



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 5212.1
28/COS
19 Jan 2017

USNA INSTRUCTION 5212.1

From: Superintendent, U.S. Naval Academy

Subj: DISPOSITION OF U.S. NAVAL ACADEMY RECORDS

Ref: (a) SECNAV M-5210.1

1. Purpose. To establish procedures for preserving and destroying U.S. Naval Academy (USNA) and Naval Academy Preparatory School (NAPS) records.
2. Scope and Applicability. This directive applies to USNA and NAPS.
3. Records Disposition Standards and Requirements. All records produced by USNA and NAPS are covered by the retention standards contained in reference (a). If a category of records has not been assigned a retention standard, or if a change in retention is desired, recommend a new or revised retention standard to the Chief of Staff via the Command Records Manager (CRM). The Archivist of the United States must approve deviations from the disposition instruction provided in SECNAV M-5210.1, Part III.
4. Authority and Responsibility. Reference (a) provides authority and establishes policies and procedures for life cycle management (creations, maintenance, use, and disposition) of Department of the Navy (DON) records. Reference (a) also contains authorized retention standards for USNA and NAPS records.
 - a. Command Records Manager
 - (1) Serve as designated Command Records Disposal Officer.
 - (2) Develop and review policies, standards, and procedures for records disposal.
 - (3) Conduct annual audits for records management retention compliance.
 - (4) Maintain a database for dispositioned records (archived and destroyed).
 - b. Departmental Records Liaison
 - (1) Ensure the Records Custodian properly requests records disposition from the CRM using USNA 5212/1, Records Disposition Request.

(2) Coordinate departmental records transfer or destruction with the CRM.

c. Records Custodian

(1) Ensure proper retention standards are being applied.

(2) Complete the records disposal request for records transfer or destruction.

(3) Prepare records for transfer or destruction.

5. Records Retention Standards. USNA and NAPS records retention standards are prescribed in Part III of reference (a) and are the basis for the USNA and NAPS records disposal program. They prescribe how long records are to be kept and provide authority for permanently retained and periodically destroying records. If records are not covered by the authorities contained in reference (a), they may not be destroyed.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per reference (a).

7. Review and Effective Date. The CRM will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority.

8. Forms. USNAINST 5212/1, Records Disposition Request, is available on DoD Forms Management Program, <http://www.dtic.mil/whs/directives/forms/dd/ddforms5212/1.htm>, USNA Forms site; <https://www.usna.edu/AdminSupprt/FormsProgram/USNAOfficialFormsList.pnp>, and Naval Forms Online; <https://navalforms.documentservices.dla.mil/web/public/home>.



G. E. LANG, JR.
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, <https://www.usna.edu/AdminSupport/Inst/>

DISPOSITION REQUEST FORM

1. DATE OF REQUEST:

2. DEPARTMENT REQUESTING DISPOSITION:

3. DESCRIPTION OF RECORDS (SSIC/Title):

4. VOLUME:

5. MEDIA (Paper, Electronic, etc.):

6. INCLUSIVE DATES:

7. TYPE OF DISPOSITION REQUESTED (Transfer or Destruction):

8. DISPOSITION AUTHORITY:

9. COMMAND RECORDS MANAGER DECISION/INSTRUCTIONS: