

CHAPTER 1

MILITARY PERSONNEL RECORDS

1000-1999

THE RECORDS DESCRIBED IN THIS CHAPTER PERTAIN TO THE SUPERVISION AND ADMINISTRATION OF MILITARY PERSONNEL AND MILITARY PERSONNEL AFFAIRS, INCLUDING THE RECRUITING, CLASSIFICATION, ASSIGNMENT, PROMOTION, TRAINING, PERFORMANCE, AND DISCIPLINE OF PERSONNEL; CHAPLAIN'S ACTIVITIES; RETIREMENT AND SEPARATION ACTIVITIES; AND MORALE AND PERSONAL AFFAIRS FUNCTIONS.

RETENTION PERIODS PRESCRIBED IN THIS CHAPTER ARE APPLICABLE TO MILITARY PERSONNEL RECORDS OF NAVY AND MARINE CORPS ACTIVITIES AND OFFICES THROUGHOUT THE DEPARTMENT OF THE NAVY (DON).

SSIC 1000-1099

GENERAL MILITARY PERSONNEL RECORDS

SSIC 1000

GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS

1. MILITARY PERSONNEL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO MILITARY PERSONNEL MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE PERSONNEL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE CHIEF OF NAVAL OPERATIONS, THE COMMANDANT OF THE MARINE CORPS, THE BUREAU OF NAVAL PERSONNEL, THE NAVY RECRUITING COMMAND, THE CHIEF OF NAVAL PERSONNEL, THE CHIEF OF NAVAL EDUCATION AND TRAINING AND THE NAVAL RESERVE FORCE (FORMERLY CHIEF OF NAVAL RESERVE). RECORDS RELATE TO SUCH MATTERS AS:

a. Navy and Marine Corps-wide policies and procedures governing the operations of Navy Personnel Boards and Councils, including the Board for the Correction of Naval Records and Officer Promotion and Selection Boards.

b. Navy and Marine Corps-wide policies and procedures governing the classification, assignment, promotion and distribution of officer and enlisted personnel.

c. Navy-wide policies and procedures established by Commander, Naval Reserve Force (COMNAVRESFOR) governing the administration of Naval Reserve programs and Marine Corps-wide policies and procedures established by the Commanding General, Marine Reserve Forces (CG MARRESFOR) governing the administration of the Marine Corps Reserve programs.

d. Navy and Marine Corps-wide policies governing the wearing of Naval and Marine Corps accessories.

e. Navy and Marine Corps-wide policies and procedures governing career planning programs and efforts aimed at the retention of personnel.

f. Recruiting efforts, including the establishment of quantitative and qualitative recruiting goals, statistical data in consolidated or summary form concerning recruiting and the development of marketing strategies, advertising programs, and other aspects of recruiting campaigns.

g. Training and education programs, including recruit training, officer candidate training, nuclear power training, the aviation cadet program and other aspects of naval aviation training.

h. Navy and Marine Corps-wide policies and procedures relating to performance and conduct, including the policies governing the operation of places of confinement.

i. Navy and Marine Corps-wide policies and procedures governing the granting of awards and decorations.

j. Navy and Marine Corps-wide policies governing the establishment and operation of morale and personal affairs activities and programs, including chaplains and religious affairs matters, and dependent and survivor entitlements.

k. Other Navy and Marine Corps-wide policies, programs and procedures in the military personnel area.

Permanent. Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.

2. MILITARY PERSONNEL GENERAL CORRESPONDENCE. RECORDS ACCUMULATED IN CONNECTION WITH THE ROUTINE, DAY-TO-DAY, ADMINISTRATION AND OPERATION OF NAVY AND MARINE CORPS MILITARY PERSONNEL PROGRAMS. THESE RECORDS ACCUMULATE PRIMARILY AT OPERATING PERSONNEL OFFICES RESPONSIBLE FOR IMPLEMENTING AND ADMINISTERING POLICIES AND PROGRAMS ESTABLISHED BY HIGHER ECHELON OFFICES, BUT THEY ALSO MAY BE ACCUMULATED BY HIGHER ECHELON OFFICES RESPONSIBLE FOR NAVY AND MARINE CORPS-WIDE POLICIES AND PROGRAMS IN CONNECTION WITH THEIR ROUTINE, DAY-TO-DAY OPERATIONS (AS OPPOSED TO THEIR ACTIVITIES COVERED BY SSIC 1000.1). THESE RECORDS INCLUDE:

a. Correspondence relating to personnel actions involving specific individuals (except for files relating to precedent and/or highly significant actions, accumulated by higher echelon offices responsible for Navy and Marine Corps-wide policies which should be filed under SSIC 1000.1).

b. Routine requests for information concerning Navy and Marine Corps personnel policies that do not involve the establishment or revision of policy.

c. Comments on directives, studies, reports, and other issuances accumulated by offices not responsible for their preparation.

d. Issuances prepared by lower echelon offices which merely transmit or adapt for local conditions policies and procedures established by higher level offices and related background papers.

e. Copies retained by preparing offices of reports submitted to higher echelon offices, with related feeder material and background papers.

f. Records relating to any other aspects of military personnel administration exclusive of records appropriate for filing under paragraph 1000.1.

Destroy according to SSICs for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, apply the following: Destroy when 2 years old, or purpose is served, whichever is earlier.

3. CORRESPONDENCE WITH INDIVIDUALS, THIRD PARTIES, PRIVATE ASSOCIATIONS OR OTHER ACTIVITIES OR AGENCIES. Correspondence concerning military personnel matters (less correspondence filed in service records or in official military personnel files) normally filed by subject.

a. Navy Activities.

Destroy when 2 years old.

b. Marine Corps Field Activities.

Destroy when 2 years old.

4. DEPARTMENT OF THE NAVY MILITARY PERSONNEL BOARDS AND COUNCILS RECORDS.

a. Boards Reports. Record of proceedings of officers or non-commissioned officers selection boards and reserve officers disposition boards.

Apply SSIC 1420.2.

b. General Correspondence Files. Files relating to precepts, administrative regulations, procedures and standards, reports, correspondence, minutes of meetings, docket books, and organizational papers dealing with policies of boards and councils.

Destroy when 2 years old.

c. Correspondence with Individuals, Interested Parties, Activities, and Organizations. Files concerned with matters under board's or council's jurisdiction, cases in process or being considered, or requests for information relating to general policies and procedures of the board or council.

Destroy when 2 years old.

d. Transmittals. Forms or other correspondence used to transmit petitions and cases to other boards, councils, departmental bureaus and offices, or other agencies having jurisdiction.

Destroy when 2 years old.

e. Board for Correction of Naval Records (BCNR) and Marine Corps Performance Evaluation Case Files. Files consisting of all papers relating to each individual case.

(1) Applications for correction of naval records, notices of waiver, instruction sheets, copies of board briefs and recommendations, transcripts of proceedings, and certified copies of vouchers used in payment of claims and correspondence with petitioners, naval activities, veterans organizations, members of Congress, and others relating to disposition of the case and to all material removed from petitioner's record after approval.

(a) Original documents.

Cut off when 3 years old or when case is closed, whichever is later. Transfer to Federal Records Center (FRC) 3 years after case is closed. Destroy when 40 years old or when military personnel service record is destroyed, whichever is earlier.

(b) Copies of documents.

Destroy when no longer needed.

(2) Docket cards of cases processed by the board.

Destroy when no longer needed.

f. Officer Selection Promotion Board Records. Files consisting of correspondence and other records accumulated by naval examining boards relating to recommendations or actions regarding officer promotions, suspension of promotions, re-examinations, submission of additional information, redetermination of qualifications for promotion of candidates who have failed in one or more subjects before a supervisory examining board, or whose records show matter adverse to promotion qualifications and other similar matter.

Destroy when 4 years old.

g. Board of Review, Discharges, and Dismissal Official Case Files.

(1) All papers relating to each individual case, including review of discharges, applications for review of discharge and separations from the armed services; copies of discharge certificates; correspondence with naval ties, petitioners, veterans organizations, congressmen, and other interested parties; and other records relating to the progress and disposition of the case.

Transfer to FRC when case is closed. Destroy 15 years after case is closed.

(2) Docket cards and en bloc recommendations made by the Board and approved by Secretary of the Navy (SECNAV) (official original document only).

Destroy when no longer needed.

h. Naval Clemency and Parole Board Records.

(1) Official Board case files composed of briefs and relevant disciplinary, medical, and sociological histories of appellant seeking clemency; proceedings and decisions of the Board; medical-psychological evaluation reports; civilian background reports; correspondence with naval activities, members of Congress, and others concerned with the case. (No indices involved.)

Cut off and transfer to FRC 1 year after discharge of individual from the naval service. Destroy 25 years after cut-off.

(2) En bloc recommendations made by the Board and approved by SECNAV (official original document only).

Destroy when no longer needed.

i. Individual Service Review Board (ISRB) Proceedings Records.

(1) Files contain the individual civilian/contractor personnel's application for discharge, supporting documentation, copies of correspondence between the individual and the ISRB and other correspondence leading to determination of active duty-type discharge for civilian/contractor personnel under the provisions of Public Law 95-202. (Exclude documents that must be filed in the Official Military Personnel Folder.)

Destroy 2 years after determination is made. (NC1-NU-85-1)

(2) Civilian/contractor personnel service review cards are control cards showing determinations of active duty-type discharges for civilian/contractor personnel under the provisions of Public Law 95-202. These cards are maintained at the Bureau of Naval Personnel (BUPERS), and cover the following groups: (a) Civilian employees of Pacific Naval Air Bases who actively participated in the defense of Wake Island during World War II, (b) Wake Island defenders from Guam, and (c) others as determined.

Permanent. Transfer to NARA 30 years after service credit determination is made.

5. GENERAL CORRESPONDENCE FILES. Reports and other records relating to military personnel, operation, and administration of military personnel matters including classification, assignment and distribution, promotion and advancement, training and education, morale, welfare, and personal affairs which are related to shipboard supervision and administration of military personnel and military personnel matters.

Destroy when 2 years old.

6. INTERNAL REPORTS AND CONTROLS. Files such as check-lists, tabulations, reports, local controls, and similar records.

Destroy when no longer needed.

SSIC 1001

RESERVE POLICIES AND PROGRAMS RECORDS

1. PRIMARY PROGRAM RECORDS OF NAVAL RESERVE HEADQUARTERS. That portion of the COMNAVRESFOR files that relates to the overall administration and significant accomplishments of military reserve personnel programs including planning, disciplinary, and education training programs.

Permanent. Transfer to FRC, 4900 Hemphill St., Fort Worth, TX 76115, when 4 years old. Transfer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Records relating to naval reserve personnel matters.

Apply SSIC 1000.2.

3. PAY AND NON-PAY NAVAL RESERVE ORGANIZATION FILES. Correspondence, reports, and related papers regarding the local administration and operation of the unit. Include organization's correspondence with COMNAVRESFOR and Naval Reserve Readiness Commands, copies of correspondence with departmental bureaus and offices, intra-organizational memoranda; personnel allowances; brigade schedules; and other similar material.

Destroy when 2 years old.

4. CORRESPONDENCE WITH INDIVIDUALS. Files relating to the naval reserve.

Destroy when 1 year old.

5. NAVAL RESERVE FIELD REPORTING SYSTEM (RESFIRST) DOCUMENTS. Naval reserve unit diaries and Naval Reserve Drill Reporting Form for both officers and enlisted personnel in pay and non-pay status utilizing a credit-card reporting system. (Quarterly Naval Reserve Drill Reports (such as NAVPERS 1259) were canceled by implementation of the Reserve Unit Personnel and Performance Report (RUPPERT) in 1957. The RUPPERT system was operational through 31 January 1978. It was replaced by RESFIRST which incorporates the use of optical character recognition (OCR) diary as a reporting document to report events and occurrences, personnel actions, and data relative to individuals attached to a reporting unit of the naval reserve.)

a. OCR Credit Card Drill Chits.

(1) Original paper copy.

Retained by the reservist.

(2) Copy retained by the unit.

Destroy when 90 days old or when no longer needed, whichever is later.

(3) Copy provided to National Personnel Records Center (NPRC).

Scan with automatic data processing record built for submission to the Naval Reserve Drill Pay System at Defense Finance and Accounting Service (DFAS), Cleveland, OH. Microfilm using index provided by DFAS. Destroy after microfilm is verified for accuracy and completeness to permit retention and retrieval of this information for 56 years.

b. Microfilmed Copies of All Diaries and Drill Chits Retained by NPRC.

Destroy when 56 years old.

c. Magnetic Tapes and Micro-spool Copies of RESFIRST Diaries and Drill chits Received and Processed by Naval Reserve Personnel Center.

Forward monthly to DFAS CL. DFAS CL will apply SSIC 7220.1.

6. NAVAL RESERVE DATA CARDS.

Transfer to nearest FRC when 5 years old. Destroy when 56 years old.

7. NAVAL RESERVE OFFICER AND ENLISTED STRENGTH REPORTS.

Destroy when 2 years old or when purpose is served, whichever is earlier.

8. NAVAL RESERVE TRAINING RECORDS.

Apply SSIC 1500.

SSIC 1010

INSPECTIONS RECORDS

1. INSPECTION REPORTS. Files, other correspondence, and documents concerning routine military personnel inspections.

Destroy when 2 years old.

2. DORMITORY OR BARRACKS INSPECTION AND MAINTENANCE REPORTS

Destroy when 6 months old.

3. OTHER INSPECTION AND SURVEY RECORDS. Files including those relating to administrative inspections and on-site surveys.

Destroy when 3 years old.

SSIC 1020

UNIFORMS RECORDS

1. UNIFORM CORRESPONDENCE FILES.

a. Primary Program Correspondence, Establishing Policy.

Apply SSIC 1000.1.

b. General, or All Other Correspondence.

Destroy when 2 years old or purpose is served, whichever is earlier.

2. HISTORICAL COLLECTIONS. (To be published at a later date.)

SSIC 1040

RETENTION/CAREER PLANNING RECORDS

1. PRIMARY PROGRAM RECORDS. Files used to document plans, policies, programs, and procedures relating to retention/career planning.

Apply SSIC 1000.1.

2. GENERAL CORRESPONDENCE FILES. Files created by offices and activities concerned with retention/career planning which relate to routine internal operations and administration.

Apply SSIC 1000.2.

3. SUPPORT DOCUMENTATION (USMC). Records in support of studies of retention trends, retention statistics, action-dated card files, recommendations, and retention advertising.

Destroy when 1 year old. (N1-NU-92-3)

SSIC 1050

LEAVE AND LIBERTY RECORDS

1. ORIGINAL LEAVE AUTHORIZATIONS (PART 3). Filed in member's service record at local activity. (Disposition instructions for parts 1, 2, 4, and 5 of NAVCOMPT 3065 are contained in PAYPERSMAN, Part I, Chapter 3, Section B.)

Destroy when 6 months old.

2. MARINE CORPS REPORTS OF DRILLS AND ATTENDANCE.

Destroy when 3 years old.

3. REPORTS OF DESERTION. Files such as declaration message and DD 553 (Absentee Wanted by the Armed Services). (Exclude copies used for other purposes.)

Destroy when 2 years old or when member is apprehended or surrenders, whichever is earlier.

