

CHAPTER 11

FACILITIES AND ACTIVITIES ASHORE RECORDS

11000-11999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO THE PLANNING AND DESIGN, CONSTRUCTION, ACQUISITION, DEVELOPMENT, MAINTENANCE, ADMINISTRATION, AND DISPOSITION OF STRUCTURES AND FACILITIES ASHORE, INCLUDING FLEET FACILITIES, HEAVY EQUIPMENT AND TRANSPORTATION FACILITIES, REAL ESTATE AND HOUSING, AND POWER AND OTHER UTILITIES AND SERVICES FOR ACTIVITIES AND STRUCTURES. THESE RECORDS ARE ACCUMULATED BY PUBLIC WORKS ACTIVITIES AND BY OTHER ACTIVITIES AND OFFICES RESPONSIBLE FOR OR PERFORMING PUBLIC WORKS TYPES OR RELATED FUNCTIONS DESCRIBED IN THIS CHAPTER.

SSIC 11000-11999

GENERAL FACILITIES AND ACTIVITIES ASHORE RECORDS

SSIC 11000

GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS

1. PRIMARY PROGRAM RECORDS.

a. Departmental Files. Files include correspondence files, master shore station development and military construction plan files with supporting papers, and other records accumulated by the Assistant Secretary of the Navy (Installation and Environment) (I&E), and the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) relating to their assigned primary program responsibilities for the development, execution, and accomplishment of plans, policies, programs, and procedures for the planning, design, acquisition or development (construction), and maintenance management of structures and facilities ashore, including fleet facilities, plant facilities, housing, transportation, and utilities and services. Include also records of the Chief of Naval Operations (CNO), Commandant of the Marine Corps (CMC), and other departmental systems commands relating to assigned program responsibilities in this area.

(1) Navy.

Permanent. Retire to Washington National Records

Center (WNRC) when 4 years old. Transfer to National Archives and Records Administration (NARA) when 25 years old.

(2) Marine Corps.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.

b. Shore Facility Programming Boards, Washington, DC, Program Files. General correspondence files and other records documenting the overall execution of plans, policies, procedures, and the performance of essential transactions. Include master development and construction plans and supporting records.

Destroy when 5 years old.

c. Records of NAVFACENGCOM Field Divisions and Other Major Commands. Files relating to the construction program of the command and to overall planning aspects of civil engineering matters.

Permanent. Retire to nearest FRC when 4 years old. Transfer to NARA when 25 years old.

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Correspondence and related records of public works offices and of other activities and offices performing public works type functions.

a. Files That Document the Overall Operations of the Activity or Office and the Accomplishment of Its Assigned Public Works Mission.

Destroy when 5 years old.

b. General Correspondence Files. Records relating to the routine internal operation and administration of the office.

Destroy when 2 years old.

3. STATION FACILITIES REPORTS SUBMITTED TO NAVFACENGCOM OR DEPARTMENTAL OFFICES OR OTHER HIGHER AUTHORITY. Include quarterly station reports of aviation facilities and on-board aircraft and personnel.

Destroy when 2 years old.

4. FACILITIES HISTORY CARDS. Contains information related to locations, design and maintenance of facilities ashore.

Destroy after building or facility is reported as

disposed of.

5. **ADVANCE PLANNING REPORTS AND DESIGN FILES.** Preliminary schematic drawings, outline specifications, and cost estimates pertaining to the scope, general feature, utilities, and costs of proposed military construction or public works projects.

Destroy when 10 years old.

6. **PRODUCTION MANAGEMENT SYSTEM (PWC/MIS).** This system, sponsored by CNO (N-44), provides support to Naval Base Public Works Centers production forces. The system provides reference number assignment to management programs, work progress analysis, shop loading data, work scheduling information, and monitors facilities inspection programs.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-computer (COM) and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

7. **H30 SYSTEM.** A planning and scheduling system to provide automated support for the production management offices of Public Works Departments. The system provides capabilities to add, update, and delete records; update the data base with computed task start date, task end date, and job completion date; and print various scheduling, planning, backlog, and management reports. Provides a tracking system for work requests, planning and estimating jobs, and minor work.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

8. **ALLOWANCE MATERIAL MANAGEMENT SYSTEM.** This data system provides information to support Reserve Naval Construction Forces allowance material stored at permanent drill sites and Construction Battalion Centers (CBCs). System also provides information on Naval Construction Force allowance material stored in containers at CBCs and deployment sites.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11010

SHORE STATION DEVELOPMENT RECORDS

1. **FACILITIES REQUIREMENTS PLANNING RECORDS.** Files include requirements analysis and asset data contained in facility planning systems.

Destroy when superseded or cancelled.

2. **SHORE ACTIVITY MASTER PLANS.**

a. Official Activity Master Plans. Files accumulated at the activity level. Include master set of all plans. Departmental Shore Station Development master plans are retired as primary program records under SSIC 11000, paragraph 1a.

Retire to nearest FRC when 4 years old. Destroy when 20 years old.

b. Other Plan Files.

Destroy when superseded or cancelled.

3. INDEXES OR LISTINGS FOR IDENTIFICATION. Listings of drawings that are associated with contracts.

Destroy when contract is completed.

