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FM SECNAV WASHINGTON DC
TO ALNAV
INFO SECNAV WASHINGTON DC
CNO WASHINGTON DC

BT

UNCLAS

ALNAV 064/11

MSGID/GENADMIN/CNO/WASHINGTON DC/-/OCT//

SUBJ/CONDUCT INVENTORY AND REPORT LOCALLY HELD CLASSIFIED PERMANENT
RECORDS//

REF/A/MSGID:DOC/EXECUTIVE ORDER 13526, SECTION 3.3 AND 3.7/YMD:20100105//

REF/B/MSGID:DOC/SECNAVMAN 5210.1 CH1/YMD:20090901/

REF/C/SECNAVMAN 5510.36/YMD:20060601

NARR/REF A IS EXECUTIVE ORDER 13526, SEC 3.3 AND 3.7 CLASSIFIED
NATIONAL SECURITY INFORMATION. REF B IS SECNAV M-5210.1 CH1 - NAVY
AND MARINE CORPS RECORDS MANAGEMENT PROGRAM. REF C IS SECNAV
M-5510.36 - DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM. REF
D IS SECNAV M-5510.30 - DEPARTMENT OF THE NAVY PERSONNEL SECURITY
PROGRAM.//

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DON DECLASSIFICATION PROGRAM OFFICE/ PHONE COMM
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RMKS/1. THE DEPARTMENT OF THE NAVY (DON) HAS A MANDATE PER REF (A)
TO CONDUCT A DECLASSIFICATION REVIEW OF ALL CLASSIFIED PERMANENT
RECORDS 25 YEARS OF AGE. THIS REQUIREMENT ONLY APPLIES TO PERMANENT
RECORDS AS DEFINED PER REF (B). CLASSIFIED TEMPORARY RECORDS DO NOT
REQUIRE A 25 YEAR DECLASSIFICATION REVIEW.

2. TO DETERMINE FUTURE RESOURCES REQUIRED TO CONDUCT
DECLASSIFICATION REVIEWS, EACH COMMAND IS REQUIRED TO INVENTORY ALL
CLASSIFIED PERMANENT RECORDS AND PROVIDE THE FOLLOWING INFORMATION
TO DON DIRECTOR OF RECORDS BY CLOSE OF BUSINESS (COB) 28 OCTOBER
2011:

A. TOTAL LOCAL HOLDINGS OF ALL CLASSIFIED PERMANENT RECORDS PER
MEDIA TYPE (I.E., ELECTRONIC INFORMATION SYSTEMS (EIS), PAPER, FILM,
MICROFILM), FORMAT AND SIZE (I.E., MEASURED IN CUBIC FEET, MB, GB OR TB).

B. STANDARD SUBJECT IDENTIFICATION CODE (SSIC), NAME (I.E., EIS
TITLE OR SERIES TITLE), AND NATIONAL ARCHIVES-APPROVED DISPOSITION
AUTHORITY NUMBER FOR EACH TYPE OF RECORD.

C. CURRENT PHYSICAL LOCATION OF ALL LOCALLY HELD CLASSIFIED
PERMANENT RECORDS TO INCLUDE ADDRESS(ES), BUILDING NUMBER(S) AND
ROOM NUMBER(S).

D. TOTAL VOLUME OF LOCALLY HELD CLASSIFIED PERMANENT RECORDS
OVER 25 YEARS OF AGE AS OF 31 DECEMBER 2011.

E. POINT OF CONTACT INFORMATION AND COMMAND TO TRANSFER THE
CLASSIFIED PERMANENT RECORDS, THE FEDERAL RECORDS CENTER TO RECEIVE
THE TRANSFERRED RECORDS, AND THE PROJECTED DATE OF TRANSFER.

F. PROJECTED VOLUME OF LOCALLY HELD CLASSIFIED PERMANENT RECORDS

THAT WILL REQUIRE A DECLASSIFICATION REVIEW FROM CY 2012 THROUGH CY 2020.

3. DECLASSIFICATION REVIEW CAN ONLY OCCUR FOR RECORDS THAT HAVE BEEN TRANSFERRED TO A FEDERAL RECORDS CENTER OR THE NATIONAL DECLASSIFICATION CENTER. RECORD OWNERS ARE REQUIRED TO TRANSFER RECORDS IN ACCORDANCE WITH ESTABLISHED PROCEDURES USING STANDARD FORM 135, RECORDS TRANSMITTAL AND RECEIPT.

4. THE LIST OF PERMANENT SSIC'S, COPY OF THE SF-135, LIST OF COMMAND RECORDS MANAGERS, TRIM DATASET MANAGERS AND LIST OF COMMAND CIO'S ARE HOSTED ON THE FOLLOWING WEB SITE

[HTTP://DONI.DAPS.DLA.MIL/DEFAULT.ASPX](http://DONI.DAPS.DLA.MIL/DEFAULT.ASPX).

IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL GUIDANCE, CONTACT THE POC'S LISTED ABOVE.

5. RELEASED BY RAY MABUS, SECRETARY OF THE NAVY.

BT

#1677

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