4. MARINE CORPS APPELLATE LEAVE AWAITING PUNITIVE SEPARATION. (N1-NU-96-6 pending)

a. Involuntary Appellate Leave. Leave for Marines awaiting the review of a punitive discharge (enlisted) or dismissal (officers) upon completion of the Convening Authority's action.

Destroy when 2 years old.

b. Voluntary Appellate Leave. Leave for Marines awaiting the convening authority's review of the adjudged court-martial findings and sentence which includes a punitive discharge (enlisted) or dismissal (officers).

Destroy when 2 years old.

c. Punitive Separation. A dismissal, dishonorable discharge or bad-conduct discharge adjudged as part of a sentence by a court martial sentence.

Destroy when 2 years old.

SSIC 1070

PERSONNEL RECORDS

1. NAVY MILITARY PERSONNEL RECORDS MAINTAINED BY BUPERS.

a. Records consist of officer (master microfiche, numbers 1-6), enlisted (master microfiche, numbers 1E-4E), and officer's service jacket (Navy Officer's Miscellaneous Correspondence and Orders Jacket (NAVPERS 700), Officer's Selection Board Jacket (NAVPERS 701), and Officer's Fitness Reports Jacket (NAVPERS 996).

Transfer to Naval Reserve Personnel Center, New Orleans, LA 70149 6 months after discharge, retirement, or death of service member. Naval Reserve Personnel Center will forward to NPRC (Military Personnel Records), 9700 Page Boulevard, St. Louis, MO 63132-5000. Transfer to NARA 75 years after separation of service member.

b. Computerized individual personnel records of all military personnel in the active Navy, including the Officer Master File, the Enlisted Master File, and the Officer Loss File.

Permanent. Transfer reels and documentation to National Archives annually. (N3-24-86-1)

2. NAVY MILITARY SERVICE RECORDS MAINTAINED AT THE UNIT TO WHICH THE MEMBER IS ATTACHED. Consists of Officer Service Records (NAVPERS 1070/66 and Enlisted Service Records (NAVPERS 1070/600).

Process officer and enlisted service records following NAVMILPERSMAN 5030141 and 5030140.

3. MARINE CORPS (MARCORPS) OFFICIAL MILITARY PERSONNEL FILE (OMPF). These records for officers and enlisted personnel are maintained at Headquarters, Marine Corps (HQMC). Each file contains pertinent history of the Marine from time of entry into service until final separation. The OMPF can be paper or microfiche or a combination of both (mixed mode).

Combine with the Officer Qualification Record; Service Record Book, as appropriate, and dental and medical records. Transfer 6 months after separation as follows: The NPRC will retain these records for 75 years at which time MARCORPS will be afforded the option of retaining custody of these records.

a. Original Microfiche Record.

NPRC, 111 Winnebago St., St. Louis, MO 63118.

b. Diazo Microfiche Copy and the Mixed Mode Record.

NPRC, 9700 Page Blvd., St. Louis, MO 63132.

4. MARINE CORPS OFFICER QUALIFICATION RECORD (OQR) AND MARINE CORPS ENLISTED SERVICE RECORD BOOK (SRB). These records are maintained by command to which the Marine is attached. They consist of a cumulative and concise summary of basic events of the officer or enlisted Marine's career from time of acceptance of appointment or enlistment to time of separation.

Forward to HQMC when the Marine is separated from service or as otherwise directed by MARCORPS instructions. (HQMC will apply SSIC 1070.3.)

5. TEMPORARY (LOCAL) PERSONNEL FILES.

a. Temporary Command Files. Individual files, alphabetical by name, established in accordance with NAVMILPERSMAN 5030180 by commanding officers of selected reserve units and COMNAVRESFOR for personnel assigned to them.

Destroy when the service member transfers to another unit, is ordered to active duty, or is detached from the unit or the cognizance of COMNAVRESFOR.

b. Other Personnel Files. Individual files, alphabetical by name, maintained on service members by activities to which they are attached.

Destroy when personnel are transferred, separated, or when files are no longer needed, whichever is earlier.

6. RECEIPTS FOR SERVICE, HEALTH, PAY, OR SIMILAR RECORDS. Consists of receipts, cover letters, or other forms verifying the transmittal of records maintained by preparing units.

a. Navy Activities.

Destroy when 6 months old or upon acknowledgement of receipt, whichever is earlier.

b. Marine Corps Activities.

Destroy when 1 year old.

7. PERSONNEL ROSTERS, LISTINGS, CARDS, INDEXES, AND OTHER SIMILAR RECORDS OF PERSONNEL ON BOARD MAINTAINED BY PREPARING UNIT.

Destroy when superseded or obsolete.

8. RECORDS OF ROOM AND MEAL ASSIGNMENTS. Files include billeting slips or logs or other similar or related records maintained by preparing units.

Destroy when 6 months old.

9. RATION REPORTS. Files such as commuted rations reports or lists, requests to receive commuted rations, and daily ration memoranda maintained by preparing units.

Destroy when 6 months old.

10. SUBSISTENCE AND QUARTERS REPORTS AND AUTHORIZATIONS. Files maintained by preparing and authorizing units.

a. Reports.

Destroy when 2 years old.

b. Authorizations.

Destroy 1 year after termination of authorization.

11. LOCAL DAILY PERSONNEL DIARIES OR REPORTS. Attendance, drill, or muster reports, morning reports, or similar entries maintained by unit preparing reports. (Exclude personnel accounting

records covered in SSIC 1080 and MARCORPS drill reports covered in SSIC 1001.)

Destroy when 3 months old.

12. PHYSICAL FITNESS, STRENGTH, AND SWIMMING RECORDS. Files maintained by preparing units.

a. Enlisted Recruits Files.

Destroy when 2 years old.

b. All Other Files.

Destroy when 1 year old.

13. REQUESTS FOR CHANGES IN PAY STATUS. Files maintained by preparing units.

Destroy when 6 months old.

14. MARINE CORPS CERTIFICATION OR ORDERS TO OPEN, ADJUST, TRANSFER, OR CLOSE ACCOUNTS. Files maintained by MARCORPS certifying office or commanding officers.

Destroy when 1 year old or upon disestablishment of activity, whichever is earlier.

15. CLOTHING ISSUE RECORDS. Files maintained by activities to which naval personnel are attached.

a. Reserve Personnel.

Destroy when 2 years old.

b. All Other Personnel.

Destroy when purpose is served or when entered in official personnel record, whichever is earlier.

16. CLOTHING MEASUREMENT FILES. Correspondence and other records relating to clothing measurements used for naval personnel reordering purposes accumulated only by the Naval Uniform Shop, Brooklyn, NY.

a. Men's and Women's Uniform Orders.

(1) Records of distinguished personnel.

Permanent. Transfer to WNRC when 10 years old. Transfer to NARA when 20 years old.

(2) All other records.

Destroy when 5 years old.

b. Try-on Information.

Destroy when 6 months old.

17. THE INACTIVE MANPOWER AND PERSONNEL MANAGEMENT INFORMATION SYSTEM (IMAPMIS) maintains the official automated personnel records for all Naval Inactive Reservist, Fleet Reservists and Retired Personnel. The system's role is central to all other Reserve Component application modules which either pass data to it or receive data from it. In addition, IMAPMIS provides Navy input to the DOD Reserve Components Common Personnel Data System (RCCPDS), it provides vital input to the Naval Reserve Drill Pay System (NRDPS) at the DFAS, and it provides data to various reserve decision-making support models.

a. Inactive Officer Master File (IOMF). Carries entire personnel records for all officers who are Naval Inactive Reservist, Fleet Reservists and Retired Personnel.

(1) Master File.

Permanent. Transfer a copy to NARA annually. (N1-NU-93-8)

(2) Systems Documentation.

Permanent. Transfer a copy to NARA with master file transfer. (N1-NU-93-8)

b. Inactive Enlisted Master File (IEMF). Carries entire personnel records for all enlisted who are Naval Inactive Reservist, Fleet Reservists and Retired Personnel.

(1) Master File.

Permanent. Transfer a copy to NARA annually. (N1-NU-93-8)

(2) Systems Documentation.

Permanent. Transfer a copy to NARA with master file transfer. (N1-NU-93-8)

c. Inactive Activity Master File. Carries addressees, titles, onboard strengths, officer and enlisted counts and allowances. It also carries PERS-MOB Team info, UIC info, PSA/PSD info, Ten-Digit Code, Activity Processing

Code, Drills Authorized Major Claimant, REDCOM, DOD Plan Group info, Reserve Unit Identification Code Reserve Program Element Code and Reserve Center info.

(1) Master File.

Permanent. Transfer a copy to NARA annually. (N1-NU-93-8)

(2) Systems Documentation.

Permanent. Transfer a copy to NARA with master file transfer. (N1-NU-93-8)

SSIC 1080

PERSONNEL ACCOUNTING RECORDS

1. GENERAL CORRESPONDENCE RECORDS. Files and related papers pertaining to the operation of personnel accounting/manpower information functions. (Exclude primary program files covered under SSIC 1000.1.)

Apply SSIC 1000.2.

2. PERSONNEL DIARY REPORTS. Messages used to report personnel transactions to the Commanding Officer, Enlisted Personnel Management Center (EPMAC), New Orleans, LA 70159-7900 for active duty Navy personnel (including reservists on active duty).

a. Copy furnished to the Commanding Officer, Enlisted Personnel Management Center, New Orleans, LA 70159-7900.

Destroy when 6 months old.

b. Preparing Activities or Reporting Unit Copies

Destroy when 2 years old or upon disestablishment of activity, whichever is earlier.

3. Reports produced by Source Data System (SDS) and Source Data System Afloat (SDSA) monthly based on SDS/SDSA events transmitted to BUPERS from activities with personnel accounting responsibility for active-duty Navy personnel.

a. Activities Copies.

Destroy when 2 years old or upon disestablishment of activity, whichever is earlier.

4. MONTHLY ENLISTED DISTRIBUTION AND VERIFICATION REPORT (EDVR).

a. Master negatives of the EDVR maintained by EPMAC. The EDVR is a statement of an activity's personnel account reflecting all individual assignments, personnel message diary transactions, duty preferences, security data, temporary additional duty assignments and the status for billets authorized, Navy manning plan, and onboard totals for each rating/NEC.

Transfer to WNRC on an annual basis. Destroy when 75 years old.

b. Activity's copy of the EDVR.

Destroy when 2 years old or upon disestablishment of the activity, whichever is earlier.

c. All other copies.

Destroy when purpose is served.

5. MARINE CORPS UNIT DIARIES (NAVMC 10793). Chronological summary of all events happening in a Marine Corps Unit.

a. Original Microfilmed Unit Diaries and One Positive Copy.

(1) Silver negative and one diazo copy.

Permanent. The Deputy Chief of Staff for Manpower (Code MSRB) will transfer to WNRC after the film has been verified. Transfer to National Archives in 5-year blocks when most recent record is 25 years old.

(2) Card indexes and related finding aids.

Permanent. Transfer to National Archives when all records to which finding aids relate have been transferred.

b. Marine Corps Activities.

(1) Signed original unit diary.

(a) Units not deactivated.

Retain for current year plus 2 years, then destroy.

(b) Unit deactivated.

Forward to the next senior command for the duration of retention period noted in paragraph 6(1) above.

6. DAILY AVAILABILITY REPORTS AND ENLISTED AVAILABILITY CARD. Files used by naval stations to report available members awaiting further assignment.

Destroy when 6 months old.

7. MANPOWER AUTHORIZATION (OPNAV 1000/2/3). Files received by personnel accounting/manpower information installations from BUPERS for data recording purposes.

Destroy when superseded.

8. MISCELLANEOUS CONTROLS, CHECK LISTINGS, TABULATIONS, AND REPORTS. Files prepared for specific local requirements.

Destroy when 2 years old or when purpose is served, whichever is earlier.

9. OTHER REPORTS. Files together with related correspondence and papers, prepared by Navy personnel accounting/manpower information installations and by MARCORPS data processing installations and copies of reports submitted to BUPERS or Commandant of the Marine Corps (CMC) and not specifically authorized elsewhere in this chapter for disposition. Include such items as officer and enlisted strength reports; naval reserve reports; compliance reports; transient enlisted personnel reports; enlistment, reenlistment, discharge, and extension reports. Also, include copies of special reports prepared for, or at the request of, BUPERS.

a. Naval Activities.

Destroy when 6 months old.

b. Marine Corps Activities' Recurring and Non-recurring Reports.

Destroy when 3 months old.

SSIC 1100-1199

RECRUITING RECORDS

SSIC 1100

GENERAL RECRUITING RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Records relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, including those concerning the officers' aviation program and direct or service appointments; recruiting reports not specifically authorized for other disposition; and correspondence with civilian committees or organizations or with other activities or offices. (Exclude primary program correspondence filed under SSIC 1000.1.)

Apply SSIC 1000.2.

2. **RECRUITING REPORTS.** Copies of reports submitted to higher authority and not specifically covered by other authorizations in this manual.

Destroy when 3 years old.

SSIC 1110

RECRUITING ADMINISTRATION AND LOGISTICS RECORDS

1. **CORRESPONDENCE AND FORMS.** Files relating to support of the Navy Recruiting Command (NAVCRUITCOM) mission.

Destroy when 2 years old.

2. **COPIES OF ORIGINAL APPOINTMENTS TO COMMISSIONED OFFICER STATUS IN THE REGULAR AND RESERVE COMPONENTS OF THE NAVY.**

Destroy when 2 years old.

3. **CORRESPONDENCE/REPORTS IN SUPPORT OF THE HOMETOWN AREA RECRUITING PROGRAM (HARP), OFFICER HOMETOWN AREA RECRUITING (OHARP), AND SENIOR MINORITY ASSISTANCE RECRUITING (SEMINAR) PROGRAM.**

Destroy when 2 years old. (N1-NU-92-10)

SSIC 1111

RECRUITING MANPOWER RECORDS

1. **GENERAL CORRESPONDENCE FILES AND SUMMARY RECORDS.** Files relating to the day-to-day development and execution of plans and programs pertaining to manpower including manpower change requests effecting the establishment, disestablishment, organization, reorganization, and reallocation of assets of

NAVCRUITCOM. (Exclude primary program correspondence filed under SSIC 1000.1.)

Apply SSIC 1000.2.

SSIC 1120

RECRUITING PLANS AND POLICY RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Files related to the development of short and long-range plans and policies for officer and enlisted procurement in both active and reserve programs. Include papers on resource changes, production monitoring, quota allocation, management information, automated data processing, statistical analysis or recruiting data, recruiting research, and responses to information requests from higher authority, other agencies, or units. (Exclude primary program records found in SSIC 1000.1.)

Apply SSIC 1000.2

2. **CASE FILES RELATED TO SPECIFIC SUBJECTS.**

Destroy when 5 years old or when no longer needed for reference, whichever is earlier.

SSIC 1121

RECRUITING POLICY RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Records related to the development and dissemination of recruiting policies to meet Navy's manpower requirements both in quality and quantity for officer and enlisted procurement for the active and reserve programs. Files include responses to information requests from higher authority, other agencies, and correspondence from other recruiting services, the Military Enlistment Processing Command, and Armed Forces Examination and Entrance Stations. (Exclude primary program correspondence filed in SSIC 1000.1.)

Apply SSIC 1000.2.

