

CHAPTER 10

GENERAL MATERIAL RECORDS
SSIC 10000-10999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO GENERAL MATERIALS NOT COVERED IN THE SPECIALIZED MATERIAL SERIES (SUCH AS ORDNANCE, SHIPS, AERONAUTICAL). THEY RELATE TO PERSONNEL MATERIALS, GENERAL TOOLS AND MACHINERY, ELECTRONIC AND ELECTRICAL EQUIPMENT, BUILDING MATERIALS, FUELS, METALS, PHOTOGRAPHIC EQUIPMENT AND ACCESSORIES, AND OTHER MISCELLANEOUS MATERIALS. THEY ARE ACCUMULATED THROUGHOUT THE NAVY AND MARINE CORPS ACTIVITIES PERFORMING SPECIALIZED, TECHNICAL, OR OTHER FUNCTIONS RELATING TO THESE MATERIALS.

SSIC 10000-10099

SSIC 10000

GENERAL MATERIAL RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Files related to routine internal operation and administration of general material not covered elsewhere in this schedule. (See also SSIC 4400 for supply material files.)

Destroy when 2 years old.

2. **BLUEPRINTS AND DRAWINGS.** Files of general equipment and material items. (See SSIC 4121.2 for permanent specification files.)

a. Original Tracings of Drawings (Master Copies Only).

Retain on board. Destroy when microfilmed and identification and mounting is completed or when no longer needed, whichever is later.

b. Master Microfilm Negatives.

Retain on board. Destroy when no longer needed.

c. Other Copies.

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 Destroy when superseded, obsolete, or no longer needed for reference.

3. **UNIDENTIFIED RECORDS.** Records relating to general material operations that are not described in this chapter.

Disposition not authorized. Submit an SF 115 following the guidelines of Part II, paragraph 4.

SSIC 10010

TECHNICAL INFORMATION AND MODIFICATION (MARINE CORPS ONLY) RECORDS

1. **MARINE CORPS TECHNICAL INFORMATION AND MODIFICATION RECORDS.** Files of general tools and machinery, electronic equipment, and other miscellaneous materials.

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 Destroy when superseded, obsolete, or no longer needed for reference.

SSIC 10100-10199

PERSONNEL MATERIAL RECORDS

SSIC 10100

GENERAL PERSONNEL MATERIAL RECORDS

1. **GENERAL CORRESPONDENCE.** Files covering the administration and routine operation of personnel material.

Destroy when 2 years old.

SSIC 10110

PROVISIONS AND RATIONS RECORDS

1. **ACTIVITIES SUBSISTENCE REPORT RECORDS.** Reports, correspondence, and related records concerning subsistence requisitioning/support channels, special rations, stock levels, wholesale support, and inspection of stock, stock status, etc. (See also SSIC 4061.)

a. Afloat Activities.

Destroy when 1 year old.

b. Ashore Activities.

Destroy when 2 years old.

2. **INVESTIGATION RECORDS.** Reports/documentation of damaged, deteriorated and/or stolen rations.

Transfer to FRC when 2 years old. Destroy when 5 years old.

3. **DAILY TEMPERATURE LOGS.**

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Destroy when 2 years old.

4. CASH COLLECTION VOUCHERS/CASH MEAL PAYMENT SHEETS. Other than those used in field or garrison mess hall operations. Includes authorized custodian records to include report of result of quarterly verification of authorized custodian, any loss of Cash Meal Sheets and replacement payment sheets with related endorsements.

Transfer to FRC when 2 years old. Destroy when 5 years old.

SSIC 10120

CLOTHING AND UNIFORMS RECORDS

1. CLOTHING REQUISITION AND RECEIPT RECORDS. Files such as Requests for Issue or Turn-in, DD 1150. (See also SSICs 1020 and 1070.15.)

Destroy when 2 years old.

2. CLOTHING RECEIPTS FOR CLOTHING ISSUES.

Retain on board. Destroy when clothing is returned.

