes). The annual blocks include only those Notices canceled during that period/year.

Background files issued under authority of the Chief of Naval Operations (Opnav) but for which the Bureau of Naval Personnel, because of the subject of the Notice, had principal cognizance.

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| WNRC Accession 024-71A2537 | Box(es) 2 (partial) |
| 024-72A3718 | 2 (partial) |
| 0024-73A00495 | 2 (partial) |
| 024-7400049 | 2 (partial) |
| 024-7500072 | 2 (partial) |
| 024-7700021 | 3 (partial) |
| 024-7800019 | 2 (partial) |
| 024-8000051 | 2 (partial) |
| 024-8000052 | 2 (partial) |

Destroy when 5 years old.

5. Document Collection of the Technical Library, 1900-85. 46 cubic feet. Arranged by Superintendent of Documents classification system; each accession also includes some uncatalogued material.

Published and near print material, including some Bupers issuances such as V-12 Bulletins, Uniform Regulations, and Naval Academy Annual Registers. Most of the records, however, are research reports, many prepared for the Navy by private

contractors, on a variety of personnel related subjects; these include analyses of ratings, job classifications, career fields, and retention problems.

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| WNRC Accession 024-70A1051 | Boxes 1, 8-14 |
| 024-70A6598 | 1-7 |
| 024-7300015 | 1-12 |
| 024-8800003 | 1-7 |
| 024-8900001 | 1-5 |

PERMANENT. Transfer to the National Archives immediately.

Policy Division

6. Legislation Case Files, 1965-70. 15 cubic feet. Arranged by Congress (89th, 90th, and 91st), thereunder by Public Law number.

Copies of Senate and House bills, reports of Congressional hearings, and copies of public laws. Although for some of the laws there is correspondence relating to Bupers interest in the legislation, few of the files directly relate to Bureau concerns. For the most part this is simply a reference collection of Congressional bills, with private relief bills and Navy Department and Defense Department legislation predominating.

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| WNRC Accession 024-71A4045 | Boxes 1-6 |
| 024-73A0871 | 1-4 |
| 024-7300007 | 1-5 |

Destroy immediately.

7. Daily Reports of Enlisted Personnel, 1914-46. 12 cubic feet. Arranged chronologically.

Bound volumes of standard forms used to account statistically for the daily status of Navy enlisted personnel. Categories recorded on the form include gains and losses by various means, total on hand, number in first enlistment, number of reenlistments, and beginning and end strength for each month. The statistics are Navy-wide, with no accounting for individual activities and organizations. The reports were compiled by the predecessor units to the Strength and Statistics Branch of the Policy Division.

service eligibility. The records relate to World War II operations and campaigns, but include some Korean War awards as well.

WNRC Accession 024-64A3206 Boxes 1-2
 024-66A4496 5 (partial)

PERMANENT. Transfer to the National Archives immediately.

16. Case Files for Navy Unit Commendations and Presidential Unit Citations, 1941-53. 11 cubic feet. Arranged in two chronological subseries (1941-45 and 1950-53), thereunder alphabetically by name of ship or unit designation.

The file for each ship or unit generally includes a copy of the unit citation, list of component or attached units, and list of names of personnel with those units who are eligible for the award. These files were basically compiled to keep track of those individuals eligible for awards, those sent their decorations by BUPERS, and those who actually received decorations (some were returned to the Bureau unclaimed).

WNRC Accessions 024-0015878 Boxes 1-10
 024-0013333 1 (partial)

PERMANENT. Transfer to the National Archives immediately.

17. Case Files of World War II Awards by Delegated Authority, 1941-48. 34 cubic feet. Arranged by delegated authority (eg., COM 7th Fleet, Commander Marianas-Gilberts, or Comsopac), thereunder by serial number (essentially chronological by date of award).

Each case file ("serial") relates to one or more Navy personnel and includes citations, recommendations, information on previous individual awards, and endorsements up the chain of command. These largely relate to group awards to ships' crews and flying personnel of aviation squadrons; most are for Distinguished Flying Crosses and Air Medals.

WNRC Accession 024-0007544 Boxes 1-34

PERMANENT. Transfer to the National Archives immediately.

18. Awards of Purple Hearts to Navy Enlisted Personnel, 1941-45. 14 cubic feet. Arranged in two subseries; one for wounded personnel, the other for deceased; thereunder alphabetically by surname.

Cards (4 x 6 inch) which include name, rank, service number, date and place of wound or death, next-of-kin, and the date on which the

Purple Heart medal or certificate were forwarded to the sailor or his next-of-kin by Bupers.
[The boxes housing these cards are half-boxes.]

WNRC Accession 024-0012883 Boxes 1-29

Destroy immediately.

19. Decorations and Awards for Naval Officers, 1915-55. 14 cubic feet. Arranged in three subseries; Purple Hearts (one box), general summaries (ten boxes), and Naval Reserve Medals (three boxes), thereunder alphabetically by surname.

These are three card files (3 x 5 inch and 4 x 6 inch), each card containing information about a naval officer, his service, and eligibility for or actual award of a particular decoration. The general summaries list campaign, service, meritorious, and heroism awards earned by each officer.

WNRC Accession 024-0013451 Boxes 1-14

Destroy immediately.

Inspector General

20. Inspection Reports of Bupers Activities, 1959-80. 6 cubic feet. Arranged by activity; through 1966 principally numbered Naval Districts, subsequent to that date by specific activity being inspected.

Reports by the Bureau IG describing conditions at individual activities and installations, and follow-up correspondence relating to implementation of the inspectors' recommendations.

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| WNRC Accession 024-68A6475 | Boxes 1-2 |
| 024-71A2498 | 1 |
| 024-7800006 | 1-2 |
| 024-8200082 | 1 |

PERMANENT. Transfer to the National Archives immediately.

Boards and Committees

21. Records of Naval Aviator Evaluation Boards, 1970-80. 8 cubic feet. Arranged chronologically by the date the boards met.

Copies of field board evaluation proceedings held to determine the fitness of naval aviators (pilots and navigator/bombardiers) to retain their flight status. Each file includes statements for the record by the aviator being evaluated, their superiors, instructors, flight surgeons, and peers, as well as written