2. **CASE FILES RELATED TO SPECIFIC SUBJECTS.** Delayed Entry Program (DEP), other service veteran recruiting, foreign national recruiting, rating, etc.

Destroy when 5 years old or when no longer needed for reference, whichever is earlier.

SSIC 1122

RECRUITING RESEARCH RECORDS

1. **FILES, STUDIES, REPORTS, STATISTICAL DATA.** Files related to reports and studies conducted by military and civilian research organizations to gain knowledge of the labor market, trends on target populations which would be beneficial in developing effective marketing strategy, and models to meet Navy's manpower requirements. Files include responses to information requests from higher authority and other agencies or units.

Apply SSIC 1000.1.

2. **GENERAL CORRESPONDENCE FILES.** All other files including day-to-day responses to information requests from higher authority and other agencies or units.

Destroy when 2 years old.

SSIC 1123

RECRUITING PROGRAM ANALYSIS RECORDS

1. **FILES CONTAINING HISTORICAL INFORMATION.** Files related to establishment, maintenance, and dissemination of historical and current recruiting data used in the management of the Navy's manpower procurement programs. Files include responses to information requests from higher authority and other agencies and units.

a. Files Containing Historical Information. Files that provide historical data on a year-to-year basis, stored on computer tape, or contained in paper records.

Apply SSIC 1000.1.

b. All Other Files.

Destroy when 1 year old.

2. **ALL OTHER RECRUITING DATA PROCESSING RECORDS, SUCH AS HARDWARE, SOFTWARE, CARDS, ETC.**

Apply SSIC 5230.

SSIC 1130

RECRUITING OPERATIONS RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Files relating to the recruiting of officer and enlisted personnel. Include papers relating to the local

administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian committees or organizations or with other activities or offices.

Destroy when 2 years old.

SSIC 1131

OFFICER RECRUITING RECORDS

1. **CONTROL CARD RECORDS AND SUMMARY RECORD FORMS.** Files showing status of applications and their dispositions.

Retain on board. Destroy when applicant is commissioned or 5 years after applicant is rejected, whichever is earlier.

2. **WITHDRAWN OR REJECTED APPLICATIONS FOR COMMISSIONS.** Files include those of individuals found disqualified by the local recruiting officer and those forwarded to the Commander, Navy Recruiting Command (COMNAVCRUITCOM) for final action and rejection, and related correspondence and papers.

a. Birth Certificates, Transcripts of College Credit, Letters of Endorsement, and Other Material of Value to the Applicant.

Return to the applicant.

b. All Other Documents.

Destroy after determination is made by COMNAVCRUITCOM or CMC.

3. **CORRESPONDENCE WITH INDIVIDUAL APPLICANTS FOR COMMISSIONS, PROSPECTIVE APPLICANTS, AND OTHER INTERESTED INDIVIDUALS.** (Filed alphabetically by name.)

Destroy when 2 years old.

4. **OFFICER RECRUITMENT STATUS AND PRODUCTION REPORTS.**

Destroy when 6 months old.

SSIC 1132

OFFICER RECALL RECORDS

1. **GENERAL CORRESPONDENCE AND FORMS.** Files pertaining to an applicant for recall to extended

active duty from an officer in the inactive naval reserve; specific items would include the officer's Application for Recall to Extended Active Duty (NAVPERS 1331/5), any endorsements and/or attachments thereto, the official Recall Staff Sheet (NAVPERS 1141/5), letters notifying the applicant of the disposition of his/her request, and a copy of the orders recalling him/her to active duty.

Destroy when 2 years old.

SSIC 1133

ENLISTED RECRUITING RECORDS

1. CORRESPONDENCE WITH INDIVIDUALS REQUESTING GENERAL INFORMATION REGARDING ENLISTMENT OR REENLISTMENT IN THE NAVAL SERVICE. (Filed alphabetically by name.)

Destroy when 2 years old.

2. CONGRESSIONAL AND LOW QUALITY RECRUIT REPORTS. Correspondence addressing the specifics of recruiting in individual cases. (Filed alphabetically by name.)

Destroy when 2 years old.

3. PRE-ENLISTMENT AND ENLISTMENT PAPERS FOR ENLISTED PERSONNEL. Correspondence and related papers, including copies of investigations, reports of medical examinations, age or birth certificates, consents of parents, waivers, police record checks, and other enlistment data or papers. (Official record copies of birth certificates, endorsements, consents of parents, or waivers are to be filed in individuals's official Navy Service Record folder when applicant is rejected, whenever possible.)

Cut off when applicant is accepted or rejected.
Transfer to FRC when 1 year old. Destroy when 4 years old. (NC1-24-80-1)

4. CARD (SUMMARY) RECORDS OR INDIVIDUAL DATA CARDS OF ACCEPTED AND REJECTED APPLICANTS FOR ENLISTMENT IN THE NAVAL SERVICES.

a. Records at an Active Recruiting Station.

Destroy when 5 years old.

b. Records from a Disestablished Recruiting Station.

Forward Navy applicants' cards not yet 5 years old to the Navy Recruiting District or other recruiting station that will assume responsibility for the recruiting program formerly administered by the disestablished activity.

SSIC 1134

ENLISTED RECALL RECORDS

1. GENERAL CORRESPONDENCE AND FORMS. Files pertaining to recall to active duty of an enlisted member in the naval reserve; specific items would include Application for Recall to Active Duty (NAVPERS 1306/7), any endorsements or attachments thereto, or official requests and letters notifying the applicant of the final disposition of their request.

Destroy when 2 years old.

SSIC 1136

RECRUITER TRAINING RECORDS

1. RECORDS OF TRAINING COMPLETED FOR THE PROFESSIONAL DEVELOPMENT OF RECRUITERS. Files other than those maintained in service records.

a. Recruiters Removed from Recruiting Duty.

Destroy when 1 year old.

b. Recruiters not Removed from Recruiting Duty.

Destroy 4 years after tour completion.

SSIC 1137

RECRUITING IRREGULARITIES RECORDS

1. CORRESPONDENCE REGARDING RECRUITING IRREGULARITIES. Includes investigations into allegations of recruiting irregularities, letters, messages, and records of trial in which allegations are presented, discussed, and resolved.

a. COMNAVCRUITCOM Records.

Destroy 1 year after case is closed. (N1-NU-92-10)

b. BUPERS Records.

Destroy when no longer needed.

c. All Other Records.

Destroy when 2 years old.

SSIC 1140

RECRUITING ADVERTISING RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to the administration of recruiting advertising programs for officer and enlisted personnel. (Exclude primary program correspondence filed under paragraph 1000.1.)

Apply SSIC 1000.2

SSIC 1141

RECRUITING ADVERTISING MATERIAL CONTROL RECORDS

1. INVENTORY CORRESPONDENCE FOR EQUIPAGE UNDER THE CONTROL OF RECRUITING ADVERTISING DEPARTMENT (RAD).

a. That Portion of the RAD Item Case File Containing Sample Items of a Historical Nature.

(1) Navy Recruiting publications, many in color, used for various recruiting purposes.

Permanent. Retire to WNRC. Transfer to National Archives in 5-year blocks when most recent publication is 20 years old.

(2) Photographic file, including color slides.

Disposition not authorized.

b. All Other Correspondence.

Destroy when 2 years old.

SSIC 1142

RECRUITING AIDS RECORDS

1. RECRUITING AIDS RECORDS, REPORTS, AND MATERIALS. Files including inventory control cards, status reports, distribution reports, printing orders, survey and expenditure reports, shipping documents, and RAD item "Hotline" request cards.

Destroy when 2 years old.

SSIC 1143

RECRUITING ADVERTISING SYSTEMS RECORDS

1. RECORDS AND REPORTS NOT COVERED UNDER SSIC 4000-4999 AND SSIC 7000-7999. Records such as advertising tracking studies and direct mail fulfillment statistical analysis records.

Destroy when 3 years old.

SSIC 1144

RECRUITING ADVERTISING OPERATIONS RECORDS

1. CORRESPONDENCE FILES. Files containing project history and approvals in agency reading files, media files, and outgoing and incoming files.

Destroy when 2 years old.

SSIC 1150

NAVY AWARENESS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the overall administration and management of Navy awareness programs. (Exclude primary program correspondence which includes a copy of the Advertising Plan and the Advertising Project Sheet and which is filed under SSIC 1000.1.)

Apply SSIC 1000.2.

2. AGENCY-SPONSORED VIDEO, MOTION PICTURE, OR OTHER AUDIOVISUAL PRODUCTIONS OR MATERIAL INTENDED FOR PUBLIC DISTRIBUTION AND RECRUITING PURPOSES REGARDLESS OF PRODUCTION SOURCE.

a. Preprint Materials, Masters, Originals, Negatives, Prints, and Dubbings.

Disposition not authorized. (See Chapter 5)

b. Distribution Copies.

Destroy when declared obsolete, replaced by program manager, or purpose is served.

SSIC 1152

SEA POWER PRESENTATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES.

Correspondence with command and individual members of the Sea Power Presentation Team including membership solicitations and applications, letters of designation, queries and exchange of program information, and correspondence with other commands and government agencies relating to content of presentation and resource materials.

Destroy when 2 years old.

2. REPORTS OF PRESENTATIONS GIVEN. Feeder reports by command and individual members. (Includes both special and periodic reports of Sea Power Presentation Team speaking activity.)

Destroy when 2 years old or when no longer needed to maintain chain of continuity in member's file.

3. MEMBERSHIP FOLDERS. File records maintained by program manager and command memberships which include member designations, membership lists, feeder reports, copies of Chief of Naval Operations (CNO) certificates of merit, and other pertinent correspondence.

Destroy 2 years after active period of membership.

4. PRESENTATION SCRIPTS, SLIDES, AND PUBLICATIONS. Materials which constitute the expository and background resources of the program.

a. Original File Copies Retained by Program Manager.

Offer two sets of slides with script for each old, new or updated presentation to the National Archives. Continue to offer two sets of each new and/or updated presentation in 5-year blocks. Retain one additional set on board. Destroy when no longer needed for research.

b. All Other Copies.

Destroy when superseded or declared obsolete by the Director, Sea Power Presentation Program.

5. OFFICIAL NAVY AND DOD REQUIREMENTS AND SECURITY REVIEWS FOR SLIDE PRESENTATIONS, FILMS, AND PUBLICATION.

Destroy after declassification or destruction of presentation, film or publication to which it applies.

SSIC 1153

NAVY AWARENESS PROGRAM DEVELOPMENT RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the development of recruiting support programs with sports celebrities including racing, basketball, baseball, and soccer. Files include papers relating to the administration of the programs. (Exclude primary program correspondence filed under SSIC 1000.1.)

Apply para. 1000.2.

SSIC 1154

NAVY AWARENESS AUDIO/VISUAL RECORDS

1. GENERAL CORRESPONDENCE. Reports and other paperwork related to audio-visual, still photographic, and graphic arts matters including project arrangements, requests for service, local bid solicitation and response, and feeder reports to higher authority. (See also SSICs 5290-5299.)

Destroy when 2 years old.

2. STILL PHOTOGRAPHIC AND GRAPHIC ART PRODUCTS. Materials which are acquired or prepared for use in recruiting.

a. Original Copies of Art Work, Art Work for Posters, Still Photo Projects and Slide Presentations Retained by Project Manager as well as two copies of each printed poster.

Transfer to the National Archives when 3 years old.

b. All Others.

Destroy when purpose is served.

3. MOTION PICTURE PROGRAM GENERAL CORRESPONDENCE. Residual paper work and feeder reports including film proposals, submission for Navy annual motion picture program, collection of film usage data, and requests for film activation, printing, distribution, and other services.

Destroy when 3 years old.

4. MOTION PICTURE PROGRAM CONTRACT AND RELATED CORRESPONDENCE. Correspondence and reports related to script development and review, talent releases, certificates of contract fulfillment, other

information on contract performance, and all final scripts.

Disposition not authorized. (See Chapter 5.)

5. AUDIOVISUAL RECORDS. Agency-or COMNAVCRUITCOM-sponsored motion picture, video, or other audiovisual productions or materials intended for public distribution and recruiting purposes regardless of production source.

a. Preprint Materials, Masters, Originals, Negatives, Prints Dubbings.

Disposition not authorized. (See Chapter 5.)

b. Distribution Copies.

Destroy when declared obsolete, replaced by program manager, or purpose is served.

SSIC 1155

RECRUITING SUPPORT FLEET/COMMUNITY LIAISON RECORDS

1. GENERAL CORRESPONDENCE FILES RELATING TO RECRUITING SUPPORT PROGRAMS AS SPECIFIED. Navy-related organizations, port visits, minority convention plans, exhibit programs, air transportation, Navy performance teams, and aircraft static displays. (Exclude primary program correspondence filed under SSIC 1000.1.)

Apply SSIC 1000.2.

SSIC 1156

RECRUITING SUPPORT EDUCATOR LIAISON RECORDS

1. GENERAL CORRESPONDENCE FILES. Files related to the administration and management of the educator liaison program including correspondence with civilian education agencies.

Destroy when 2 years old.

2. CAMPUS LIAISON OFFICER RECORDS. Files showing history of individual officers in the program.

Destroy 1 year after separation of officer from the Campus Liaison Officer Program, or after officer's retirement from the naval reserve, whichever is earlier.

SSIC 1160

ENLISTMENTS AND EXTENSIONS RECORDS

1. COPIES OF DAILY REPORTS OF ENLISTMENTS AND INDUCTIONS (NAVMC 5022a-PD).

Destroy when 3 months old.

SSIC 1170

SELECTIVE SERVICE, CONSCRIPTION, AND DEFERMENT RECORDS

1. MILITARY STATUS OF INDIVIDUALS (SUCH AS DD 44). (Copies Only. Originals are submitted to Selective Service Administration.)

Destroy when 2 years old or upon separation of individual, whichever is earlier.

SSIC 1200-1299

CLASSIFICATION AND DESIGNATION RECORDS

SSIC 1200

GENERAL CLASSIFICATION AND DESIGNATION RECORDS

1. SELECTION PUNCHED CARDS SHOWING NAME, SOCIAL SECURITY NUMBER, CLASSIFICATION, ETC.

Destroy after qualification runs or check listings are prepared.

2. QUALIFICATION RUNS OR CHECK LISTINGS. Items prepared from selection punched cards.

Destroy when 1 year old.

SSIC 1210-1219

OFFICER CLASSIFICATION AND DESIGNATION RECORDS

THE RECORDS IN THIS (1210-1219) SERIES ARE RELATED TO OFFICER CLASSIFICATION AND DESIGNATION RECORDS AND INCLUDE OFFICER BILLET CLASSIFICATION CODES AND BILLET DESCRIPTIONS, DESIGNATOR CODES, QUALIFICATION CODES, AND SUBSPECIALTY CODES RECORDS.

SSIC 1210

OFFICER RECORDS

1. GENERAL CORRESPONDENCE FILES.

Destroy when 2 years old or purpose is served, whichever is earlier.

2. ANNUAL AND OFFICER QUALIFICATIONS QUESTIONNAIRES (SUCH AS NAVPERS 1210/2 AND 1210/5).

Destroy when 2 years old or purpose is served, whichever is earlier.