3. CLOTHING STORES RETURNS. (See also SSIC 7323.1.)

a. Navy Activities.

Destroy when 2 years old.

b. Marine Corps Activities.

Destroy 3 years after close of fiscal year.

4. NAVAL UNIFORM SHOP RECORDS. These are general correspondence records accumulated by the Navy Resale and Services Support Office, Brooklyn, NY, documenting administration of the Naval Uniform Shop.

Destroy when 3 years old.

SSIC 10121

NAVAL AND MARINE CORPS RESERVE CLOTHING RECORDS

1. GENERAL CORRESPONDENCE. Files and merchandising advisory notices related to Navy and Marine Corps Reserve clothing.

Destroy when 2 years old.

SSIC 10122

OFFICER CLOTHING AND UNIFORMS RECORDS

1. GENERAL CORRESPONDENCE. Files and merchandising advisory notices related to officer clothing and uniforms. (See also SSICs 1020 and 1070.15.)

Destroy when 2 years old.

SSIC 10123

OFFICER CANDIDATE CLOTHING AND UNIFORMS RECORDS

1. GENERAL CORRESPONDENCE. Files pertaining to officer candidate clothing and uniforms.

Destroy when 2 years old.

SSIC 10124

ORGANIZATIONAL CLOTHING RECORDS

1. GENERAL CORRESPONDENCE. Files relating to the storage and issue of special clothing/cold weather clothing; flight clothing; and atomic, biological, and chemical warfare protective clothing.

Destroy when 3 years old.

2. WEAR TEST REPORTS.

Destroy when 2 years old.

SSIC 10128

RETAIL CLOTHING STORE ITEMS RECORDS

1. GENERAL CORRESPONDENCE. Files pertaining to uniform discrepancies and national stock numbers relating to retail clothing store items.

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

2. STOCK POSITION REPORTS.

Destroy when 1 year old.

SSIC 10130

SHIPS STORE ITEMS RECORDS

1. GENERAL CORRESPONDENCE. Files pertaining to the overall operation of ships stores, afloat and ashore.

Destroy when 3 years old.

2. DOCUMENTS RELATING TO THE OVERALL ADMINISTRATION OF SHIPS STORES.

Retain on board. Destroy when 4 years old.

SSIC 10140

EXCHANGE ITEMS RECORDS

1. GENERAL CORRESPONDENCE. Files pertaining to general management and administration of Navy Exchanges. (See also SSIC 4066.)

Destroy when 3 years old.

SSIC 10150

PERSONAL SERVICE EQUIPMENT RECORDS

1. MESS RECORDS. Files pertaining to mess operations, ashore and afloat. (See also SSIC 4061.)

Destroy when 2 years old.

2. LAUNDRY RECORDS. Files pertaining to laundry operations of Navy ships stores, ashore and afloat.

Destroy when 2 years old.

SSIC 10170

TRAINING MATERIAL RECORDS

1. GENERAL CORRESPONDENCE. Files pertaining to management and utilization of training material. Records cover equipment (i.e., blackboards, chalk, etc.) not devices (i.e., syllabi, curricula, etc.). (See SSIC 1500 for military personnel training and SSIC 12410 for civilian personnel training.)

Destroy when 3 years old.

SSIC 10200-10299

MACHINERY AND TOOLS RECORDS

SSIC 10200

GENERAL MACHINERY AND TOOLS RECORDS

1. GENERAL CORRESPONDENCE. Records relate to use, maintenance, and repair of tools and machinery (agricultural machinery, air compressors and pumps, air

conditioning and ventilating equipment, electric motors and generators, engines (exclude ship and aircraft engines), etc.). Records also include calibration records and related papers. (See also SSIC 4870.)

a. Tool Repair History Cards. These cards list major repairs to each tool.

Retain on board. Destroy when tool is dispositioned.

b. All Other Records.

Destroy when 3 years old.