4. NAVOSH DEFICIENCY ABATEMENT PROGRAM/MIS. The Occupation Safety and Health Deficiency Abatement Program/Management Information System (DAP/MIS) provides information on the current status of funding NAVOSH Deficiency Abatement Projects, as well as justifications and priorities for each project. Each DAP/MIS project exhibit fully describes the safety or health hazard, the interim control measures, and the proposed corrective action. The relevant legal compliance standard, cost summary, and project schedule dates are provided. The system is sponsored by CNO (N44) and maintained at the Facilities Systems Office (FACSO), Port Hueneme.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

5. NAVAL FACILITY ASSETS DATA BASE. A single source of data describing facilities for use in planning, management and inventory control. It provides a record of financial and physical data on facilities, i.g., buildings, structures, utilities, and land. System is maintained at FACSO Port Hueneme.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

6. SHORE FACILITIES PLANNING SYSTEM. This system was established to determine the basic facility requirements at shore activities to insure the completion of assigned mission. The system compiles lists of essential facilities; compares existing assets with requirements producing a list of facility surpluses and deficiencies. The system provides for the development of construction projects and the entry of these projects into the military construction requirements list. Facility requirement plans are produced for shore activity hosts and tenants.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11011

REAL ESTATE RECORDS

1. REAL ESTATE TITLE RECORDS. Case files containing deeds to property, certificates of title, documents of final adjudication by a court, site maps, Attorney General opinions, and other instruments of ownership. These files are maintained by the NAVFACENCOM Field Divisions.

Permanent. Transfer to NARA when activity has been disestablished and property has been removed from Department of the Navy (DON) plant account.

2. CORRESPONDENCE AND OTHER RECORDS DOCUMENTING THE ACQUISITION OF LAND AND

APPURTENANCES ACQUIRED WITH THE LAND. Files which consist of preliminary reports of title; letters of approval; declarations of taking or of condemnations; copies of titles and deeds, easement records; and transfer

of title papers and transcript of proceedings. (See SSIC 5032 for street, facility, and area names policy records.)

Destroy 10 years after completion of acquisition transaction.

3. REAL ESTATE RECORDS NECESSARY OR CONVENIENT FOR THE USE OF PROPERTY OR EQUIPMENT SOLD OR TRANSFERRED TO OTHER CUSTODY.

a. Selected Drawings and Photographs of Properties Selected for Their Architectural, Historical, or Technological Significance. (NAVFACENCOM or EFD's contact NARA in advance of transfer to arrange selection of records for permanent retention).

Permanent. Offer to NARA when property is transferred. (Duplicate copies will be provided, if needed, to new custodian.)

b. Other Files such as maintenance history, records of minor modifications, etc.

Transfer to new custodian.

4. PLOT PLANS, SITE MAPS AND SURVEYS, AND OTHER DRAWINGS OF NAVY REAL ESTATE WHEN PROPERTY IS NOT SOLD OR TRANSFERRED TO OTHER CUSTODY. These are prepared and accumulated by COMNAVFACENCOM, Headquarters Marine Corps (HQMC), overseas and area public works offices, and other activities responsible for the acquisition or administration of real estate.

a. One Copy of Each Published Map.

Permanent. Retire to nearest FRC in 4-year blocks when newest records are 10 years old. Transfer to NARA when records are 20 years old.

b. Remaining Items.

Destroy when no longer needed.

5. REAL ESTATE PLANNING FILES. Papers relating to the preliminary plans for real estate acquisition such as copies of preliminary appraisal reports, activities' recommendations, or justification regarding acquisitions, pertinent engineering and cost data, and other background or planning data essentially summarized or documented in permanent real estate acquisition files.

Destroy when acquisition transaction is completed.

6. INDEX CARD RECORDS OF NAVAL REAL ESTATE. Files reflecting such information as locations, parcel numbers, acreages, or brief description of property.

Permanent. Retire to nearest FRC when no longer needed. Transfer to NARA when 20 years old.

7. PROJECT REFERENCE OR WORKING FILES. Copies of plot plans, appraisal assignments, engineering and other reports and data, contracts, and other working or information papers accumulated for convenience or reference while project is in progress.

Destroy 1 year after project is completed.

8. FACILITIES MANAGEMENT - CLASS 1 AND 2 REAL PROPERTY TRACKING SYSTEMS. These systems are maintained, generally on microcomputers, by Public Works Centers at major naval activities. These systems keep a current log of all class 1 and 2 real property at the base, identifies all tenants occupying the property, and maintains a log of all proposed construction of real property. Reports generated by these systems include lists by property record number, by tenant, by facility, by category code, and by maintenance code.

a. Discs or other file maintenance media.

Destroy when no longer required.

b. Input data.

Destroy when no longer required.

c. Output data and reports.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference. Transfer to NARA when newest records are 20 years old.

SSIC 11012

SHORE STATION DESIGN CRITERIA RECORDS

1. THOSE RECORDS WHICH PERTAIN TO THE DESIGN PROCESS GENERALLY CONSISTING OF PRELIMINARY AND PRESENTATION DRAWINGS, MANUALS, AND COMPUTATION BOOKS. The

drawings and sketches are conceptual in nature, usually showing the basic design of the structure, and include such items as the basic design of the structure, arrangement of rooms, general appearance of elevations, floor plans, and other details under consideration.

a. Drawings and sketches. Original and microform drawings and sketches including preliminary, presentations and submittals.

Destroy when structure is completed and is built or "record" drawings are prepared.

b. Assignment Logs of the serial numbers assigned to design drawings or microform copies thereof.

Permanent. Transfer to NARA in 5-year blocks for all records greater than 5 years old.

c. Special Study Data. Files include engineering investigation reports and preliminary design studies.

Destroy when 3 years old or when obsolete, whichever is earlier.

d. Design Computations. Essential design data contained in computation books, folders, or the microfilm negatives thereof.

Transfer to new owner if structure is sold or transferred. Destroy if structure is demolished.

e. Design Manuals/Handbooks. NAVFACENGCOM manuals or handbooks that specify design criteria, specifications, safety factors, and mandatory features that are to be included in the design of types of structures.

(1) Master silver microfilm.

Permanent. Transfer to NARA in 5-year blocks when the most recent manual is 30 years old.

(2) Duplicate silver microform copy maintained at NAVFACENGCOM Headquarters.

Destroy when no longer required.

(3) Printed copies of design manuals.

Destroy when cancelled or superseded.