SSIC 1220

ENLISTED RECORDS

1. CLASSIFICATION RECORDS. Files used for obtaining qualification and classification data for individual enlisted personnel.

Destroy after NAVPERS 1070/603 is completed and filed in the enlisted service record (SSIC 1070.1).

2. ENLISTED EVALUATION WORKSHEETS.

Destroy after the enlisted evaluation report is filed in the enlisted service record (SSIC 1070.1).

3. ENLISTED EVALUATION REPORTS.

a. Individual Reenlists Immediately After Discharge.

Transfer to new service record.

b. Individual is Separated from the Service.

Destroy after individual is separated from the service.

SSIC 1221

CLASSIFICATION CODES AND BILLET DESCRIPTIONS RECORDS

1. GENERAL CORRESPONDENCE FILES.

Destroy when 2 years old or purpose is served, whichever is earlier.

2. NAVAL ENLISTED CLASSIFICATION (NEC) CHANGE RECOMMENDATIONS. (Exclude copies which become part of the official service record.)

Destroy when 2 years old.

SSIC 1223

RANK, RATE, OR RATING STRUCTURE RECORDS

1. GENERAL CORRESPONDENCE FILES. General information relating to military personnel occupational specialties which encompasses related aptitudes, training, experience, knowledge and skills, as well as pay grade structures within a rating.

Destroy when 2 years old, or when purpose is served, whichever is earlier.

SSIC 1230

TESTING AND INTERVIEWING RECORDS

1. INTERVIEWERS' APPRAISAL SHEETS.

Destroy after selection or non-selection to program in which applied.

2. EXAMINATION ANSWER OR SCORE SHEETS FOR CLASSIFICATION TEST.

Destroy when 2 years old.

3. REENLISTMENT INTERVIEW REPORTS

a. Reenlistment Interview Sheet.

Destroy after separation or reenlistment of individual interviewed.

b. Career Counselor Record.

Destroy 6 months after separation or release from active duty.

SSIC 1231

OFFICER TESTING AND INTERVIEWING RECORDS

1. GENERAL CORRESPONDENCE FILES. General information on the testing and interviewing of officer personnel for purposes of classification and designation.

Destroy when 2 years old or when purpose is served, whichever is earlier.

SSIC 1236

ENLISTED TESTING AND INTERVIEWING RECORDS

1. GENERAL CORRESPONDENCE FILES. General information on the testing and interviewing of enlisted personnel for purposes of classification and designation.

Destroy when 2 years old or when purpose is served, whichever is earlier.

SSIC 1300-1399

ASSIGNMENT AND DISTRIBUTION RECORDS

SSIC 1300

GENERAL ASSIGNMENT AND DISTRIBUTION RECORDS

1. CORRESPONDENCE AND RELATED PAPERS (ENLISTED PERSONNEL ASSIGNMENT DOCUMENTS (EPADS), STANDARD TRANSFER ORDERS (STO'S) AND SPEEDLETTER ORDERS).

Destroy when 2 years old.

2. INTRA-ACTIVITY ASSIGNMENT RECORDS FOR OFFICER AND ENLISTED PERSONNEL

Destroy when 2 years old or when service member is detached, whichever is earlier.

3. NAVAL RESERVE ASSIGNMENT ORDERS. (Exclude official copies filed in the officer service record.)

Destroy after assignment is terminated.

4. MARINE CORPS STRENGTH AND DISTRIBUTION AND ROSTER REPORTS. Copies of reports, such as monthly reports of strength and distribution, reports of commissioned and enlisted personnel, and semi-monthly duty rosters of officer and enlisted personnel.

Destroy when 1 year old.

SSIC 1301

OFFICER RECORDS

1. COPIES OF OFFICER DISTRIBUTION CONTROL REPORTS (NAVPERs 1301/5). The report shows active duty officer assignments, is prepared by the CHNAVPERs, and is furnished monthly to activities.

a. Verified or Corrected Copies.

Destroy when 2 years old.

b. All Other Copies.

Destroy after 1 month, when superseded, or when no longer needed for reference, whichever is earliest.

SSIC 1306

ENLISTED ASSIGNMENT AND DISTRIBUTION RECORDS

1. GENERAL CORRESPONDENCE FILES. General information on the assignment and distribution of enlisted personnel.

Destroy when 2 years old or when purpose is served, whichever is earlier.

2. ENLISTED PERSONNEL ACTION/DUTY PREFERENCE FORMS. (Exclude copies which become part of the official service record.)

Destroy when 2 years old.

SSIC 1320-1339

ORDERS TO PERSONNEL RECORDS

SSIC 1320

ORDERS TO PERSONNEL

1. OFFICER AND ENLISTED PERSONNEL. Transfer, duty, flight, training, and other orders. (See SSIC 1900.2 for separation orders and SSIC 1570.2 for reserve personnel training duty orders.)

Destroy when 2 years old.

2. INTRA-SHIP OR STATION DUTY ORDERS AND DETAIL ASSIGNMENTS OR REASSIGNMENTS AND RELATED CARD, LOG, ROSTER, OR OTHER LOCAL CONTROL RECORDS.

Destroy when superseded, when individual is transferred or when individual is reassigned, whichever is earliest.

3. REASSIGNMENT OR DETACHMENT CLEARANCE SLIPS FOR OFFICER AND

ENLISTED PERSONNEL.

Destroy 6 months after individual is detached or reassigned.

4. RECORDS OF SCREENING/INTERVIEWING GUIDES USED FOR SCREENING ENLISTED CANDIDATES FOR TRAINING/SCHOOLING.

a. Records of those chosen.

Destroy after arrival at independent duty, upon completion of training/schooling, or final determination is made that the individual will not be assigned to duty. (N1-NU-92-9)

b. Records of those not accepted or dropped from training/schooling.

Destroy when 1 year old.

SSIC 1330

PERSONNEL REQUESTS RECORDS

1. GENERAL CORRESPONDENCE FILES. General inquiries and correspondence relating to requests for personnel actions filed by military personnel.

Destroy when 2 years old or when purpose is served, whichever is earlier.

SSIC 1331

OFFICER REQUESTS RECORDS

1. GENERAL CORRESPONDENCE FILES. Documents and related papers on personnel requests filed by officers.

Destroy when 2 years old or when purpose is served, whichever is earlier.

2. APPLICATION FOR RECALL-EXTENDED ACTIVE DUTY. (Exclude copies which become part of the official service record filed under SSIC 1070.1.)

Destroy when 2 years old.

SSIC 1336

ENLISTED REQUESTS RECORDS

1. GENERAL CORRESPONDENCE FILES.

Documents and related papers on personnel requests filed by enlisted personnel.

Destroy when 2 years old or when purpose is served, whichever is earlier.

SSIC 1400-1499

PROMOTION AND ADVANCEMENT RECORDS

SSIC 1400

GENERAL PROMOTION AND ADVANCEMENT RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the promotion and advancement of naval personnel. (Exclude primary program correspondence filed under SSIC 1000.1.)

Apply SSIC 1000.2.

2. RECOMMENDATIONS FOR PROMOTIONS OR ADVANCEMENT IN RATING AND RELATED CARD OR OTHER PROGRESS RECORDS

Destroy 6 months after promotion, advancement or denial thereof.

3. SCREENING FORMS AND REPORTS FOR PROMOTING OR ADVANCING PERSONNEL

Destroy 6 months after promotion, advancement or denial thereof.

4. NAVAL EXAMINING CENTER RECORDS

a. Statistical Data.

Destroy when 5 years old.

b. Reports of Investigations. Reports other than district intelligence offices studies that are to be returned to appropriate district intelligence offices upon completion of requirements for studies.

Destroy when 5 years old.

c. Cards and Reports. Shipping trends reports and related card or other records.

Destroy when 3 years old or when compilations are prepared, whichever is earlier.

d. Accounting Summary Reports of the Naval Examining Center. Complete accountings for each examination series. Include close-out reports (final accounting reports for examination series), shipping cut off reports (reports of examinations shipped and number burned), and printers' reconciliation statements (reports balancing receipts and reorders against total shipped and burned).

Destroy when 2 years old or when compilations are prepared, whichever is earlier.

e. Summary Compilations and Reports of 1400.4c and 1400.4d

Destroy when 5 years old.

SSIC 1401

SELECTIONS RECORDS

1. GENERAL CORRESPONDENCE FILES.

Correspondence generated by selection process not specifically covered under SSIC 1400.

Destroy when 2 years old or when purpose is served, whichever is earlier.

SSIC 1402

SELECTION BOARDS' RECORD OF PROCEEDINGS RECORDS

1. SELECTION BOARDS REPORTS AND RECORD OF PROCEEDING. Records consist of convening orders, precepts governing the board, special instructions to the board issued by the Secretary of the Navy, CNO, CMC, or the Chief of Naval Personnel (CHNAVPERS), list of officers considered, list of officers recommended for promotion, and the final report of the board. Exclude records on individual officers filed under SSIC 1402.2.

Cut off annually. Retire to WNRC when 4 years old. Destroy when 75 years old. (N1-NU-92-11)

2. INFORMATION CONCERNING INDIVIDUAL OFFICERS. All information concerning individual officers that is provided to an active-duty list promotion selection board for their consideration in selecting officers for promotion. Records may include copies of fitness reports, summaries of service, written communications to the board by officers under consideration, and similar documentation. Records may be in hard copy or microform.

Destroy when 7 years old.

SSIC 1410

REQUIREMENTS AND QUALIFICATIONS RECORDS

1. REQUESTS TO BE EXAMINED FOR RATINGS, WITH RECOMMENDATIONS.

Destroy 6 months after promotion, advancement, or denial thereof.

2. REQUESTS FOR EXAMINATIONS TO ENTER THE NAVAL ACADEMY PREPARATORY SCHOOL.

Destroy when 1 year old.

3. ROSTERS OF GRADES MADE ON QUALIFYING EXAMINATIONS.

a. Rosters for Naval Academy Entrance Examinations.

Destroy when 5 years old.

b. Rosters for Interim and Other Qualifying Examinations.

Destroy when 1 year old.

4. EXAMINATION PAPERS AND ANSWER SHEETS. (See SSIC 1531.4 for Naval Academy entrance tests. See also SSIC 1418.1 for enlisted examination score sheets.)

Destroy 30 days after examination or when graded or scored, provided grade or score has been recorded on appropriate document.

5. PHYSICAL EXAMINATION AND FITNESS QUALIFICATION RECORDS. (See also SSIC 6150.)

Apply SSIC 1070.12.

SSIC 1412

OFFICER QUALIFICATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Records which relate to the internal operation and routine administration of officer qualifications matters and which are not specifically listed under SSIC 1410.

Destroy when 2 years old or when purpose is served, whichever is earlier.

SSIC 1414

ENLISTED QUALIFICATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Records which relate to the internal operation and routine administration of enlisted qualifications matters and which are not specifically listed under SSIC 1410.

Destroy when 2 years old or when purpose is served, whichever is earlier.

2. PERSONNEL ADVANCEMENT REQUIREMENT (PAR). (Exclude copies which become part of the official service record filed under SSIC 1070.1.)

Destroy when 2 years old.

SSIC 1416

OFFICER EXAMINATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence relating to officer examinations not specifically filed under SSIC 1410.

Destroy when 2 years old or when purpose is served, whichever is earlier.

SSIC 1418

ENLISTED EXAMINATIONS RECORDS

1. ENLISTED EXAMINATION SCORE SHEETS.

Destroy after scoring or other processing actions have been completed and the score has been recorded on service record book pages or other appropriate record.

2. CLASSIFICATION TESTING RECORDS.

Destroy 6 months after recorded in enlisted service record filed under SSIC 1070.1

3. RECRUIT TRAINING TEST RECORDS.

Apply SSIC 1510.

4. OTHER ENLISTED STUDENTS' EXAMINATION PAPERS OR ANSWER SHEETS TO EXAMINATION PAPERS.

Destroy 30 days after examination or when graded or scored, provided grade or score has been recorded on appropriate document.

SSIC 1420

PROMOTIONS RECORDS

GENERAL CORRESPONDENCE FILES RELATING TO THE PROMOTION OF OFFICERS ON ACTIVE DUTY. Files include the review of applications because of removal or failure of selection, replies to individual letters regarding nonselection, correspondence with various naval activities, endorsement letters to selection boards, officers slated for promotion, and other similar matters.

Destroy when 2 years old.

SSIC 1421

TEMPORARY PROMOTIONS RECORDS

1. OFFICER'S PROMOTION HISTORY RECORDS. Navy officer's precedence record, maintained by BUPERS, provides a record of temporary promotion of officers.

a. Regular Naval Officers Who are Retired from Active Duty or Revert to Enlisted Status.

Destroy when 5 years old.

b. Naval Reserve Officers on Inactive Duty or Regular Navy Officers Who are Discharged, Dismissed or Resign Their Commission

Transfer to NPRC (MPR), 9700 Page Blvd., St. Louis, MO 63132, when 10 years old. Destroy when 35 years old.

c. Officers Precedence Records.

(1) Paper copies.

Destroy when microfilmed and film is verified for accuracy and completeness.

(2) Master microfilm negatives of officer precedence record.

Destroy when no longer needed.

2. TEMPORARY APPOINTMENTS FOR ACTIVE DUTY AND INACTIVE DUTY PERSONNEL

a. Originals.

Forward to BUPERS. Destroy when microfilmed and film is verified for accuracy and completeness.

b. Microfilm Master Negatives Retained by BUPERS.

Destroy when no longer needed.

c. Copies Submitted (in lieu of certain pay record order vouchers) to Disbursing Officer Servicing the Reporting Activity.

See SSIC 7220.1.

d. Local Service Record Copy.

Retain with service record.

e. Preparing Activity's Copy.

Destroy when 2 years old.

SSIC 1426

PERMANENT PROMOTION RECORDS

1. OFFICER PROMOTIONS HISTORY RECORD.
Navy officer's precedence record, maintained by BUPERS, provides a record of permanent promotion of officers.

Apply SSIC 1421.1.

2. ACCEPTANCE AND OATH OF OFFICE FOR ACTIVE DUTY AND INACTIVE DUTY OFFICERS

a. Original Copy.

Retained by the appointee.

b. BUPERS Copy.

Destroy when microfilmed and film is verified for accuracy and completeness.

c. Microfilm Master Negatives of Copy Maintained by BUPERS.

Destroy 5 years after individual is released from active duty, discharged, or retired, whichever is earliest.

d. Preparing Activities Copies.

Destroy when 2 years old.

SSIC 1427

RANK AND PRECEDENCE RECORDS

1. OFFICER PROMOTION HISTORY RECORD.
Officer Precedence Record (NAVPERS 1430/3) maintained by BUPERS provides a chronological record of regular and reserve officers rank and precedence.
Apply SSIC 1421.1.

SSIC 1430

ADVANCEMENT IN RATE OR RATING RECORDS

1. GENERAL CORRESPONDENCE FILES RELATING TO ADVANCEMENTS OF RECRUITS.

Destroy when 1 year old.

2. REQUESTS TO BE EXAMINED FOR RATING, WITH RECOMMENDATIONS.

Destroy 6 months after promotion, advancement, or denial thereof.

3. REPORTS OF EXAMINATION FOR ADVANCEMENT OR CHANGE IN RATING.

Destroy 6 months after promotion, advancement, or denial thereof.

