

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-NU-2021-0001

Status: APPROVED  
Date Approved: 11/07/2022

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## General Information

Agency or Establishment	Department of the Navy
Record/Scheduling Group	NU - Navy Undifferentiated Scheduling Group
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Department of the Navy
Schedule Subject	Military Personnel
Additional Schedule Information	Department of the Navy Records Schedule Revision - Chapter 1
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## Item Count

Total number of disposition items: 5

Number of Temporary disposition items: 4

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-NU-2021-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	1000-8 Student Records - Master Files	Permanent
0002	1000-16 Research from University Students	Temporary
0003	1000-19 Confinement Records - Case Files	Temporary
0004	1000-37 Education and Training - Transitory Records	Temporary
0005	1000-39 Family Support Programs	Temporary

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Records Schedule Items

<b>DAA-NU-2021-0001-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	1000-8 Student Records - Master Files	
Item Description	Information relating to applications, registration, grades, class standings, ROTC rosters and graduation reports for Department of the Navy students--Officers under instruction at the Naval War College (other Naval War College student jackets maintained under 1000-27), students at the Naval Academy, or midshipmen enrolled at other institutions.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off upon class graduation.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 30 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?		

<b>DAA-NU-2021-0001-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	1000-16 Research from University Students	
Item Description	Finalized papers from student research at Department of the Navy colleges and universities.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	

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Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at calendar year.
Retention Period	Other: Destroy when 30 years old or when no longer needed for research and reference, whichever is later.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-NU-2021-0001-0003</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	1000-19 Confinement Records - Case Files
Item Description	Confinement case files for courts-martial prisoners and confinement imposed by non-judicial punishment.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of CY 2 years after maximum release date from confinement or expiration of parole or mandatory supervised release, as applicable.
Retention Period	Other: Destroy when 25 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-NU-2021-0001-0004</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	1000-37 Education and Training - Transitory Records

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Item Description	Information relating to the routine operation of education and training programs with minimal or no documentary or evidential value.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	<b>DAA-NU-2021-0001-0004 is superseded in part, NATOPS Flight Personnel Training and Qualifications Jackets, by DAA-NU-2021-0002-0011. The remaining parts of the item may be dispositioned by this authority.</b>
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of calendar year.	
Retention Period	Other: Destroy 1 year after cutoff or when no longer needed.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

<b>DAA-NU-2021-0001-0005</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	1000-39 Family Support Programs
Item Description	Information pertaining to the administration of various appropriated/non-appropriated DON Family Support Programs. Includes, but not limited to, volunteer files, voluntary clinical counseling records, personnel accountability and locator records, assessment records, Child and Youth Program records and Transitioning Service Member Program records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at CY or when individual leaves the program.
Retention Period	Destroy 3 year(s) after cutoff

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Debra Wall	11/07/2022