

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-NU-2024-0002

Status: APPROVED
Date Approved: 09/16/2024

General Information

Agency or Establishment	Department of the Navy
Record/Scheduling Group	NU - Navy Undifferentiated Scheduling Group
Records Schedule Applies To	Agency-wide
Schedule Subject	General Administration and Management
Additional Schedule Information	Department of the Navy Records Schedule 2024 revision - Chapter 5
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 7

Number of Temporary disposition items: 6

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-2024-0002

Item #	Title	Disposition
0001	5000-13 Naval Inspector General Senior Official Investigations (SOI) and Special Inquiry Final Reports:	Permanent
0002	5000-42 Naval Command Inspection Program - Command Directed Inspection Reports	Temporary
0003	5000-52 NCIS Non-Investigative Reports	Temporary
0004	5000-55 Program Oversight (General Administration)	Temporary
0005	5000-74 NCIS Evidence Control Files, Forensic Lab Reports for Non-Sensitive Cases, and Fingerprint Records	Temporary
0006	5000-82 General Operations - Administration and Management	Temporary
0007	5000-84 Working Papers and Reference Information	Temporary

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Records Schedule Items

DAA-NU-2024-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	5000-13 Naval Inspector General Senior Official Investigations (SOI) and Special Inquiry Final Reports:	
Item Description	Final investigative reports and closed case files of Naval Inspector General (NAVIG) conducted Senior Official Investigations (SOI) and Special Inquiry case files. These files include investigations of senior Department of the Navy (DON) Officials (Political Appointees, Flag and General and Senior Executive Service Personnel, both career and non-career), and Special Assessments requested by the SECNAV, CNO, VCNO, DON CIO, DON ASN (Comptroller and Financial Management) or other competent authority. These records also include Congressional Inquiry files related to the investigations.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	5000-13	
Manual Title	SECNAV M-5210.1	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-NU-2015-0005-0013	Yes	Supersedes only Inspector General investigations resulting from Congressional inquiries.
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off after case closure	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:200 MB ; Paper-based textual records:100 cf	

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End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-NU-2024-0002-0002		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	5000-42 Naval Command Inspection Program - Command Directed Inspection Reports		
Item Description	Final inspection reports and closed case files of Echelon I and Echelon II directed inspections of subordinate elements, usually at the 3rd echelon and below, pursuant to DON Inspection Program policy (SECNAVINST 5040.3 series). NOTE: For USMC Unit Commander Directed Inspection reports, see 5000-69.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Agency Code	5000-42		
Manual Title	SECNAV M-5210.1		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
DAA-NU-2015-0005-0042	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Cut off at end of Calendar year.		
Retention Period	Destroy 10 year(s) after cutoff		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?	Yes		
GAO Approval Required	No		

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DAA-NU-2024-0002-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	5000-52 NCIS Non-Investigative Reports	
Item Description	NCIS reports and assessments of non-investigative nature. Includes: • Initiative Operations records • Protective Operations records • Sources case files • Criminal Intelligence Reports • Psychological Autopsy records EXCLUSION: See 5000-167 for NCIS Unsolicited Letters Database; See 5000-82 for Law Enforcement Briefings	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	5000-52	
Manual Title	SECNAV M-5210.1	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-NU-2015-0005-0051	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after case closure	
Retention Period	Destroy 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	Yes	
GAO Approval Required	No	

DAA-NU-2024-0002-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	5000-55 Program Oversight (General Administration)	
Item Description	Information relating to the oversight of the execution of plans, policies, programs, and procedures relating to the commands assigned mission.	
Is this item media neutral?	Yes	

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Is this item a Big Bucket?	Yes
MANUAL CITATION	
Agency Code	5000-55
Manual Title	SECNAV M-5210.1
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
DAA-NU-2015-0005-0054	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of the calendar year or case closure.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No

DAA-NU-2024-0002-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	5000-74 NCIS Evidence Control Files, Forensic Lab Reports for Non-Sensitive Cases, and Fingerprint Records

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Item Description	Information created by the NCIS and Base Security/Provost Marshal Offices worldwide and used by criminal investigators and crime laboratories. It consists of information showing the description, receipt, and disposition of physical property held as evidence for potential use in military or civil court proceedings. Included are evidence custody documents (ECD), statements of destruction, logbooks (e.g., OPNAV 5580/24), related information. Includes hardcopy and electronically captured fingerprint records. EXCLUSION: Requests for and results of forensic laboratory examinations for cases that are sensitive (i.e., involving internal security, terrorism, sexual assaults of kidnappings) are incorporated into the respective investigative case files. See schedules 5000-16 NCIS Criminal Investigative Case Files and Topical Files (Historically Significant) or 5000-35 NCIS Criminal Investigative Case Files (Not Historically Significant).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	5000-74	
Manual Title	SECNAV M-5210.1	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-NU-2015-0005-0072	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff evidence logbooks and custody files after final disposition of evidence. Cutoff fingerprint card files, and forensic laboratory reports for non-sensitive cases, at end of calendar year.	
Retention Period	Destroy 7 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	Yes	

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GAO Approval Required	No
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DAA-NU-2024-0002-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	5000-82 General Operations - Administration and Management	
Item Description	Information relating to the daily operations of Navy and Marine Corps management and administration. Includes policy waivers; intra-Navy agreements; correspondence transactions; custody receipts; publication inventory reports; routine statistical reports and data summaries; mail and postal logs; classified mail receipts and logs; musician proficiency reports; music composition review; privacy act requests; records holdings inventory; Equal Opportunity Office reports; fund-raising campaign files; visit requests; employee identification and credentials; military dependent identification and credentials; lost property statements and reports; courier authorization; facility access; publications source material; time reports; media clippings; media queries; minor officials and guest speeches and speakers biographies; and space holdings and storage.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	5000-82	
Manual Title	SECNAV M-5210.1	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Item	Superseded Items	Explanation
DAA-NU-2015-0005-0078	No	Item Superseded in Part?
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of calendar year, upon case closure, or when superseded.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		

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

DAA-NU-2024-0002-0007		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	5000-84 Working Papers and Reference Information	
Item Description	Information accumulated in contribution to a final report, presentation, research paper, product, or other document. Includes information used for reference purposes only. Working papers that receive no official action themselves, are not reviewed or approved by others, and are simply used to prepare documents for official action such as review, signature, publication, etc. Working papers that relate to preliminary, interim, or ancillary activities that are not needed as part of the official record of the activity. EXCLUSION: drafts and working papers of files that propose and evaluate options or alternatives and their implications in the development of high-level policies and decisions or that document findings or support recommendations. EXCLUSION 2: comments received via a formal Agency comment process, comments received from the public/regulated community, or comments received during a formal review by outside experts.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	5000-84	
Manual Title	SECNAV M-5210.1	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-NU-2015-0005-0080	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	There is no cutoff instruction	

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Retention Period	Other: Destroy 6 months after final action or when no longer needed for reference.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	09/16/2024