SSIC 1440

CHANGES IN RANK, RATE, OR RATING RECORDS

1. GENERAL CORRESPONDENCE FILES RELATING TO CHANGES IN RANK, RATE, OR RATING.

Destroy when 1 year old.

2. REQUESTS FOR CHANGES IN RANK, RATE, OR RATING WITH RECOMMENDATIONS, ENDORSEMENTS, AND ATTACHMENTS THERETO.

Destroy when 2 years old.

3. REPLIES TO AND/OR REPORTS ON REQUESTS FOR CHANGES IN RANK, RATE, OR RATING.

Destroy when 2 years old.

4. APPEALS RELATING TO REDUCTIONS IN RANK, RATE, OR RATING.

Destroy when 2 years old.

SSIC 1450

REDUCTIONS IN RANK, RATE, OR RATING RECORDS

Apply SSIC 1440.

SSIC 1500-1599

TRAINING AND EDUCATION RECORDS

SSIC 1500

GENERAL TRAINING AND EDUCATION RECORDS

1. **PRIMARY PROGRAM RECORDS.** Records relating to the overall organization, development, policy, planning, management and administration of military personnel training and education programs, including the establishment, approval, and revision of courses and curricula, the evaluation of methods and results of instruction. Included are Chief of Naval Education and Training (CNET) central subject correspondence files, other CNET official files, CNET Instructions and Directives case files, NROTC subject files, program managers or division directors subject reference files containing memoranda, minutes, etc., not captured in the CNET central subject files. Also included are school publications and overall statistical data. Records are accumulated by the CNET, BUPERS, HQMC, and by individual schools and training institutions. (See also SSIC 1552.1a, Primary Program Training Publications.) (Exclude records of the Naval War College, the Armed Forces Staff College, and the Naval Academy covered under SSICs 1500.10a, 1520, and 1531.)

Permanent. Transfer to FRC when no longer required for research or reference. Transfer to NARA when 20 years old.

2. **ADMINISTRATIVE RECORDS.** Records relating to the day-to-day administration and operations of educational and training institutions. Included are syllabi, lesson plans, instructional material, class lists and rosters, schedules, correspondence with or about individual personnel, instructors' reports, attrition reports, and other records. Records are accumulated primarily at individual schools and training institutions. (Exclude records of the Naval War College, the Armed Forces Staff College, and the Naval Academy.)

Destroy when superseded, obsolete, or no longer needed for reference, except for course materials

accumulated by the Marine Corps Institute relating to correspondence courses which should be retired to nearest FRC 4 years after supersession and destroyed 10 years after transfer to FRC.

3. **PERIODIC REPORTS OF EDUCATIONAL SERVICES FUNCTIONS.** (See also SSIC 1560.1.)

Destroy when 2 years old.

4. **ATTENDANCE RECORDS FOR INDIVIDUAL COURSES.**

Destroy after completion of training course.

5. **MONTHLY REPORTS OF STUDENTS ON BOARD.**

Destroy when 1 year old.

6. **DAILY OPERATIONS SHEETS, LOGS, OR OTHER RECORDS USED AS OFFICE AIDS FOR LOCAL PURPOSES ONLY.**

Destroy when 1 year old, upon separation or transfer of individual, or after completion of training courses, whichever is earlier.

7. **ENROLLMENT AND PROGRESS RECORDS.** Files pertaining to individual students including training (case) folders for individual students when used. Consist of records documenting individual student's progress and related material such as enrollment and disenrollment papers, biographical data, records of past service or assignments, reports of unauthorized absences, instructors' remarks, copies of authorizations for training duty, conduct and minor disciplinary reports from academic authorities concerning failings, and other records used for local purposes only. (Exclude student's official record cards showing grades and completion of courses covered in SSIC 1500.9.)

Destroy after completion of training, transfer, or discharge provided required data has been recorded in individual's service record or on student's record card.

8. **APPLICATIONS OR REQUEST FOR ENROLLMENT IN TRAINING COURSES OR SCHOOLS.** (Exclude those covered in SSIC 1500.7.)

Destroy when 1 year old or action is completed, whichever is earlier.

9. **STUDENT'S EXAMINATION RECORDS.**

a. Student's Examination Papers or Answer Sheets to Examination Papers. (See also SSICs 1418 and 1510.3a.)

Destroy when 1 month old, graded and grades have been recorded on student's official record cards, or at the expiration of the class, whichever is earlier.

b. Periodic Daily, Weekly, or Other Mark Slips, Cards, or Lists Summarized at End of Course.

Destroy when recorded or summarized in recorded term or course graded, as appropriate.

10. GRADUATION REPORTS, CLASS STANDINGS, OR ACADEMIC GRADE ROSTERS. Lists or other records showing grades made on examination and/or class standings.

a. Records of the Naval War College (NAVWARCOL), Armed Forces War College (AFWC), and the Armed Forces Staff College (AFSC). (Naval Academy records, see SSIC 1531.2.)

Permanent. Transfer to WNRC when no longer needed for local reference. Transfer to NARA 20 years after transfer.

b. All Other Records.

Destroy when 1 year old or information has been recorded in student's official record, whichever is earlier.

11. REGULAR AND RESERVE TRAINING PROGRAM REPORTS. Files and related papers that are not specifically covered by other authorizations in this chapter. Include training program reports such as Navy and Marine air program summary reports.

a. Summary or Composite Reports. One copy of each report prepared by CNET, COMNAVRESFOR, or other major training commands.

Destroy when no longer needed for reference.

b. All Other Reports. Include copies of reports submitted to higher authority.

Destroy when 2 years old.

12. ANNUAL RETURN OF BOOKS BY ROTC AND REGULAR OFFICER STUDENTS

Destroy when 1 year old.

13. QUESTIONNAIRES OR SIMILAR RECORDS. Correspondence, forms, and related papers completed by students or others for evaluating program courses or schools.

Destroy when 1 year old or when data becomes obsolete as result of summarization or other utilization for statistical or other training purposes, whichever is earlier.

14. FLIGHT TRAINING REPORTS SUBMITTED TO THE CHIEF OF NAVAL AIR TRAINING (CNATRA).

a. Flight Training Reports. Files containing data such as student input, attrition, completion, instructor and aircraft availability, and flight hour data summary reports containing data relating to personnel categories, aircraft hours flown, aircraft in custody, and utilization of training facilities.

Destroy when 2 years old.

b. Summary Flight Training Reports. Files prepared and maintained by CNATRA from training activities.

Destroy when no longer required for research or reference.

15. LOCAL (CARD OR OTHER) RECORDS OF APPLICATIONS FOR COURSES (SUCH AS CORRESPONDENCE COURSES) OR OTHER TRAINING.

a. Records of Application for Marine Corps Institute Correspondence Courses.

(1) Marine Corps Institute records.

Destroy when purpose is served.

(2) Other activity's records.

Destroy when 3 years old.

b. Application for Other Courses.

Destroy when 6 months old or purpose is served, whichever is earlier.

SSIC 1510

ENLISTED TRAINING RECORDS

1. **GENERAL CORRESPONDENCE RECORDS.** Files relating to training of enlisted recruits and recruit training reports not specifically covered by other authorizations in this chapter. (Exclude primary program records covered in SSIC 1500.1.)

Destroy when 2 years old.

2. **TEST RECORDS.**

a. Answer Sheets of Selection Tests and Test Musters.

Destroy when 6 months old, provided scoring and other processing actions have been completed.

b. Reports of Administration of Recruit Training Examinations.

Destroy when 6 months old.

c. Physical Fitness, Strength, and Swimming Test Records. (See also SSIC 1070.12.)

(1) Enlisted recruits' records.

Destroy when 2 years old.

(2) All other records.

Destroy when 1 year old.

3. **IN-SERVICE TRAINING PROGRAM RECORDS.** General correspondence files and related records pertaining to in-service training for enlisted personnel.

Destroy when 2 years old.

SSIC 1511

NUCLEAR POWER TRAINING (SUB) RECORDS - ENLISTED

1. **PRIMARY PROGRAM RECORDS.**

a. Primary Program Records. Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.

Permanent. See SSIC 1000.1. (Master copies of machine readable records must conform to standards set by NARA.)

b. Reference Copies.

Destroy when 10 years old.

2. **GENERAL CORRESPONDENCE.** Records relating to the routine, day-to-day administration and operation of these programs.

Destroy when 2 years old or when no longer needed, whichever is sooner.

SSIC 1512

NUCLEAR POWER TRAINING (SURFACE) RECORDS - ENLISTED

1. **PRIMARY PROGRAM RECORDS.**

a. Primary Program Records. Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.

Permanent. See SSIC 1000.1. (Master copies of machine readable records must conform to standards set by NARA.)

b. Reference Copies.

Destroy when 10 years old.

2. **GENERAL CORRESPONDENCE.** Records relating to the routine, day-to-day administration and operation of these programs.

Destroy when 2 years old or when no longer needed, whichever is sooner.

SSIC 1513

RECRUIT TRAINING RECORDS

1. **FORMING DATA OF RECRUIT COMPANIES.**

Data includes company rosters, recruit company logs, instructors' logs, and records of required subjects completed.

Destroy when 1 year old.

2. **GENERAL CORRESPONDENCE FILES.** Files relating to examining recruits for advancement in rating, applications for commissions, or educational courses and schools.

Destroy when 1 year old.

SSIC 1514

RATING TRAINING RECORDS

1. GENERAL CORRESPONDENCE FILES.

Destroy when 1 year old or no longer needed,
whichever is earlier.

SSIC 1520

OFFICER TRAINING RECORDS

1. ACTIVITIES' GENERAL CORRESPONDENCE
FILES RELATING TO OFFICER TRAINING. (Exclude
primary program correspondence records filed under
1500.1.)

Apply SSIC 1500.2.

2. ARMED FORCES STAFF COLLEGE (AFSC)
RECORDS.

a. Naval Advisory Records. Files reflecting Navy's
advisory role in the organizational history of the AFSC.
General policy agreements, copies of Joint Chiefs of Staff
(JCS) Memoranda, organization charts, and other similar
papers.

Permanent. Transfer to FRC when 4 years old.
Transfer to NARA when 20 years old.

b. Primary Program Records. Files pertaining to
the primary mission and overall management of the
AFSC. Include one copy of comprehensive annual
reports of the AFSC covering all phases of its
organization and operation (original is sent to the JCS
with copies to the Secretary of Defense and the
Secretaries of the Navy, Army, and Air Force).

Permanent. Transfer to FRC when 2 years old.
Transfer to NARA when 20 years old.

c. Records of AFSC Students' Past Services and
Duty Assignments Prior to Reporting to the AFSC

Destroy after graduation of student.

d. Theses of AFSC Students.

(1) Theses selected by the faculty of the AFSC
for exceptional informative or educational values.

(To be published at a later date.)

(2) All others.

Destroy when obsolete or no longer needed,
whichever is earlier.

e. Other AFSC Records.

Apply pertinent subject matter instructions
throughout this manual.

3. NAVAL WAR COLLEGE (NAVWARCOL)
RECORDS.

a. Primary Program Records. Files that reflect the
overall management and organization of the
NAVWARCOL, and the planning, procedural
development, progress, and significant accomplishments
of its academic and naval personnel training programs.

Permanent. Cut off and transfer to FRC when files
become inactive. Transfer to NARA when 20 years
old.

b. Official Student Record Cards of Officers Under
Instruction at the NAVWARCOL.

Apply SSIC 1500.10a.

c. Department Logs and Graduate Disenrollment
Logs. Logs retained by the NAVWARCOL to reply to
routine inquiries requested from the Center of
Continuing Education to compile statistical reports.

Destroy when no longer required for the
NAVWARCOL's mission.

d. NAVWARCOL Lectures.

(To be published at a later date.)

e. Individual Student Jackets. Case files for each
NAVWARCOL graduate and disenrollee.

Apply SSIC 1520.3c.

f. Technical Intelligence Files of the NAVWARCOL.

(To be published at a later date.)

g. Class (Course Instruction) Records. Files include
presentations, conference reports, records regarding
class problems, and related records prepared by the
NAVWARCOL to fulfill its mission.

Destroy when no longer needed.

h. Other NAVWARCOL Records.

Apply pertinent subject matter instructions throughout this manual.

SSIC 1521

JOINT AND ADVANCED TRAINING RECORDS - OFFICER

1. **GENERAL CORRESPONDENCE AND OTHER DOCUMENTS.** Files relating to curricula planning and changes in curricula; student quota records, reports such as student and instructor reports, attrition, and progress reports relating to the internal operations and administration. (Exclude primary program records filed under 1500.1.)

Apply SSIC 1000.2.

SSIC 1522

NUCLEAR POWER TRAINING (SUB) RECORDS - OFFICER

1. **PRIMARY PROGRAM RECORDS.**

a. **Primary Program Records.** Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.

Permanent. See SSIC 1000.1 (Master copies of machine readable records must conform to standards set by NARA.)

b. Reference Copies.

Destroy when 10 years old.

2. **GENERAL CORRESPONDENCE.** Records relating to the routine, day-to-day administration and operation of these programs.

Destroy when 2 years old or when no longer needed, whichever is sooner.

SSIC 1523

NUCLEAR POWER TRAINING (SURFACE) RECORDS - OFFICER

1. **PRIMARY PROGRAM RECORDS.**

a. **Primary Program Records.** Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.

Permanent. See SSIC 1000.1. (Master copies of machine readable records must conform to standards set by NARA.)

b. Reference Copies.

Destroy when 10 years old.

2. **GENERAL CORRESPONDENCE.** Records relating to the routine, day-to-day administration and operation of these programs.

Destroy when 2 years old or no longer needed, whichever is sooner.

SSIC 1530

OFFICER CANDIDATE TRAINING RECORDS

1. **PRIMARY PROGRAM RECORDS.** Files reflecting the overall management and organization of the programs and the planning, procedural development, progress, and significant accomplishments of the academic and training programs and graduation reports and class standing roster.

Permanent. Apply SSICs 1000.1 and 1500.1.

2. **GENERAL CORRESPONDENCE FILES.** Files and other records relating to the routine administration and housekeeping operations of the various programs.

a. Routine Matters.

Destroy when 2 years old.

b. Non-routine Matters.

Destroy when 4 years old.

3. **APPLICATIONS TO ENTER PROGRAMS.**

Destroy when 1 year old.

4. OTHER PROGRAM RECORDS.

Apply appropriate subject matter instructions throughout this manual.

SSIC 1531

NAVAL ACADEMY RECORDS

1. PRIMARY PROGRAM RECORDS. Records relating to the overall organization, development, management, and administration of the Naval Academy, including the education and training of midshipmen. Also included are school publications and midshipmen activities.

Permanent. Transfer to U.S. Naval Academy Archives when no longer needed for current Academy business.

2. ADMINISTRATIVE RECORDS. Records relating to the day-to-day administration and operation of the Naval Academy. Included are entrance examinations, placement and aptitude tests, and other records, class lists and rosters, schedules, correspondence with or about individuals, instructors' reports, attrition reports, and other records.

Destroy when superseded, obsolete, or no longer needed for reference.

3. MIDSHIPMAN PERSONNEL JACKETS. Records accumulated by the Registrar's Office pertaining to individual midshipmen. Included are activities' records, oaths of office, applications for admission, and related papers.

a. Original Paper Records.