SSIC 10250

CONVEYING AND HOISTING EQUIPMENT RECORDS

1. REPORTS, MESSAGES, AND RELATED CORRESPONDENCE. Files and papers concerning conveying and hoisting equipment.

Destroy when 3 years old.

SSIC 10300-10599

MISCELLANEOUS MATERIAL RECORDS

SSIC 10300

GENERAL MISCELLANEOUS MATERIALS RECORDS

MISCELLANEOUS MATERIALS INCLUDE ABRASIVES, STEEL, METALLIC AND NON-METALLIC MATERIALS, WOOD, LUMBER, CONCRETE, RUBBER, LUBRICANTS, PAINTS, ELECTRONIC COMPONENTS, MOLDS, DIES, HARDWARE, AND PLUMBING FIXTURES. (SEE ALSO SSIC 4110 FOR INTEGRATED MATERIAL MANAGEMENT RECORDS AND SSIC 4840 FOR MATERIALS RECORDS.)

1. GENERAL CORRESPONDENCE. Files of the routine internal operation and administration of a miscellaneous materials program.

Destroy when 3 years old.

2. STRENGTH AND OTHER TEST RECORDS. Files used in construction work by public works activities having continued research value.

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

SSIC 10330

CHEMICALS AND GASES (EXCEPT WARFARE) RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, INSTRUCTIONS, AND OTHER TYPES OF MATERIAL. Files that may be generated pertaining to gases and chemicals (including helium and oxygen-related records). (See SSIC 3900.9 for technical report files.)

a. **General Correspondence and Reports.**

Retain on board. Destroy when 5 years old.

b. **Instructions and Notices.**

Retain on board. Destroy when superseded or cancelled.

SSIC 10340

FUEL RECORDS

1. FUEL REPORTS. Copies of reports relating to the receipt, issue, inventory, replenishment, consumption, and requirements of fuel products submitted to higher authority. Files include fuel loading and discharge reports.

a. **Fuel Requirements Estimate Reports.**

Destroy when 2 years old.

b. **All Other Reports.**

Destroy when 1 year old.

2. SLATES. Listings showing fuel inventories, storage, consumption, requirements, and planning data for petroleum.

a. **Bulk Petroleum Products.**

Destroy when 2 years old.

b. **All Other Petroleum Products.**

Destroy when 1 year old.

3. LOCAL STATISTICAL REPORTS AND OTHER FUEL REPORTS. Reports received for informational purposes or used as local working papers.

Retain on board. Destroy when superseded by new report.

4. GENERAL CORRESPONDENCE. Files relating to the storage and issue of fuels.

Destroy when 3 years old.

SSIC 10342

PROPELLANTS AND OXIDIZERS RECORDS

1. PERFORMANCE TEST RECORDS. Files include manufacturing test sheets for lots or batches of powder, fuel oils, or other propellants accumulated by plants, laboratories, or manufacturing facilities. Files also include fueling and fuel storage equipment records. (See SSIC 4430 for material receipt (acceptability) records.)

Retain on board. Destroy after material is withdrawn from service.

SSIC 10350

LUBRICANTS RECORDS

Apply SSIC 10300.

SSIC 10360

PROTECTIVE AND PRESERVATION COATINGS AND COMPOUNDS (INCLUDES PAINTS, DOPES, AND RELATED PRODUCTS) RECORDS

Apply SSIC 10300.

SSIC 10370

BUILDING MATERIALS RECORDS

Apply SSIC 10300.

SSIC 10380

ELECTRICAL AND ELECTRONIC COMPONENTS RECORDS

Apply SSIC 10300.

SSIC 10390

ELECTRIC DISTRIBUTION EQUIPMENT RECORDS

Apply SSIC 10300.

SSIC 10400

GENERAL MOLDS, DIES, JIGS RECORDS

1. GENERAL CORRESPONDENCE AND STRENGTH AND OTHER TEST RECORDS. Records pertain to molds, dies, and jigs; bearings; hoses, gaskets, and packing material; plumbing fixtures and piping; and cordage and wire ropes.