2. **ADVANCE PLANNING REPORT**. Preliminary schematic drawings, outline specifications, and cost estimates pertaining to the scope, general features, utilities, and cost of proposed military construction or public works projects.

Destroy when 10 years old.

3. DEVELOPMENT PLANNING FILES.

a. General Development Plans for Major Naval Activities. These usually form Part III, Section 2, of the Military Construction Review Report or the Master Shore Station Development Plan Reports.

Destroy when superseded or cancelled.

b. General (Annual) Plans. Copies of recommended or approved drawings or plans for future development or improvements to existing Navy and Marine Corps facilities.

Destroy when superseded or cancelled.

c. Related Case Files.

Destroy when superseded.

4. TECHNICAL DATA REFERENCE FILES.

Catalogs, charts, copies of technical reports and data, and other background papers or master microfilm negatives thereof used in developing plans and specifications.

Destroy when superseded or when data becomes obsolete.

5. FACILITIES SUMMARIES FOR OVERSEAS BASES OR MASTER MICROFILM NEGATIVES THEREOF.

a. One Record Copy Retained as Part of the Primary Program Records.

Permanent. Transfer to NARA within 5-years after completion of project.

b. All Other Copies.

Retain for lifetime of facility.

6. **DESIGN COST ESTIMATORS PROJECT (CASE) FILES**. Detailed breakdown computations and data for facilities construction and design projects. May include basic calculations and summary labor and material cost data, detail construction material breakdowns, internal memoranda, blueprints, and other similar data and correspondence pertinent to project cost determinations.

Destroy 5 years after completion of project.

7. **DESIGN MANAGEMENT INFORMATION SYSTEM**. Information in this system is used to plan the engineering and design investment, to organize the in-house architect/engineer contract force, to manage staffing, and to control and direct the execution of the

total design process. The system is maintained at FACSO Port Hueneme and supports NAVFACENCOM Headquarters and Field Divisions.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11013

SHORE STATION CONSTRUCTION RECORDS

1. CONSTRUCTION DRAWING. These include intermediate and prefinal drawings, final working drawings, as-built drawings, "records" drawings, shop drawings, repair and alteration drawings, standards drawings, and specifications.

a. Drawings filmed on 105 mm or 35 mm silver film.

(1) Silver film copy maintained at NAVFACENCOM Record Drawing Film File, Port Hueneme, CA.

Vital record copy, destroy only when directed by COMNAVFACENCOM.

(2) Silver film copy maintained by the NAVFACENCOM Field Division for the geographical area in which the structure is located.

Permanent. Transfer to NARA when structure is sold, transferred or demolished.

(3) Other copies of microfilm used for reference.

Destroy when no longer required.

(4) Original "record" drawings (as-built drawings, if "record" drawing was not prepared) selected for architectural, historical, or technological significance. Selection criteria to be established by NARA in conjunction with NAVFACENCOM Headquarters Field

Divisions.

Permanent. Transfer to NARA when structure is sold, transferred, or demolished, or when 20 years old, whichever is earlier.

(5) Original "record" drawings and as-built drawings not included in SSIC 11013, paragraph 1a(4)

Transfer to new owner if structure is sold or transferred or destroy when 30 years old, if still in Navy custody.

(6) Intermediate and prefinal drawings, final working drawings, shop drawings, repair and alteration drawings, standard drawings and specifications.

Destroy when microfilm has been verified.

b. Original drawings that have not been filmed.

(1) Original "record" drawings (as-built drawings, if "record" drawing was not prepared) selected for architectural, historical, or technological significance. Selection criteria to be established by NARA in conjunction with NAVFACENCOM Headquarters and Field Divisions.

Permanent. Transfer to NARA when structure is sold, transferred, or demolished or when 40 years old whichever is earlier.

(2) Intermediate and prefinal drawings, final working drawings, shop drawings, repair and alteration drawings, standard drawings and specifications.

Destroy when structure is sold, transferred, or demolished or when 40 years old, whichever is earlier.

c. Assignment logs of the serial numbers assigned to NAVFACENCOM and Field Division Drawings.

(1) Microform copies.

Permanent. Transfer to NARA in 5-year blocks for all records greater than 5 years old.

(2) Indexes to drawings that are maintained in a data base.

Permanent. Transfer complete printout to NARA annually.

d. Blueprints or other copies that duplicate original drawings, drawings not used in construction or alteration, drawings used to negotiate contracts, drawings used to assign floor space.

Destroy when superseded or purpose is served.

2. CONSTRUCTION DRAWINGS WHICH ARE NOT COVERED IN SSIC 11013, paragraph 1.

Destroy when purpose is served.

3. FIELD SURVEY, TEST, AND EXPLORATION DOCUMENTS. Field survey notes or reports and other summary records of exploration data including pile driving data, soil density data, summary concrete and other material test and strength evaluation records, and other exploration data having continuing scientific or technical research value.

Retire to nearest FRC when 5 years old. Destroy when structure is sold, transferred, or demolished.

4. CIVIL WORKS AND CONSTRUCTION STATUS REPORTS. Copies of reports and related papers pertaining to status of construction work projects.

Destroy 1 year after termination of contract.

5. LABOR STANDARD INSPECTION REPORTS AND COPIES OF CONTRACTORS WEEKLY PAYROLL AFFIDAVITS.

Destroy 3 years after completion of contract unless contract is under enforcement action.

6. CIVIL WORKS AND CONSTRUCTION CONTRACT RECORDS. Files include correspondence relating to the administration of the contracts.

a. Supporting Contract or Order Files.

Apply appropriate sub item under SSIC 4200.

b. All Other Files.

Destroy when 2 years old.

7. INSPECTION REPORTS.

a. Material Inspection Copies.

(1) Routine internal administration files.

Destroy when 2 years old.

(2) All other files.

Destroy when 3 years old.

b. Copies Supporting Contract Files.

Apply appropriate sub item of SSIC 4200.