Microfilm following standards set forth in 36 CFR 1230. Destroy 2 years after verification of microfilm.(N1-405-87-1)

b. Microfilm Copies.

Permanent. Transfer to U.S. Naval Academy Archives on verification of microfilm.

4. MACHINE READABLE MIDSHIPMAN RECORDS

a. Data bases maintained by the Registrar, Commandant or other offices consisting of data for transcripts, class grade files, admission files, and other similar files.

Permanent. Transfer copies of the machine readable files for a given class, together with pertinent documentation, to the National Archives 3 years after the class graduates (e.g., Class of 1995 in the summer of 1998).

b. GMATRIX. Data base maintained by the Registrar and including graduates and non-graduates.

Permanent. Transfer copies of the machine readable files for a given class, together with pertinent documentation, to the National Archives 3 years after the class graduates (e.g., Class of 1995 in the summer of 1998).

5. OTHER NAVAL ACADEMY RECORDS.

Apply pertinent subject matter instructions throughout this manual.

SSIC 1532

AVIATION CADET (AVCAD) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the operation and administration of the AVCAD program. (Exclude primary program correspondence filed under 1000.1 and 1500.1.)

Apply SSIC 1000.2.

2. INDIVIDUAL AVIATION TRAINING JACKETS (ATJ).

Apply SSIC 1542.

SSIC 1533

RESERVE OFFICER TRAINING CORPS (ROTC) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the operation and administration of ROTC units and trainee personnel. Include correspondence with other ROTCs, copies of statistical and status or progress reports submitted to higher authority and instructor reports. (Exclude records in SSIC 1533.2.)

Destroy when 2 years old.

2. SUMMARY OF ACADEMIC FACULTY RECORDS OR REPORTS. Files that document the history of the ROTC program at any particular installation, including one copy of school publications and school rosters or graduation reports listing all graduates who are

commissioned (such as class standing of ROTC students commissioned).

Apply SSIC 1500.1.

3. INDIVIDUAL STUDENT OFFICIAL RECORD CARDS (OR FORMS) OR TRANSCRIPTS OR STATEMENTS OR ACADEMIC RECORDS. Must contain information about courses attended, length of courses, whether or not completed, (if completed), and pertinent remarks, such as reason for disenrollment or failure to complete courses.

Upon transfer of individual from one ROTC unit to another, a copy of the student's individual records must be submitted to the ROTC unit to which transfer is made.

a. Officers Commissioned.

Disposition not authorized.

b. Officers Not Commissioned.

Cut off and transfer to NPRC (MPR) 6 months after completion of training or disenrollment. Destroy 5 years after cut-off.

4. INDIVIDUAL ROTC STUDENT FOLDERS. Case files comprising records maintained by individual units and accumulated during the course of student's enrollment. Include enrollment and progress records (such as questionnaires, endorsements, cruise records, applications for extensions of time to complete academic requirements; clothing requisitions and related papers; reports of substitutions of college courses for ROTC courses; transfer approvals between ROTC units; unauthorized absence reports); disenrollment records; commissioning records; and other similar records and related correspondence. (Exclude documents to be filed in official service record folders upon commissioning and copies of documents forwarded to and maintained by the Department of the Navy or other authorities specified under current instructions for ROTC administration and training.)

Destroy 6 months after individual is disenrolled, completes training, is transferred, or is commissioned.

SSIC 1534

MERCHANT MARINE AND MARITIME RECORDS

1. STUDENT PERFORMANCE RECORDS.

Destroy 3 years after student graduates.

SSIC 1540

FUNCTIONAL TRAINING RECORDS

1. HEADQUARTERS, CNATRA RECORDS. General correspondence files. (Exclude primary program records covered in SSICs 1000.1 and 1500.1.)

Apply SSICs 1000.2 and 1500.2.

SSIC 1541

FLEET TRAINING RECORDS

1. FLEET TRAINING RECORDS. (Include those of fleet training centers.)

a. General Correspondence Files.

Apply SSIC 1500.2.

b. Other Records.

Apply pertinent subject matter material throughout this manual.

SSIC 1542

FLIGHT TRAINING RECORDS (RESERVED)

SSIC 1543

EQUIPMENT AND SYSTEMS TRAINING

1. PERFORMANCE AND CERTIFICATION RECORDS FOR EQUIPMENT AND SYSTEMS REQUIRING MANDATORY TRAINING AND PERIODIC RECERTIFICATION.

Retain on board. Destroy when 3 years old.

SSIC 1550

INSTRUCTION COURSES AND TRAINING MATERIALS RECORDS

1. ACTIVITIES TRAINING MATERIALS. Files include syllabic and technical instructional (course or other) material. (Other than program material covered in SSIC 1500.1.) (See also SSIC 10170.)

Retain on board. Destroy when superseded, canceled, or no longer needed for training purposes, as research material, or for reference in developing future training courses, whichever is earliest.

SSIC 1551

TRAINING FILMS, AIDS, AND SPECIAL DEVICES RECORDS

1. TRAINING FILMS.

a. Originators' Master Negative Film. Color original plus separate optical sound track, intermediate master positive or duplicate negative plus optical sound track, and sound projection print or video recording.

Permanent. Transfer to Motion Media Records Center, Norton AFB, CA, when copy is made. Offer to NARA 20 years after transfer.

b. All Other Copies.

Destroy when obsolete or no longer usable, whichever is earlier.

2. RECORDS RELATING TO PROCUREMENT, CUSTODY, DISTRIBUTION, UTILIZATION, AND DISPOSITION OF TRAINING AIDS. Files include those at training aids centers and related card records.

a. Training Aids Still Outstanding Files.

Retain on board. Destroy when 2 years old or training aid is returned, whichever is later.

b. All Other Files.

Destroy when 2 years old.

3. SURPLUS COPIES OF TRAINING AIDS AND TECHNICAL INSTRUCTIONAL MATERIAL. (See also SSIC 5290.)

Retain on board. Dispose of according to the latest instructions from BUPERS (Training Division), CMC, or other cognizant authority.

SSIC 1552

TRAINING PUBLICATIONS RECORDS

1. ALL NAVY TRAINING PUBLICATIONS AND MANUALS.

a. Master Copies of Originating Activity.

Permanent. Forward one copy of each to FRC when no longer needed for frequent reference. Transfer to NARA in 5-year blocks when 20 years old. (Naval Education and Training Program Management Support Activity (NETPMSA) will forward a copy of each new training manual and correspondence course to the CNET administrative services director for retirement to FRC.)

b. All Other Copies.

Destroy when canceled or no longer required. (Return current usable copies to nearest publications supply office.)

2. RECORDS RELATING TO PREPARATION, PROCUREMENT, AND DISTRIBUTION OF TRAINING PUBLICATIONS.

Apply SSIC 5600.

3. NETPMSA PUBLICATIONS RECORDS.

a. General Correspondence Files. Files of the Officer in Charge, Navy Training Publications Center. (Exclude primary program records covered in SSIC 1500.1.)

Apply SSICs 1500.2 and 1500.3.

b. Planning Files. Correspondence relating to the planning and development of courses and publications (including manuals) prepared by the Center. Contains official correspondence on the preparation or publication of a text or manual, including recommendations and comments and papers on related costs and technical matters.

Transfer to nearest FRC when 5 years old. Destroy when 10 years old.

c. Continuous Bilge or Review Files. Background information collected by writers preparing new or revised text of manuals, including correspondence, records of contacts, or other sources of material, locations of available reference documents, writers' notes, and other similar material.

Destroy 6 months after text of manual is published.

d. Art Morgue and Illustrations Files. Original illustrations, drawings, photographs, negatives and glossy prints, clippings, and related materials used as

illustrations in texts and manuals and related locator cards.

Retain on board. Destroy when obsolete or superseded.

e. Illustration Correspondence Files.

Correspondence and related papers pertaining to art work to be used in publications. Include flow sheets, work sheets of deleted materials, sources, and lists of illustrations, copies of copyright permission letters, and other related or similar records.

Destroy when 6 months old.

f. Other Records of the Navy Training Publications Center Relating to Its Publication Functions.

Apply appropriate 5600 series authority.

SSIC 1553

INSTRUCTION SYSTEMS DEVELOPMENT RECORDS

1. GENERAL CORRESPONDENCE FILES.

Housekeeping and administrative files reflecting the planning, procedural development, organization, appraisals, and background of the systems being developed. (Exclude primary program correspondence covered in paragraph 1000.1.)

Destroy when 2 years old, or when no longer required for research or reference in developing future systems, whichever is earlier.

SSIC 1554

COMPUTER-MANAGED INSTRUCTION RECORDS

1. GENERAL CORRESPONDENCE FILES. Files and other records that document the overall management and organization, quantitative information, studies, planning data, background rationale, and statistical summaries.

a. Original Paper Copy. (Other than data described in SSIC 1554.1b.)

Retain on board. Destroy when 10 years old or no longer required for research or reference in developing new operations, whichever is earlier.

b. Magnetic Statistical Data. Data used for studies directed by higher authority which may affect long-range Navy policy.

Retain on board. Destroy when no longer required for purpose of studies directed by higher authority which may affect long-range Navy policy.

SSIC 1560

VOLUNTARY EDUCATION RECORDS

1. CORRESPONDENCE, REPORTS, AND OTHER RECORDS. Files relating to Voluntary Off-Duty Educational Programs/Tuition Assistance Programs; In-Service Veterans Administration Education Programs; Predischarge Education Program; High School Equivalency Programs; Group Study; and Defense Activity for Non-Traditional Education Support (DANTES), including education reports (such as reports of testing and inventories).

Destroy when 2 years old.

2. REFERENCE FILES. Files of material relating to voluntary educational programs.

Retain on board. Destroy when superseded, canceled, or no longer needed.

SSIC 1570

INACTIVE DUTY TRAINING RECORDS

1. INSTRUCTORS' CLASS PROGRAM CHARTS. Charts used to record naval reserve training progress for all pay and non-pay drilling units.

Destroy when 2 years old.

2. RESERVE OFFICER AND ENLISTED PERSONNEL TRAINING DUTY ORDERS AND ORDERS TO PERFORM APPROPRIATE DUTY.

Destroy when 1 year old.

3. ALL OTHER RECORDS. (Exclude primary program records filed under SSICs 1000.1 and 1500.1.)

Apply SSICs 1000.2 and 1500.2, as applicable.

SSIC 1571

ACTIVE DUTY FOR TRAINING RECORDS

1. REQUESTS FOR ACTIVE TRAINING DUTY FROM OFFICER OR ENLISTED PERSONNEL AND RELATED CARD OR OTHER INCIDENTAL RECORDS.

Retain on board. Destroy after completion of training or processing of request, whichever is later.

2. UNENDORSED COPIES OF ACTIVE DUTY FOR TRAINING ORDERS FOR OFFICER AND ENLISTED PERSONNEL.

Destroy 3 months after issue.

3. ENDORSED COPIES OF ACTIVE-DUTY TRAINING ORDERS.

File in official officer or enlisted service record.

SSIC 1580

INTERSERVICE TRAINING RECORDS

1. GENERAL CORRESPONDENCE FILES. Files and other records maintained that document the overall management and organization, planning, procedural development, accomplishments, policy agreements, organization charts, and other similar papers. (Exclude primary program records covered in SSIC 1000.1 and 1500.1.)

Apply SSIC 1000.2.

SSIC 1600-1699

PERFORMANCE AND DISCIPLINE RECORDS

SSIC 1600

GENERAL PERFORMANCE AND DISCIPLINE RECORDS

1. GENERAL CORRESPONDENCE FILES.

Apply SSIC 1000.2.

SSIC 1601

DUTIES AND WATCHES RECORDS

1. GENERAL CORRESPONDENCE FILES. Files which relate to the internal operation and administration of duties and watches.

Destroy when 2 years old or when purpose is served, whichever is earlier.

SSIC 1610

PERFORMANCE AND CONDUCT RECORDS

1. GENERAL CORRESPONDENCE FILE. Files relating to the routine, day-to-day administration of personnel performance and conduct.

Destroy when 2 years old or when purpose is served, whichever is earlier.

SSIC 1611

OFFICER PERFORMANCE AND CONDUCT RECORDS

1. GENERAL CORRESPONDENCE FILES. (Exclude primary program records covered under 1000.1.)

Apply SSIC 1000.2.

SSIC 1616

ENLISTED PERFORMANCE AND CONDUCT RECORDS

1. GENERAL CORRESPONDENCE FILES. (Exclude primary program records covered under 1000.1.)

Apply SSIC 1000.2.

2. ENLISTED EVALUATION WORKSHEETS.

Retain on board. Destroy when enlisted evaluation report is filed in enlisted service record.

3. ENLISTED EVALUATION REPORTS.

a. When Individual is Separated from the Service.

Destroy after separation.

b. When Individual Reenlists Immediately After Discharge.

Transfer to new service record.

c. Activity Copies.

Destroy when 2 years old.

SSIC 1620

DISCIPLINE RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to disciplinary affairs and to the operation and administration of places of confinement.

Apply SSIC 1640.

2. UNIT PUNISHMENT BOOK OR DIARY PAGES.

Destroy when 2 years old.

3. MINOR OFFENSE REPORTS OR RELATED RECORDS. Files dealing with violations and offenses reported for disciplinary action, including Report and Disposition of Offenses.

a. Navy Reports.

Destroy after information is entered in Unit Punishment Book or diary.

b. Marine Corps Reports. Files of incidents and miscellaneous offenses.

Destroy when 3 months old.

4. COURTS-MARTIAL RECORDS.

Apply SSIC 5813.

5. LIST OF RESTRICTED PERSONNEL.

Destroy when 1 year old.

6. DISCIPLINARY CASE FILES. Files of Marines assigned to special foreign duty with the Department of State and maintained by "Company F," Headquarters Battalion, Headquarters, U.S. Marine Corps, and case files of brig prisoners.

a. Special Foreign Duty Marines.

(1) Action pending by the Department of State or U.S. Marine Corps

Destroy 1 year after completion of punishment.

(2) No action pending by the Department of State or U.S. Marine Corps.

Destroy 1 year after date of detachment of individual.

b. Brig Prisoners

Destroy 2 years after release.

7. MINOR OFFENSE RECORDS. Records, including case files, showing punishments awarded and records of accomplishment thereof for minor offenses.

Retain on board. Destroy after completion of punishment.

8. REPORTS OF INFRACTIONS OF BASE REGULATIONS BY SHIPBOARD PERSONNEL. These reports are made to or by the Senior Officer Present Ashore (SOPA) to the base or to ships and are held by amphibious bases and other similar activities.

Destroy when 1 year old.

SSIC 1621

OFFICER DISCIPLINE RECORDS

1. GENERAL CORRESPONDENCE FILES. Records accumulated in connection with the routine, day-to-day administration of officer discipline programs. (Exclude primary program correspondence filed under 1000.1.) whichever.

Destroy when 2 years old or when purpose is served, whichever is earlier.

SSIC 1626

ENLISTED DISCIPLINE RECORDS

1. GENERAL CORRESPONDENCE FILES. Records accumulated in connection with the routine, day-to-day administration of enlisted discipline programs. (Exclude primary program correspondence filed under 1000.1.)

Destroy when 2 years old or when purpose is served, whichever is earlier.