Apply SSIC 10300.

SSIC 10460-10469

GENERAL OFFICE EQUIPMENT AND SUPPLIES RECORDS

THE RECORDS IN THIS (10460-10469) SERIES RELATE TO GENERAL OFFICE EQUIPMENT AND SUPPLIES AND INCLUDE RECORDS PRODUCTION EQUIPMENT, RECORDS HANDLING AND UTILIZATION EQUIPMENT, RECORDS FILING, STORAGE, AND RETRIEVAL EQUIPMENT, RECORDS DESTRUCTION EQUIPMENT, OTHER OFFICE PROCEDURES EQUIPMENT, OFFICE SUPPLIES, AND OFFICE FURNITURE AND FURNISHING.

SSIC 10460

GENERAL OFFICE EQUIPMENT AND SUPPLIES RECORDS

1. GENERAL CORRESPONDENCE. Files pertaining to office equipment, management, production, and utilization records.

Destroy when 3 years old.

2. MACHINE UTILIZATION REPORTS. Reports and other records relating to requirements and justifications for office machines and equipment.

Destroy when 2 years old.

3. ACQUISITION OF OFFICE EQUIPMENT RECORDS.

Retain on board. Destroy after equipment disposal.

4. SUPPLY REQUISITION AND RECEIPT RECORDS. Files such as DD 1149 and requests for issue.

Destroy when 3 years old.

5. OFFICE FURNITURE AND FURNISHINGS

REQUISITION AND INVENTORY RECORDS. Files such as DD 1149, DD 1262, SF 344, and requests for issue.

Destroy when 3 years old.

SSIC 10470

SAFETY AND SURVIVAL EQUIPMENT AND DEVICES RECORDS

1. GENERAL CORRESPONDENCE. Files relating to the storage and issue of safety and survival equipment and devices.

Apply SSIC 10300.

SSIC 10480

SANITARY AND CLEANING EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE. Files relating to the storage and issue of sanitary and cleaning equipment.

Apply SSIC 10300.

SSIC 10490

MATERIALS HANDLING EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE. Files relating to the storage and issue of materials handling equipment.

Destroy when 2 years old.

SSIC 10500

GENERAL NAVIGATIONAL AND MOORING AIDS RECORDS

1. GENERAL CORRESPONDENCE. Files relating to the storage and issue of navigational and mooring instruments and aids. (See also SSIC 9400.)

Apply SSIC 10300.

2. FLAGS AND PENNANTS RECORDS.

a. General Correspondence. Files relating to the storage and issue of flags and pennants. (See also SSIC 9400.)

Destroy when 3 years old.

b. Documents Reflecting the Development, Research, Design and Approval or Disapproval of Symbolic Items

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Displayed by Individuals or Organizations. Files include flags, pennants, plaques, official seals, and other heraldic services, illustrations, designs, paintings, photographs, technical data, specifications, correspondence, orders, and related documents.

(1) Case files of the Commander, Naval Sea Systems Command (COMNAVSEASYSKOM) Headquarters office performing Navy-wide responsibility for flags and pennants.

Permanent. Offer to NARA when no longer required for on-site reference by COMNAVSEASYSKOM.

(2) All other files of any office.

Destroy when 2 years old.

SSIC 10550-10559

ELECTRONIC RECORDS

THE RECORDS IN THIS (10550-10559) SERIES RELATE TO MISCELLANEOUS ELECTRONICS RECORDS AND INCLUDE MISCELLANEOUS ELECTRONICS RECORDS PERTAINING TO RADAR, SONAR, LORAN AND RACON, AND ELECTROSTATIC DISCHARGE (ESD).

SSIC 10550

ELECTRONICS RECORDS

1. GENERAL CORRESPONDENCE. Files of the electronic divisions or units of activities relating to their responsibilities for the inspection, repair, and installation of electronics equipment. Consists of equipment and test data, copies of station directives, and other records relating to electronics matters and integrated electronics systems. (See also SSICs 3320, 9400, and 13200.)