8. ALL PHOTOGRAPHS AND NEGATIVES IN THE POSSESSION OF OFFICERS IN CHARGE OF CONSTRUCTION AND RESIDENT OFFICERS IN CHARGE OF CONSTRUCTION. Closed construction contracts for which a final decision of the contracting officer on a dispute has been received, construction contracts in which a final release reserving a claim has

been received, or construction contracts for which a decision of the Armed Services Board of Contract Appeals has been received.

a. One Construction Progress Photograph and Negative of Each Construction Print.

(1) Officers in charge of construction.

Forward to COMNAVFACENGCOM when 2 years old.

(2) COMNAVFACENGCOM.

(a) Routine construction prints.

Destroy 6 years after final decision.

(b) Prints determined to be of continuing value.

Destroy when no longer needed for reference.

(c) Prints returned to OICC.

Destroy when no longer needed for reference.

b. All Other Photographs and Prints.

Destroy when 2 years old.

9. CONSTRUCTION (COST REIMBURSEMENT-TYPE) CONTRACT RECORDS.

Apply appropriate sub-item of SSIC 4200.

10. FACILITIES PLANNING MODEL. This system enables automated computation of facilities requirements. The model is an interactive process through which planners enter data on base loading. The system compares facility requirements with asset records in the Naval Facilities Assets Data Base to determine surpluses and deficiencies, and to price out costs of rehabilitation, additional new construction and facilities maintenance.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of

data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

11. CONTINGENCY RESOURCES DATA BASE (CRDB). This system is used by NAVFACENGCOM Headquarters to prepare port, airfield, and construction capability reports for use by the Fleet Commanders in Chief, CNO, and the Joint Chiefs of Staff. System interfaces with the Joint Operation Planning System Port File, Fleet Intelligence Center Port Files, and the Defense Mapping Agency Automated Air Facilities Information File. System is maintained at FASCO Port Hueneme.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11014

SHORE STATION MAINTENANCE RECORDS

1. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES RELATING TO SHORE STATION MAINTENANCE PROGRAMS. Files include engineering survey reports and related data papers.

Destroy when 2 years old.

2. LOCAL CONTROL OF PROGRESS RECORDS RELATING TO SHORE STATIONS MAINTENANCE WORK. Local equipment operation and installation logs and other similar records.

Destroy when 1 year old.

3. EQUIPMENT UPKEEP AND PREVENTIVE MAINTENANCE LOGS AND RECORDS.

a. Daily or Weekly Records.

Destroy when 1 year old.

b. Detail Working Papers or Check Lists.

Destroy when 1 year old.

c. All Other Records.

Destroy 3 months after work performed or requisition cancelled.

4. OTHER MAINTENANCE, UPKEEP, AND REPAIR RECORDS.

Destroy when 1 year old.

5. PREVENTIVE MAINTENANCE WORKSHEETS.

Destroy when superseded or purpose is served.

6. STAFF CIVIL ENGINEER WORK REQUEST TRACKING SYSTEM. This system or similar systems are maintained by Public Works Departments/Centers or Offices of the Staff Civil Engineer usually on microcomputers. System tracks work requests from start to completion. Generates reports of completed work requests, uncompleted work requests, and work requests behind schedule.

a. Discs or other file maintenance media.

Destroy when no longer required.

b. Input data .

Destroy when no longer required.

c. Output data and reports.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for

reference.

7. NAVY-WIDE ANNUAL INSPECTION SUMMARY.

This system processes maintenance deficiencies noted on inspections of Navy shore activities. Periodic reports for each command are forwarded to major claimants for submission to CNO (N44). System is maintained at FACSCO Port Hueneme.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11015

AGRICULTURE, FISH, AND WILDLIFE RECORDS

1. SOIL AND WATER CONSERVATION RECORDS.

Files include erosion control, grounds maintenance, landscaping, conservation plans for new construction, land management, outleasing, and soil density reports.

Destroy when 10 years old.

2. FORESTRY MANAGEMENT. Files include overall management plans and annual increments pertaining to forestry management.

Destroy when plan is superseded or when 10 years old, whichever is sooner.

3. FISH AND WILDLIFE RECORDS. Files containing management plans and annual increments.

Destroy when 10 years old.

4. GENERAL CORRESPONDENCE FILES.

a. Files Relating to Routine Internal Operation and Administration.

Destroy when 2 years old.

b. Other Correspondence Files Relating to the Overall Management of Agriculture, Fish and Wildlife.

Destroy when 5 years old.

SSIC 11016

PLANT PROPERTY RECORDS

1. GENERAL CORRESPONDENCE FILES. Files include reports and other papers relating to the maintenance of machinery and equipment and other plant property.

Destroy when 3 years old.

2. PLANT PROPERTY ACCOUNTING CARD AND LEDGER RECORDS.

a. Plant Account Cards and Ledgers.

Destroy 3 years after item is withdrawn from plant account.

b. All Other Plant Accounting Files.

Destroy when no longer needed.

3. PLANT PROPERTY MANAGEMENT SYSTEMS/GOVERNMENT FURNISHED EQUIPMENT SYSTEMS. These systems, usually on micro computers, are maintained at most Navy and Marine Corps activities. Systems maintain an inventory of plant property on sub-custody within the command and/or government owned equipment on loan or furnished to contractors. Systems allow for the inventory to be updated and a variety of inventory reports are produced.

a. Discs or other file maintenance media.

Destroy when no longer required.

b. Input data.

Destroy when no longer required.

c. Output data and reports.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

4. MINOR PROPERTY MANAGEMENT SYSTEMS.

SECNAVINST 5212.5D
22 April 1998

Automated systems, with a variety of similar names and generally maintained on micro-computers, that provide information pertaining to minor property within a Navy or Marine Corps activity. Information includes National Stock Number, item name, sub-custodian, responsible division, minor property tag number, and other similar type data.

a. Discs or other file maintenance media.