2. DESERTER RECORD CARD. (Exclude copies which become part of the official service record.)

Destroy when 2 years old.

SSIC 1630

SHORE PATROL AND MILITARY POLICE RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the administration of master-at-arms, shore patrol, and military police including rough logs of the office.

Destroy when 2 years old.

2. **DESK REFERENCE CARD FILES.** Files are card indices containing the names of persons who are identified in military police reports as subject, victim, complainant, or witnesses in connection with a complaint. (For fingerprint cards, see SIC 3850, paragraph 11c.)

Retain on board. Destroy 5 years after date of last entry. (N1-NU-97-4)

3. **ARREST AND DETENTION RECORDS.** (See SSIC 5580, paragraph 1.) (N1-NU-97-4)

4. **PROPERTY RECEIPTS AND PROPERTY RECEIPT ENVELOPES.** (Use SSIC 5580, paragraph 12.) (N1-NU-97-4)

SSIC 1640

CONFINEMENT RECORDS (N1-NU-93-7 pending)

1. **GENERAL CORRESPONDENCE FILES.** Files relating to the general operations and administration of correctional centers and facilities, briggs, and detention facilities including activities educational training reports, correspondence, and other general records. (Exclude primary program records maintained by BUPERS filed under SSIC 1000.1h of this instruction).

Destroy when 2 years old.

2. **CONFINEMENT RECORDS CASE FILES FOR COURTS-MARTIAL PRISONERS AND CONFINEMENT IMPOSED BY NON-JUDICIAL PUNISHMENT.** Files consist of all correspondence, reports, and other records in connection with the case, including screening reports, admission summaries or supplements, periodic program reports, disciplinary reports (mast report slips), special medical or psychiatric reports, and other records relating to the prisoner's conduct and assignments while confined. (Exclude any records required to be filed in the official personnel record.)

a. Files of prisoners transferred from Afloat or Ashore Briggs to Consolidated Briggs.

Transfer case file to new confinement facility.

b. Files maintained by Ashore Briggs under the area coordination of Commander in Chief, U.S. Atlantic Fleet, Commander in Chief, U.S. Naval Forces Europe, and CNET; Afloat Briggs on Atlantic Fleet Ships; and Navy Consolidated Brig Charleston.

Retire to FRC Atlanta 2 years after release from confinement or expiration of parole. Destroy when 25 years old.

c. Files maintained by Ashore Briggs under the area coordination of Commander in Chief, U.S. Pacific Fleet; Afloat Briggs on Pacific Fleet Ships; and Navy Consolidated Brig Miramar.

Retire to FRC Los Angeles 2 years after release from confinement or expiration of parole. Destroy when 25 years old.

3. **CORRECTIONS MANAGEMENT INFORMATION SYSTEM (CORMIS).** An automated administrative tracking system of prisoners and detainees confined at Naval Briggs. System contains personal data extracted from prisoner/detainee service record, information on offenses and sentences, and internal administrative data for use at the Brig. The data base is maintained at the BUPERS and is accessed by all Navy Briggs. System produces weekly, monthly, and quarterly prisoner status reports.

a. History File of Prisoner Data.

Permanent. Initially transfer to NARA records of all prisoners released from confinement in 1989 and prior years. Thereafter transfer annually the "History File" of prisoners released 5 years ago. All data transfers will be in accordance with 36 CFR s1228.

b. History File Documentation.

Permanent. Transfer complete copy of documentation with initial transfer of History File (SSIC 1640.3a). Transfer updated documentation with subsequent annual transfers.

c. Current File of Prisoner Data.

Move records to History File of Prisoner Data when prisoner is released. Delete backup files after third system update.

d. Data files related to the Staff Module.

Delete backup files after the third system update.

4. **LOG BOOK RECORDS MAINTAINED BY BRIGGS.**

a. Brig Log. A chronological watch-to-watch accounting of significant events or actions that take place in the Brig. Include bed checks, roll calls, staff visits and

inspections, fires, escapes, riots, suicides, change of watch, emergency drills, and similar incidents. (Exclude prisoner/detainee counts, confinement and release information, departure and return of prisoners, and other information contained in CORMIS.)

Retire to FRC Atlanta or FRC Los Angeles when 2 years old or when total accumulation is at least 1 cubic foot, whichever is later. Destroy when 25 years old.

b. Disciplinary Log. A record of each disciplinary report and the action taken by the commanding officer. Include prisoner name and SSN, date, and a brief statement of the offense.

Destroy when 2 years old.

c. Visitors Log. A chronological record of all visitors to prisoners confined. Include date of visit, time in/out, name of visitor, verification of visitor identification, purpose of visit, and name of prisoner/detainee visited.

Destroy when 2 years old.

d. Privileged Correspondence Log. A record of privileged correspondence sent or received by prisoners/detainees. Include date correspondence sent or received, addresser, addressee, and signature of mail supervisor.

Destroy when 2 years old.

e. Medical Log. A chronological record of treatment administered by doctors or hospital corpsmen to prisoners/detainee. Include prisoner name and SSN, date of treatment, nature of complaint, treatment administered, medication issued, signature of person administering treatment, and signature of prisoner/detainee receiving treatment.

Destroy when 2 years old.

5. MONTHLY REPORT OF PRISONERS (BUPERS 1640-1). Lists of persons confined, including reports of prisoners received and released. (Report prepared by Afloat and Ashore Brigs only.)

Destroy when 3 years old.

6. CONFINEMENT AND RELEASE RECORDS.

a. Original documents.

File in confinement case file under SSIC 1640.2

b. Copies maintained by Brig.

Destroy 2 years after release of prisoner.

7. RECORDS OF PERSONAL PROPERTY AND FUNDS OF MEMBERS CONFINED. Documents pertaining to the custodianship of personal funds and property of prisoners confined in Navy Brigs and reflecting accountability for the receipt, disbursement, or other disbursement of such funds and property. These files include individual and summary receipt vouchers, statement of prisoner's accounts; petty cash vouchers; summary disbursement vouchers; record of prisoner's personal deposit funds; requests for withdrawal and notification of expenditure of prisoner's personal funds; prisoner's cash account records and personal property lists; personal property transmittal slip; request slip for withdrawal of personal property; personal property permit; request and receipt for health and comfort supplies; activity reports; custodian's certificates; checkbooks, including cancelled checks and check stubs; bank statements; and similar documents.

Destroy 10 years after release of prisoner.

SSIC 1650

DECORATIONS, MEDALS, AND AWARDS RECORDS

1. BOARD OF DECORATIONS AND MEDALS, NAVY DEPARTMENT RECORDS.

a. Board's Case Files. Correspondence, recommendations, and other supporting documentation regarding individual and unit awards requiring approval by the Secretary of the Navy. File includes the record of actions taken by the Board on each case presented for consideration.

Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 25 years old. (N1-NU-92-14)

b. Board of Awards File. World War I file of original recommendations for decorations and awards, records of action taken, and related correspondence.

Permanent. Retain on board. Offer to NARA immediately.

c. Files of Recommendations Made to the Board. Files regarding extraordinary heroism cases, and card (progress) records used to determine retirement pay increases for enlisted personnel.

Retain on board. Destroy when no longer needed to determine any possible retirement benefits.

d. Master Record of Awards. A master record of individual awards to Navy and Marine Corps personnel maintained by the Board of Decorations and Medals. File includes awards approved by SECNAV and those authorized for approval by subordinate commanders. Record includes service member's name, service number/SSAN, award recommended, award approved, and a narrative summary of the citation. A second section of the file contains activities awarded Unit Awards and the dates of eligibility.

(1) Silver halide microfilm and one reference copy of Master Card File (1920-1977) maintained by the Board of Decorations and Medals.

Permanent. Transfer to NARA in 2027 or when no longer needed for reference, whichever is sooner. (N1-NU-92-14)

(2) Original Card File (1920-1977) in the custody of the Director of Naval History. (N1-NU-92-14)

Destroy when no longer required for reference.

(3) Awards Information Management System (AIMS). Electronic records of individual personal awards 1976 and continuing and unit awards 1941 and continuing maintained by the Board of Decorations and Medals. The system does not list individual campaign service awards.

(a) Electronic Files.

Permanent. Initially transfer a copy of the "history" files for the years 1976 to 1989 to the National Archives in accordance with 36 CFR 1228. Transfer a copy of the file of records being moved from the "active" file to the "history" file at the time records are being moved from the "active" to the "history" file. This file should contain the complete records used in the "active" file rather than the abridged records stored in the "history" file. The file should meet the requirements set forth in 36 CFR 1228. (N1-NU-92-17)

(b) Documentation.

Permanent. Transfer the documentation for the "history" files to the National Archives with the initial transfer of the "history" files. Transfer the documentation for the "active" files with each

subsequent transfer of the "active" files. (N1-NU-92-17)

e. Board's General Correspondence File. Routine administrative correspondence of the Board of Decorations and Medals. Included are reference inquiries, requests for duplicate citations, requests to upgrade awards, and related records.

Destroy when 3 years old. (N1-NU-92-14)

f. Copies of Citations and Letters of Transmittal. (Exclude the Board's official records and copies to be filed in official personnel folders.)

Destroy when 2 years old.

2. CORRESPONDENCE AND RELATED RECORDS. Recommendations and supporting documentation concerning personal decorations, citations, medals or awards to naval personal or units. These records are accumulated by Navy and Marine Corps commands that have not been delegated authority to grant awards. Exclude records of the Board of Decorations and Medals, Headquarters U.S. Marine Corps, BUPERS, and documents appropriately filed in service members official service jacket.

Destroy when 3 years old. (N1-NU-92-14)

3. RECORDS OF CITATIONS, AWARDS, OR COMMENDATIONS AWARDED BY COMMANDS OR OTHERS UNDER AUTHORITY DELEGATED TO THEM TO MAKE SUCH AWARDS. Case files maintained by the awarding authority to include recommendations, supporting documents, and related correspondence.

a. Case files of awards of Meritorious Service Medals, and Air Medals maintained by CNO, CMC, and fleet commanders in chief.

Retire to WNRC when 3 years old. Destroy when 25 years old. (N1-NU-92-14)

b. Case files and other records of awards of Navy and Marine Corps Commendation Medals, Navy and Marine Corps Achievement Medals, and Purple Heart Medals maintained by CNO, CMC, fleet commanders in chief, type commanders, and unit commanding officers.

Retire to WNRC when 2 years old. Destroy when 15 years old. (N1-NU-92-14)

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4. MEDALS AND AWARDS SYSTEM. A computerized file of records of individual awards granted to Navy personnel maintained by the BUPERS. This system consists entirely of extracts from the Awards Information Management System (AIMS).

a. Electronic Files.

Delete when no longer needed. (N1-NU-92-17)

b. Documentation.

Destroy when canceled, superseded or no longer required. (N1-NU-92-17)

SSIC 1700-1799

MORALE AND PERSONAL AFFAIRS RECORDS

SSIC 1700

GENERAL MORALE AND PERSONAL AFFAIRS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the operation and administration of morale and personal affairs matters including recreation and social affairs, informational services, commercial on-base solicitation, credit unions, retirees, Naval Home, personal and family benefits (including correspondence relating to Government-sponsored insurance programs and voting rights), ID card determination, and entitlement for dependent's aid, civil readjustment and veterans affairs, casualties and survivors benefits, athletic competitions, publishing of station papers, hobby crafts, Navy-Marine Corps Relief Society, and American Red Cross.

Destroy when 3 years old.

2. ALPHABETICAL (NAME) FILES. Files consisting of correspondence with individuals, dependents, and other interested parties relating to individual personal affairs matters. (Exclude correspondence required to be filed in official service record folders.)

a. Routine Inquiries and Requests.

Destroy when 6 months old.

b. All Other Files.

Destroy when 2 years old.

3. CORRESPONDENCE AND RECORDS OF PERSONAL COMMERCIAL AFFAIRS

SOLICITATIONS. Files concerning violation incident data, denial data, letters of application for solicitation privileges, letters of accreditation, appeal data, and other support documents.

Destroy when 4 years old or purpose is served, whichever is earlier.

4. CREDIT UNION MATTERS.

Apply SSIC 1700.1.

5. DEPENDENTS' SERVICE AND SUPPORT. Files include items such as survivor benefits support system master file, Dependent Scholarship Program Applications, Transcript Request Forms, Applications for Uniformed Services Identification and Privilege Cards, and Retired Naval Personnel Newsletter.

Destroy when 1 year old.

SSIC 1710

RECREATION AND SOCIAL AFFAIRS RECORDS

1. GENERAL CORRESPONDENCE. Files pertaining to the operation and administration of recreational facilities and activities.

Destroy when 2 years old.

2. POLICY PAPERS/PRECEDENT FILES. Files relating to recreation activities such as instructions, directives, and other documents; establishing policies, procedures, and precedents for operation, review, etc., of morale, welfare, and recreation facilities, activities, and programs.

a. Records Concerning Ongoing Actions of the Nonappropriated Fund Instrumentality. Letters of authorization to commence operation, change in mission, permanent waiver to regulations, etc.

Transfer to nearest FRC when no longer needed.
Destroy when 10 years old.

b. Other Records.

Destroy when rescinded or superseded.

3. STUDIES, ANALYSES, AND SUMMARIES.

Destroy when 3 years old.

4. **OTHER REPORTS.** Files not covered elsewhere (minutes of meetings, inspections, reviews, etc.).

Destroy when 2 years old.

SSIC 1720

INFORMATION SERVICES RECORDS

Apply SSICs 1700 and 5720.

SSIC 1730-1739

SSIC 1730

GENERAL CHAPLAINS AND RELIGIOUS AFFAIRS RECORDS

1. **IMMEDIATE OFFICE RECORDS OF THE CHIEF OF CHAPLAINS.** Files representing primary program documentation for the chaplain and religious affairs program, including selected active duty chaplain annual reports.

Permanent. Transfer to WNRC when files become inactive. Transfer to NARA when 25 years old.

2. **GENERAL CORRESPONDENCE FILES.** Files regarding the maintenance and administration of chaplains, the performance of ministry, and collateral duties that are used for evaluating the effectiveness of local command religious programs and utilization of chaplains.

Destroy when 2 years old.

3. **FILES OF CHAPLAINS' OFFICES.** Files relating to observance of special days that are used for reference and planning purposes.

Destroy when 2 years old.

4. **CHAPLAINS' REPORT.**

a. Inactive Duty Naval Reserve Chaplains' Annual Reports.

Destroy when 2 years old.

b. Active Duty Navy Chaplains' Annual Reports. (Copies not covered in SSIC 1730.1.)

Destroy when 2 years old.

c. Active Duty Navy Senior Chaplains' Annual Reports. (Copies not covered in SSIC 1730.1.)

Destroy when 2 years old.

d. Terminal Audit Reports.

Destroy after audit reports have been made and recorded.

SSIC 1740

PERSONAL AFFAIRS AND BENEFITS RECORDS

Apply SSIC 1700.

SSIC 1741

INSURANCE RECORDS

Apply SSIC 1700.

SSIC 1742

VOTING RECORDS

1. **GENERAL RECORDS.**

Apply SSIC 1700.

2. **VOTING ASSISTANCE GUIDE (NAVPERS 15562).**

Retain for 2 years or until replaced, then destroy.