Retain on board. Destroy when 4 years old.

2. ELECTRONIC EQUIPMENT INSTALLATION RECORDS AND RELATED OR SIMILAR RECORDS.

Retain on board. Destroy when superseded, equipment is transferred to other control, or after final disposition of equipment is completed, whichever is earlier.

3. ELECTRONICS MATERIAL AND COMPONENTS EQUIPMENT LOG BOOKS OR EQUIPMENT HISTORY CARDS.

Retain on board. Transfer with equipment or

destroy when equipment is expended, whichever is earlier.

SSIC 10560

DIVING EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE. Files relating to the storage and issue of diving equipment. (See also SSICs 9590 and 9900.)

Apply SSIC 10300.

SSIC 10570

ANIMALS, DOMESTIC AND WILD, RECORDS

1. GENERAL CORRESPONDENCE. Files relating to routine operation and administration of domestic and wild animal programs.

Destroy when 2 years old.

SSIC 10700-10799

AUDIOVISUAL EQUIPMENT AND ACCESSORIES RECORDS

THE RECORDS IN THIS (10700-10799) SERIES RELATE TO GENERAL AUDIOVISUAL EQUIPMENT AND ACCESSORIES RECORDS AND INCLUDE MOTION PICTURE EQUIPMENT AND ACCESSORIES, STILL PICTURE ACQUISITION EQUIPMENT AND ACCESSORIES, VIDEO ACQUISITION EQUIPMENT, AUDIO ACQUISITION EQUIPMENT, AND GRAPHIC ARTS EQUIPMENT RECORDS.

SSIC 10700

GENERAL AUDIOVISUAL EQUIPMENT AND ACCESSORIES RECORDS

1. AUDIOVISUAL EQUIPMENT ALLOWANCE AUTHORIZATION DOCUMENTS.

Retain on board. Destroy when superseded or cancelled.

2. AUDIOVISUAL EQUIPMENT MAINTENANCE RECORDS. Files concerning corrective and planned maintenance.

Retain on board. Destroy when equipment is declared obsolete.

3. COPIES OF AUDIOVISUAL EQUIPMENT STANDARDIZATION DOCUMENTS AND HANDBOOKS. Files pertaining to military/federal procurement specifications and standards.

Retain on board. Destroy when superseded or cancelled.

4. AUDIOVISUAL EQUIPMENT PROCUREMENT AUTHORIZATIONS.

Destroy when 2 years old or when equipment is included in command audiovisual equipment allowance authorization documents, whichever is earlier.

5. AUDIOVISUAL EQUIPMENT OPERATIONAL, TEST, AND EVALUATION REPORTS.

Retain on board. Destroy when equipment is declared obsolete.

6. AUDIOVISUAL EQUIPMENT LOGISTICS RECORDS. Files concerning integrated logistic support plans, operational logistics support plans, equipment training plans, and approvals for service use.

Retain on board. Destroy when superseded or equipment is declared obsolete.

7. AUDIOVISUAL EQUIPMENT TECHNICAL MANUALS. Files include maintenance, overhaul, and illustrated parts breakdown and audiovisual technical bulletins.

Retain on board. Destroy when superseded or equipment is declared obsolete.

8. NAVY AUDIOVISUAL EQUIPMENT INVENTORY REPORT (OPNAV 10700-1) SUBMITTED TO THE COMNAVAIRSYSCOM.

Destroy when 2 years old or when all changes, deletions, and additions have been included on succeeding COMNAVAIRSYSCOM audio-visual equipment inventory listing, whichever is earlier.

9. COMNAVAIRSYSCOM AUDIOVISUAL EQUIPMENT INVENTORY LISTING.

Retain on board. Destroy when all changes, deletions, and additions have been included on a superseding listing.