Destroy when no longer required.

b. Input data.

Destroy when no longer required.

c. Output data and reports.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11017

GROUPS OR UNPAVED AREAS (LAND) RECORDS

1. FILES INCLUDE SCHEDULING OF MILITARY USE AND PROCEDURES FOR SCHEDULING PUBLIC USE OF FACILITIES.

Destroy when no longer needed.

SSIC 11018

TESTING AREAS AND FACILITIES RECORDS

1. REPORTS AND CERTIFICATIONS ON STATIC, LOAD, AND DYNAMIC TESTS OF ELEVATORS, PAVEMENT, BOILERS, AND WEIGHT HANDLING TRACKAGE FACILITIES.

Destroy when 10 years old.

SSIC 11019

SHORE STATION SPECIAL PROJECTS RECORDS

1. REQUIREMENTS ANALYSIS AND ASSET DATA.

a. Records Contained in a Facility Planning System.

Destroy when superseded or no longer needed for reference.

b. Special Study Data and Other Documents.

Destroy when obsolete or 3 years old, whichever is later.

SSIC 11080

NUCLEAR, BIOLOGICAL, AND CHEMICAL DEFENSE RECORDS

1. THOSE FILES THAT SERVE AS A GUIDE FOR DISASTER PREPAREDNESS AND DOCUMENT NUCLEAR, BIOLOGICAL, AND CHEMICAL DEFENSE PLANS AND PROCEDURES ACCUMULATED BY COMNAVAFACENGCOM.

Permanent. Retire to WNRC when superseded. Transfer to NARA when 20 years old.

SSIC 11090

DAMAGE CONTROL RECORDS

1. RECORDS INVOLVING FIRE DETECTION, PREVENTION, AND CONTROL WHICH RELATE TO FLOODING AND DAMAGE DETECTION, PREVENTION, AND CONTROL.

Destroy when 2 years old.

SSIC 11100-11199

STRUCTURES AND FACILITIES RECORDS

SSIC 11100

GENERAL STRUCTURES AND FACILITIES RECORDS GENERAL

1. NAVY INSTALLATION RESTORATION (IR) PROGRAM RECORDS.

a. Primary Program Records. Correspondence, reports, and studies relating to the establishment, development, and accomplishments of the IR Program. Files are accumulated by NAVFACENGCOM Headquarters and Naval Energy and Environmental Support Activity (NEESA) only.

Permanent. Retire to nearest FRC in 5-year blocks. Transfer to NARA when 20 years old.

b. General Correspondence Files. Records relating to the routine administration of the programs.

Destroy when 5 years old.

c. **IR Program Reports.** Includes Preliminary Assessment Site Investigation (PASI) studies, Quality Control/Quality Assurance Reports, Confirmation Studies, Chemical Analyses, and Remedial Action Reports.

(1) Maintained by NEESA.

Destroy when 20 years old.

(2) Maintained at inspected activity.

Destroy upon completion of remedial corrective action.

d. **Publications.** Handbooks, guides, instruction pamphlets, and report format instructions supporting the IR Program.

Destroy when cancelled or superseded.

2. **DRAWINGS OR PLANS.** Records include blueprints, etc., of structures (buildings) copies of drawings or plans for each building or other structure at a naval activity or other installation including plans for layout, machinery, and electrical wiring. Records accumulated by naval activities and Public Works Centers only.

Destroy when structure is transferred or demolished.

3. **STRUCTURE OR FACILITY (HISTORY) RECORDS.** Master file (one copy only) cards or other similar records that document the physical features, placement, and nature of government structures. Records are accumulated by naval activities only.

Permanent. Retain on board until activity is disestablished, then transfer to NARA.

4. **FACILITIES REFERENCE FILES.** Information copies of publications, photographs, charts, engineering drawings and data, brochures, plans, and other documents relating to available facilities and structures used as a ready reference file in connection with facilities planning, management control, or other similar purpose.

Destroy when superseded by later information or facility is disestablished.

5. **NAVY POLLUTION CONTROL PROJECTS REPORTING SYSTEM.** Source documents for the system are proposed projects for pollution abatement funding submitted to NEESA by activities, submajor or major claimants. A Pollution Control Report is published twice a year by NEESA. Special reports are furnished on request.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

6. **NAVY AIR POLLUTION SOURCE INFORMATION SYSTEM (NAPIS).** Data on stationary air pollution sources is collected by the NEESA and incorporated into a computerized emission inventory system. Information on abatement, monitoring equipment, and emissions is accessible. File is updated monthly. A complete master file report and a summary report are produced annually. Provides users with data on the locations, magnitude, frequency, duration, legal limit, and relative contribution of air emission sources at all Navy and Marine Corps activities. Provides information for quantifying emissions for an activity using mass emission factors, for predicting ambient air quality, for the design/modification and evaluation of air pollution abatement facilities, for comparing emission data for similar sources, for determining pollutant concentrations and dispersion by short stuck modeling, for quantifying types and amounts of fuel consumed, and for developing and updating air episode plans. System supports the NEESA and the NAVFACENGCOC Field Divisions.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

7. **CATEGORY CODE DIRECTORY.** An automated data base containing the Department of the Navy Facility Category Codes, category code nomenclature, and units of measure used for identifying, classifying, and quantifying facility requirements and assets. The system is maintained by FASCO Port Hueneme and supports NAVFACENGCOM Headquarters, NAVFACENGCOM Field Divisions, and all major claimants and resource sponsors.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

8. **BASE LOADING SYSTEM.** Extracts and tabulates current and projected personnel strength information to be used as the basis for the family and unaccompanied personnel housing survey systems and the shore facilities planning system. Generates reports required by the Office of the Secretary of Defense (OSD) to support the Navy's annual Family Housing, Unaccompanied Personnel Housing, and other Military Construction (MCON) programs before Congress.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

9. **DEFENSE ENVIRONMENTAL STATUS REPORT (DESR) SYSTEM.** A data base containing a wide variety of environmental information including the provisions of federal, state, and local laws. System is maintained by the NEESA and supports NAVFACENGCOM and the EFDs. Data is stored at FASCO and NEESA.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11101

FAMILY HOUSING RECORDS

1. **GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES CONCERNED WITH THE PERFORMANCE OF HOUSING MANAGEMENT FUNCTIONS.** Files include the maintenance and administration of housing projects and related matters. (Exclude records relating to the acquisition, construction, or disposition of housing facilities and records documenting general housing policies or precedent setting decisions.)