SSIC 1746

MESSES RECORDS

1. **GENERAL CORRESPONDENCE.** Files relating to the operation and administration of messes and consolidated package store activities.

Destroy when 2 years old.

2. **POLICY PAPERS/PRECEDENT FILES.** Files such as selected instructions, directives, and documents relating to messes and consolidated package store activities.

a. Ongoing Actions of the Nonappropriated Fund Instrumentality Records. Letters of authorization to commence operation, change in mission, permanent waiver to regulations, etc.

Transfer to nearest FRC when no longer needed.
Destroy 10 years after transfer.

b. Other Records.

Destroy when rescinded or superseded, whichever is earlier.

3. **STUDIES, ANALYSES, AND SUMMARIES.** Files relating to the operation of clubs, messes, and consolidated package store activities.

Destroy when 3 years old.

4. **OTHER REPORTS.** Files not covered elsewhere (minutes of meetings, inspections, reviews, etc.).

Destroy when 2 years old.

5. **FINANCIAL RECORDS.** Files relating to the operation of nonappropriated messes and consolidated package stores.

Apply appropriate subsection of SSIC 7010.

6. **PERSONNEL RECORDS FOR CIVILIAN NONAPPROPRIATED FUND EMPLOYEES**

Apply SSIC 7010.4.

SSIC 1750

DEPENDENTS' AID (ASSISTANCE) RECORDS

Apply SSIC 1700.

SSIC 1751

DEPENDENTS' ALLOWANCES RECORDS

Apply SSIC 1700.5.

SSIC 1752

DOMESTIC RELATIONS RECORDS

1. **CORRESPONDENCE AND OTHER RECORDS.** Files incidental to the personal affairs, domestic relations, support of dependents, divorce, garnishment of pay, etc. (Exclude correspondence required to be filed in official service records.)

a. DFAS Cleveland Records.

(1) Files concerning waivers of indebtedness, garnishment of pay, Basic Allowance for Quarters (BAQ), support of dependents, and divorce.

Retain at DFAS Cleveland until member is discharged or retires, then transfer to nearest FRC. Destroy 10 years after transfer.

(2) Other DFAS Records.

Destroy when 3 years old.

b. Other Records.

Destroy when 3 years old.

2. **ALPHABETIC (NAME) FILES.** Files consisting of correspondence with individuals, dependents, and other interested parties relating to individual personal affairs, support of dependents, welfare of dependents, and garnishment of pay. (Exclude correspondence required to be filed in official service records.)

Apply SSIC 1752.1.

SSIC 1754

MARINE CORPS KEY VOLUNTEER NETWORK

a. Records and documentation relating to policy and guidance for the Key Volunteer Network.

Retire to the WNRC when 4 years old. Transfer to NARA when 20 years old.

b. Administrative and program records, may include funding plans (budget) for nonappropriated/appropriated funds and appointment letters.

Destroy when 5 years old.

SSIC 1755

DEPENDENTS' SCHOOLING RECORDS

1. **DOMESTIC.**

a. Students' Individual Records. The official record maintained for each individual student enrolled in elementary, middle, and secondary schools. As a minimum, reflects full name of student; date and place of birth; dates of entrance and withdrawal; promotions, failures, credits, and grades earned; standardized test scores (achievement, aptitude, etc.); summary of attendance by year or semester; and teachers' comments.

Destroy when transferred to magnetic tape.

b. Machine Readable Data Files (Magnetic Tapes).

Destroy when 75 years old.

2. ALL OTHER SCHOOLS. (See DOD AI 15, Item 603.)

SSIC 1760

CIVIL READJUSTMENT AND VETERANS AFFAIRS RECORDS

1. RECORDS CONCERNING VETERANS RIGHTS, BENEFITS, AND PROBLEMS. Files arising from readjustment to civilian life, including information correspondence with veterans, their beneficiaries, the Department of the Navy, and veterans organizations and associations.

Destroy when 1 year old.

SSIC 1770

CASUALTIES AND SURVIVORS' BENEFITS RECORDS (N1-NU-98-5 pending)

1. RECORDS ON INDIVIDUAL CASUALTIES AND DISASTER REPORTS, AND REPORTS SUBMITTED TO AND RECEIVED FROM THE DEPARTMENT OF THE NAVY. Casualty folders, to include reports of death, summary of assistance provided, pay vouchers, DD 1300s, Servicemen's Group Life Insurance/ Government insurance payment documentation and general correspondence concerning the adjudication of benefits (e.g., death gratuity, arrears in pay, ID Card entitlements, Survivor Benefit Plan (SBP) elections, and Veterans Administration (VA) benefits. (Exclude primary program records covered in SSIC 1000.1.)

a. Individual Case Files.

Permanent. Transfer to WNRC when 3 years old.
Offer to NARA when 25 years old.

b. Survivor Benefit Plan (SBP) Records.

Permanent. Transfer to WNRC when 3 years old.
Offer to NARA when 25 years old.

c. All other records.

Destroy when 6 years old, unless otherwise instructed by BUPERS. Prisoner of war/missing in action

(POW/MIA) records (e.g., Vietnam MIA cases) are retained beyond the 6 years, screened periodically, and destroyed once case is closed/remains returned, as appropriate.

SSIC 1771

CASUALTIES RECORDS

1. CORRESPONDENCE, MESSAGES, AND REPORTS PERTAINING TO PERSONNEL CASUALTY INCIDENTS. Files include reports submitted or received from the Department of the Navy. (Exclude information to be filed in official service record folders.) These records should be transferred to NARA because of numerous requests received for World War (WW) II casualty lists for specific incidents involving individual or large numbers of casualties, narratives by survivors, etc. This information is requested by family members and historians, and by organizations which are dedicating memorials. For example, records pertaining to the Beirut bombing of 1983, loss of USS THRESHIER, WW II Battle of Midway.

Permanent. Transfer to WNRC when 3 years old.
Transfer to NARA when 25 years old.

2. ALPHABETIC CASUALTY CARDS. Files, including DD 1300s (Report of Casualty), on deceased naval personnel (active and inactive). These records should be transferred to NARA because of requests for death certificates by next of kin for benefits, genealogical records, etc. Requests for names of individual casualties by various organizations are used in the dedication of memorials.

Permanent. Transfer to WNRC when 3 years old.
Transfer to NARA when 25 years old.

SSIC 1772

SURVIVORS' BENEFITS RECORDS

1. DEPARTMENT OF THE NAVY SURVIVOR BENEFITS POLICY RECORDS. These records include precedent setting legal opinions by the Judge Advocate General (JAG), Office of General Counsel, and Comptroller General that influence the payment of benefits based on paternity of the Navy member. These records concern entitlement of family members who may or may not be absolved of any felonious intent in connection with a Navy member's death, i.e., death gratuity, unpaid pay and allowances, and/or legal payments accorded to questionable beneficiary designations.

Permanent. Transfer to WNRC when 3 years old.
Transfer to NARA when 25 years old.

SSIC 1780

EDUCATIONAL BENEFITS RECORDS

1. **PRIMARY PROGRAM RECORDS.** General correspondence files of the Office of the Chief of Naval Operations consisting of correspondence, studies, reports, and other records that reflect the overall development and accomplishment of plans, policies, programs, and procedures relating to its primary program responsibilities of educational benefits.

Permanent. Transfer to WNRC when 4 years old or when files are no longer needed, whichever occurs earlier. Transfer to NARA when 20 years old.

2. **LEGISLATION AND CONGRESSIONAL ACTION RECORDS.** Files of the CNO that document essential or important policy transactions relating to legislative proposals and enactments, congressional investigations, and other congressional matters.

Permanent. Transfer to WNRC when file becomes inactive. Transfer to NARA when 20 years old.

3. **LEGISLATIVE PROPOSALS.**

a. Legislative Proposal Files. Drafts of proposed legislation and Executive Orders together with supporting papers and comments reflecting the Department of the Navy position on proposed legislation or legislation already introduced in Congress.

Permanent. Transfer to WNRC when file becomes inactive. Transfer to NARA when 20 years old.

b. Legislative Reference Files. Copies of proposed legislation and of Executive Orders accumulated for information, excluding files covered in paragraph 3a.

Destroy when no longer needed.

4. **LEGISLATIVE ENACTMENTS.** Reference files of copies of legislative enactments.

Destroy when no longer needed.

5. **LEGAL OPINION RECORDS.** Legal decisions or opinions on educational benefits matters relating to laws, regulations, administrative decisions, and directives affecting the Department of the Navy.

Permanent. Transfer to WNRC when 4 years old or when file becomes inactive. Transfer to NARA when 20 years old.

6. **FILES CONCERNING VETERANS' EDUCATIONAL BENEFITS AND RELATED PROBLEMS.** Files consisting of information correspondence with veterans, the Department of the Navy, Veterans Administration, and veterans organizations and associations.

Destroy when 4 years old.

SSIC 1800-1899

RETIREMENT RECORDS

SSIC 1800

GENERAL RETIREMENT RECORDS

1. **NAVAL HOME RECORDS.** The Naval Home is operated for retired and veteran personnel.

a. General Correspondence Files. Records relating to the Governor's duties in operating the Home and to the lodging, health, safety, welfare, and comfort of personnel legally admitted to the Home as beneficiaries under its regulations, including correspondence with the Department of the Navy, other government agencies, and individuals.

Retain on board. Destroy inactive files when no longer needed.

b. Correspondence with or Relating to Applicants Rejected for Admission to the Home.

Retain on board. Destroy inactive files when 5 years old.

c. Admission Record and Command Log. Records include chronological log of absences, masts and normal or unusual events.

Retain on board. Destroy inactive files when 5 years old.

d. Individual Personnel and Health Care Folders.

(1) Death of beneficiary.

Retain on board. Place in inactive file upon death. Destroy 10 years after death.

(2) Discharge of beneficiary.

Retain on board. Place in inactive file upon discharge. Destroy 25 years after discharge.

e. Plans (tracings and blueprints) or Physical Plants and Layout of the Home.

Retain on board. Destroy when no longer needed for administrative purposes.

f. Plans (tracing and blueprints) or Physical Plants and Layout of Mount Moriah Cemetery. (Records created on or before 18 July 1977 are Navy records. Mount Moriah Cemetery was transferred to the Veteran's Administration control on 18 July 1977.)

Permanent. Transfer all existing records to FRC, Philadelphia. Transfer to NARA when 20 years old.

SSIC 1810-1819

REGULAR NONDISABILITY RETIREMENT RECORDS

SSIC 1810

REGULAR NONDISABILITY RETIREMENT RECORDS

1. **CORRESPONDENCE FILES.** Files relating to the processing of officer and enlisted naval personnel for nondisability retirement and to the administration of nondisability retirement functions.

File in microfiche record (military service jacket, SSIC 1070.1) after completion of retirement processing.

SSIC 1820

RESERVE NONDISABILITY RETIREMENT RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Files relating to individual queries and applications for reserve retirement, computation for and notifications of eligibility for reserve retirement benefits including copies of orders to the retired reserve. (Congressional inquiries and BCNR requests received on subject file number sometimes date back almost 50 years.)

Transfer to NPRC (MPR) when 2 years old. Destroy when 50 years old.

SSIC 1830

FLEET RESERVE RECORDS

Apply SSIC 1810.

SSIC 1850-1859

DISABILITY RETIREMENT RECORDS

THE RECORDS IN THIS (1850-1859) SERIES RELATE TO INDIVIDUAL CASE FILES (OFFICER AND ENLISTED) OF DISABILITY EVALUATION PROCEEDINGS; MEDICAL BOARD REPORTS; FINDINGS OF PHYSICAL EVALUATION BOARDS; MEDICAL REPORTS FROM VETERANS' ADMINISTRATION AND CIVILIAN MEDICAL FACILITIES; COPIES OF PRIOR ACTIONS TAKEN IN THE CASE; TRANSCRIPTS OF PHYSICAL EVALUATION BOARD HEARINGS; REBUTTALS SUBMITTED BY THE PARTY; INTRA- AND INTER-AGENCY CORRESPONDENCE CONCERNING THE CASE; CORRESPONDENCE TO AND FROM THE MEMBER, MEMBERS OF CONGRESS, ATTORNEYS, AND OTHER INTERESTED PARTIES; PHYSICAL REVIEW COUNCIL ACTIONS; AND PHYSICAL DISABILITY REVIEW BOARD ACTION.

SSIC 1850

DISABILITY RETIREMENT RECORDS (N1-NU-98-7 pending)

I. ORIGINAL DISABILITY EVALUATION PROCEEDINGS.

a. **Hard Copy Case Files Closed 31 December 1977 and Earlier.**

Retire to WNRC. Destroy when 75 years old.

b. **Hard Copy Case Files Closed 1 January 1978 to 31 December 1987.**

Destroy after microfilming and film is verified for accuracy and completeness.

(1) Negative Microfiche Copies.

Retire to WNRC when 5 years old. Destroy when 75 years old.

(2) Positive Microfiche Copies.

Retain on board. Destroy when no longer needed for reference.

(3) Case Index of Disability Proceedings

Retain on board. Destroy with related records.

c. Hard Copy Case Files Closed 1 January 1988 and Later.

Retire to WNRC when 1 year old. Destroy when 75 years old.

d. Cassette Recordings.

Retire to WNRC when 1 year old. Destroy when 4 years old.

e. Optical Disk.

Retain on board. Destroy when 75 years old.

SSIC 1900-1999

SEPARATION RECORDS

THE RECORDS IN THIS (1900-1999) SERIES ARE RELATED TO GENERAL SEPARATION RECORDS AND INCLUDE ENLISTED (RELEASE FROM ACTIVE DUTY, RESERVE) AND OFFICER (RELEASE FROM ACTIVE DUTY, RESERVE) RECORDS.

SSIC 1900

GENERAL SEPARATION RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the processing of naval personnel for separation and to the general administration of separation functions.

Destroy when 2 years old.

2. SEPARATION DOCUMENTS. Files include documents such as the Report of Separation from the Armed Forces of the United States for individual member.

a. Activities Copies.

Destroy when 2 years old or after terminal date of reserve obligation if obligated for further service, whichever is later. (See 1070)

b. BUPERS and HQMC. One copy of each order to be filed in individual's service record. (Navy orders are forwarded with endorsements and other separating documents or forms to BUPERS as provided in the MILPERSMAN. Marine Corps copies are forwarded as provided in MCOP 1900.16, the Marine Corps Separation and Retirement Manual.)

File in appropriate individual's personnel record/service jacket.

c. All Other Copies.

Destroy when purpose is served.

3. PERIODIC REPORTS OF SEPARATION. Reports made to the Department of the Navy such as copies of reports of recruits discharged during recruit training and reports of early separation.

Destroy when 1 year old.

4. WORK OR CHECK-OFF SHEET CARDS OR OTHER RECORDS. Files used locally for billeting, bunking, certification, or processing purposes.

Destroy after individual is separated.

5. ORIGINAL ADMINISTRATIVE DISCHARGE RECORDS. Files relating to individual cases including briefs and recommendations, transcripts of board proceedings, and correspondence with interested parties relating to the disposition of the case maintained by BUPERS and HQMC.

File in individual's service record.

6. ACTIVITY COPIES OF ADMINISTRATIVE DISCHARGE RECORDS.

Destroy when 2 years old.