Retire to nearest FRC when 3 years old. Destroy when 10 years old.

2. **FACILITY FILES.** A facility history record must be maintained for each facility identified on the Family Housing Property Account. For multidwelling buildings each family housing unit must have a separate facility history record.

a. Occupant Information. A record of occupancy will be kept for each set of quarters. Information on each permanent occupancy record will include the occupant's name, pay grade, date assigned, date vacated, and any remarks necessary for future reference.

Destroy when no longer required.

b. Other Occupancy Information. In addition to the

information relating to the permanent occupancy history record, other information pertaining to the occupancy of Government quarters. This information will include copies of the forms for Basic Allowance Quarters (BAQ) termination or reinstatement, notice of intent to vacate, supporting documentation for any actions affecting that particular occupant, such as mandatory assignment or eviction, and all individual correspondence between the occupant and the housing organization.

Destroy 3 fiscal years following close of fiscal year in which lease terminates, lapses, or cancellation occurs.

3. RECORDS DOCUMENTING THE MAINTENANCE AND REPAIR AND IMPROVEMENTS OF GOVERNMENT CONTROLLED HOUSING UNITS. Files consist of individual unit record cards, summary records of alterations, improvements, extensions, and major repairs to quarters.

Destroy 3 fiscal years after close of fiscal year in which unit is closed to tenancy or removed from naval cognizance.

4. WORK ORDERS, REQUISITIONS, AND RELATED PAPERS INVOLVING MINOR REPAIR AND MAINTENANCE WORK.

Destroy 3 fiscal years following close of fiscal year in which work is done.

5. COLLECTION OF RENTS AND CHARGES. Tenant ledger account cards or other similar records containing summaries of occupancy and rental data for each tenant.

Destroy 3 fiscal years following close of fiscal year in which lease terminates, lapses or cancellation occurs.

6. FURNISHING AND EQUIPMENT INVENTORY FILES. Maintain a current inventory of family housing furniture and equipment to include all items in quarters, in storage, or being repaired. The inventory should reflect current location by building and unit number. Equipment should be identified by year, manufacturer, size, model number and serial number in order to preserve the accuracy of the total inventory.

Destroy 3 fiscal years after close of fiscal year in which inventory is superseded.

7. LOCAL HOUSING CONTROL RECORDS. Card, log, or other records of applicants or of housing (occupancy) assignments; waiting lists; and other similar local control records.

a. Waiting Lists and Applicant Data Cards.

Destroy when 21 years old.

b. Other Records.

(1) Marine Corps activity log books of applicants.

Destroy when 2 years old.

(2) All other records.

Destroy when superseded or no longer needed for control purposes.

8. REPORTS RELATING TO HOUSING MANAGEMENT. Files include data concerning units, public quarters, rental housing, trailers and trailer sites, and copies of reports submitted to higher authority.

Destroy when 2 years old.

9. FAMILY HOUSING SURVEY. A Navy-wide system supporting shore activities. System provides statistical data on family size, composition, adequacy of current housing, and preference. System summarizes gross assets and housing requirements and projects future utilization and planning for each activity. System maintained at FACSO Port Hueneme.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

10. HOUSING INVENTORY UTILIZATION AND OCCUPANCY SYSTEM. System provides statistics on the utilization and occupancy of military family housing assigned to naval activities including the number and rank of personnel supported. Identifies downtime, turnover rates, and occupancy rates to assist in identifying deficiencies. System is sponsored by CNO (N44), maintained by FACSO Port Hueneme, and supports NAVFACENGCOM Headquarters and Field Divisions.

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a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

11. HOUSING DATA SYSTEM (PWC/MIS). This system assists family housing managers and other housing department personnel in providing personnel support to applicants and occupants and in managing family housing assets at naval activities. The system supports assignment, referral, fund control, maintenance planning, and furnishings control functions.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

12. FAMILY HOUSING. A family Housing Management System usually maintained on a microcomputer by individual shore activities supporting family housing units. System consists of five submodules: referral module, waiting list module, occupancy module, maintenance module, and incident/complaint module. System produces a variety of reports from each module.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11102

TRAINING STRUCTURES AND FACILITIES RECORDS

1. INDIVIDUAL DEVELOPMENT FILES. Records consist of studies, reports, and correspondence relating to requirements, allowance lists, and specification modifications for new training facilities. Records are maintained by activities and facility sponsors.

Destroy when 2 years old.

SSIC 11103

OTHER HOUSING RECORDS

1. UNACCOMPANIED PERSONNEL HOUSING SURVEY. System processes statistical data on the projected number of single personnel by rank or rate and transient status. Helps determine the adequacy of existing assets. Data is used to justify projects for new construction or modernization of unaccompanied personnel housing and support facilities. System is maintained at FACSO Port Hueneme and supports NAVFACENCOM Headquarters, the NAVFACENCOM Field Divisions, and individual shore activities.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and

user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11104

COMMUNITY FACILITIES RECORDS

1. EXPENDITURE, SURVEY, COLLECTION, AND OTHER STATISTICAL NARRATIVE DATA REPORTS.

Destroy when 2 years old.

SSIC 11107

RESALE ACTIVITIES RECORDS

1. RESALE CASE FILES. Files involving secondhand or retail activities such as thrift shops.

Destroy 3 years following close of fiscal year which lease terminates, lapses, or cancellation occurs or litigation is concluded, whichever is later.

SSIC 11110-11119

RECORDS IN THIS (11110-11119) SERIES PERTAIN ONLY TO MEDICAL AND DENTAL STRUCTURES AND FACILITIES ASHORE RECORDS AND INCLUDE MEDICAL CENTER, HOSPITAL, MEDICAL CLINIC, OTHER MEDICAL FACILITY/ACTIVITY, DENTAL CENTER, DENTAL CLINIC, AND OTHER DENTAL FACILITY/ACTIVITY RECORDS. RECORDS CONTAINED IN THIS SERIES ARE NOT TO BE CONFUSED WITH MEDICINE AND DENTISTRY RECORDS COVERED IN THE 6000-6999 SERIES (CHAPTER 6).

SSIC 11110

MEDICAL AND DENTAL STRUCTURES AND FACILITIES RECORDS

1. MASTER PROJECT RECORDS. Files documenting the overall planning, programming, construction, maintenance, and management of Navy medical department facilities ashore. Files maintained by Chief, Bureau of Medicine and Surgery (BUMED) only.

Retire to WNRC when 4 years old. Destroy when 25 years old.

2. COMMAND ACTIVITIES RECORDS. Files documenting the construction, maintenance and management of Navy medical and dental facilities.

Records are maintained by medical and dental facilities.

Retire to nearest FRC 4 years after completion of construction. Destroy when 10 years old.

3. MEDICAL/DENTAL ACTIVITY SPACE PROGRAM AND SPECIAL PROJECT SYSTEM. This system identifies space, equipment, construction standards, and design specification items required for various types of medical/dental facilities. In addition, allowance list of equipment and supplies are maintained for planned and existing facilities. System supports BUMED and is maintained at NIH.

a. Automated records including tapes, file layouts and systems documentation.

Destroy when updated or superseded, whichever is earlier.

b. Hard copy output prints - maintained by BUMED units.

Destroy when cancelled or superseded.

c. Disk pack files.

Destroy when cancelled or superseded.

4. GENERAL CORRESPONDENCE FILES. General office correspondence and related non-record materials such as pictures, maps, etc., maintained by activity and by project at BUMED and BUMED command activities.

Destroy when 2 years old.

5. DESIGN CRITERIA RECORDS.

a. Blueprints and Layouts. Copies maintained by BUMED AND BUMED activities. Exclude master drawings retired under SSIC 11012.

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

b. Technical Reference Files. Records include brochures, catalogs, etc., pertaining to materials, systems, and equipment related to architectural planning and development.

Destroy when superseded or outdated, whichever is earlier.

SSIC 11120

COMMUNICATIONS STRUCTURES AND FACILITIES RECORDS

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1. CORRESPONDENCE, PLANS AND OTHER RECORDS. Files pertaining to the development, design and construction of communication facilities. Records are maintained by naval activity or sponsoring systems command.

Retire to nearest FRC 4 years after completion of construction or when no longer needed for reference, whichever is earlier. Destroy when 30 years old.

SSIC 11130-11139

AVIATION STRUCTURES AND FACILITIES RECORDS

THE RECORDS IN THIS (11130-11139) SERIES ARE RELATED TO THE AVIATION RECORDS AND INCLUDE HANGERS; RUNWAYS; LIGHTING; CRASH, SALVAGE, AND RESCUE; AND SERVICE REPAIR RECORDS.

SSIC 11130

AVIATION FACILITIES RECORDS

CORRESPONDENCE, PLANS, DATA, AND DESIGN MANUALS, HANDBOOKS, AND GUIDES RELATING TO THE DEVELOPMENT, DESIGN AND CONSTRUCTION OF AVIATION FACILITIES. RECORDS MAINTAINED BY NAVAL ACTIVITIES OR SPONSORING SYSTEMS COMMAND.

Destroy when 10 years old.

SSIC 11140

ORDNANCE FACILITIES RECORDS

1. CORRESPONDENCE, PLANS, AND OTHER RECORDS. Files pertaining to the development, design, and construction of ordnance facilities, including guided missile and ballistic ranges, wind tunnels, and other ballistic or aeroballistic facilities.

Destroy when 10 years old.

SSIC 11150

RESEARCH AND DEVELOPMENT FACILITIES RECORDS

1. CORRESPONDENCE, PLANS, AND OTHER RECORDS. Files pertaining to the development, design, and construction of research and development facilities. Records maintained by naval facilities or sponsoring systems command.

Destroy when 10 years old.

SSIC 11151

HARBOR DEFENSE FACILITIES RECORDS

1. CORRESPONDENCE, PLANS, AND OTHER RECORDS. Files pertaining to the development, design and construction of harbor defense facilities. Records maintained by port directors, base commanders, or area coordinators.

Permanent. Retire to nearest FRC when 4 years old. Transfer to NARA when disestablished or when 30 years old, whichever is earlier.

SSIC 11152

DRILL AND PARADE GROUNDS RECORDS

1. RECORDS RELATING TO CONSTRUCTION OF DRILL AND PARADE GROUNDS AS WELL AS OTHER PAVED AREAS.

Destroy when no longer needed.

SSIC 11153

MOORING AND NAVIGATION RECORDS

1. RECORDS CONSISTING OF CORRESPONDENCE, REPORTS, AND DRAWINGS. Files pertaining to fixed and fleet mooring and navigational criteria. Records maintained by individual naval activities.

Destroy when 10 years old.

SSIC 11154

OBSERVATORIES RECORDS

1. RECORDS RELATING TO THE CONSTRUCTION OF NAVAL OBSERVATORIES. RECORDS ARE MAINTAINED AT THE ACTIVITY LEVEL.

Destroy when 10 years old.

SSIC 11155

HYPERBARIC FACILITIES RECORDS

1. RECORDS RELATING TO THE CONSTRUCTION OF WATER TANKS, DECOMPRESSION CHAMBERS AND OTHER HYPERBARIC STRUCTURES. RECORDS ARE MAINTAINED AT THE ACTIVITY LEVEL.

Destroy when 10 years old.

SSIC 11160

**STORAGE STRUCTURES AND FACILITIES
RECORDS**

1. **INVENTORY STORAGE SPACE REDESIGN SYSTEM.** This system supplies Naval Supply Systems Command and the office of the Assistant Secretary of Defense (Comptroller) with automated reports containing information on storage space requirements and space availability of Navy and Marine Corps air support shore activities.

a. **Master file and historical data tapes.**

Destroy after third system backup.

b. **Input data tapes and paper record.**

Destroy when no longer required.

c. **Output data and reports-COM and paper.**

Destroy when no longer required for reference.

d. **Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.**

Destroy when superseded or no longer needed for reference.

2. **CONSTRUCTION RECORDS FOR NAVAL STORAGE FACILITIES THAT ARE MAINTAINED AT THE ACTIVITY LEVEL.**

Destroy when 2 years old.

SSIC 11161

STOREHOUSES RECORDS

1. **INVENTORIES, LOAD LISTS AND SIMILAR DOCUMENTS RELATING TO THE UTILIZATION OF NAVAL STORAGE FACILITIES.**

Destroy when 2 years old.

SSIC 11162

FUEL STORAGE FACILITIES RECORDS

1. **RECORDS WHICH ESTABLISH POLICY FOR CATHODIC PROTECTION OF LIQUID FUEL (POL) PIPELINES AND STORAGE FACILITIES AT NAVAL SHORE ACTIVITIES.**

Cut off annually at the end of fiscal year. Retire to nearest FRC when 10 years old. Destroy when 20 years old.

SSIC 11163

MAGAZINES RECORDS

1. **RECORDS RELATING TO THE CONSTRUCTION OF NAVAL MAGAZINES AND OTHER AMMUNITION OR EXPLOSIVE HANDLING OR STORAGE AREAS THAT ARE MAINTAINED AT THE ACTIVITY LEVEL.**

Destroy when 10 years old.

SSIC 11170

CEMETERIES RECORDS

1. **RECORDS RELATING TO CEMETERIES.** Files consisting of certifications of titles, deeds, site maps, or photographs; declaration of taking or condemnations; and other related papers.

Destroy when facility is disestablished.

2. **BURIAL REGISTER FILES.** Registers maintained by cemeteries containing information such as records of interments, reservations, etc., that record section, plot, and grave numbers, dates of interment or reservation, and identifying information on the decedent.

Permanent. Retain on board until facility is disestablished, then transfer to NARA.

SSIC 11180

CHAPEL RECORDS

1. **RECORDS RELATING TO THE CONSTRUCTION OF CHAPELS. MAINTAINED BY THE ACTIVITY.**

Destroy when 10 years old.

SSIC 11200-11299

**TRANSPORTATION FACILITIES, HEAVY
EQUIPMENT RECORDS**

SSIC 11200

**GENERAL TRANSPORTATION FACILITIES, HEAVY
EQUIPMENT RECORDS**

1. **GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES.** Files pertaining to the performance of functions relating to the use, procurement, and maintenance of transportation facilities and equipment, including automotive vehicles and

railroad equipment, and automotive, construction, and materials handling equipment. (Exclude primary program records covered in SSIC 11000, paragraph 1.)

a. Construction Force Activities.

Destroy when 2 years old.

b. All Other Activities.

Destroy when 3 years old.

2. OPERATIONS AND MAINTENANCE REPORTS SUBMITTED TO HIGHER AUTHORITY. Copies of reports relating to the utilization and performance of operation and maintenance functions for transportation equipment and construction and other heavy equipment and motor vehicles.

Destroy when 3 years old.

3. LOCAL REPORTS AND RECORDS OF EQUIPMENT ALLOWANCES. Files for construction, firefighting, railroad, utility, weight-hand-ling, and other equipment.

Destroy when 3 years old or superseded, whichever is later.

4. ENGINEER EQUIPMENT FOLDERS FOR ENGINE OR MOTOR DRIVEN ENGINEER EQUIPMENT. Files for wheeled, tracked, skid mounted, and engine or electric driven.

a. Equipment Record Folders and Related Engineer, Item, Age, and Cost Records.

(1) Navy activities.

Transfer folders with equipment. Destroy after disposition of equipment.

(2) Marine Corps activities.

Forward cost record to CMC when equipment is ordered to redistribution and disposal.

(3) CMC.

Destroy 3 years after receipt.

b. Unsatisfactory Equipment Report.

(1) Equipment transfer before corrective action completed.

Transfer report and equipment record folder with

equipment.

(2) Equipment not transferred or transferred after corrective action completed.

Destroy when 1 year old.

c. Operational Logs.

Destroy when 3 months old.

d. Work Requests, Job Orders, and Turn-in and Issue Slips. Copies used to post to engineer, item, age, and cost record.

Destroy when material is received and cost data is recorded.

e. Work Sheets Pertaining to Maintenance of Equipment.

Destroy when equipment is removed from inventory.

5. VEHICLE SPEED-TIME FACTOR ANALYSES, SUMMARIES, AND RELATED PAPERS.

Destroy when 3 months old or superseded, whichever is later.

6. LOCAL VEHICLE INVENTORY AND COST DATA REPORTS AND RELATED RECORDS. Files maintained to provide operating, maintenance costs, and utilization information to COMNAVFACENCOM, Headquarters Marine Corps, or other higher authority.

a. Inventories.

Destroy when 2 years old.

b. Cost and Utilization Reports.

Destroy when 3 years old.

c. Other Related Records.

Destroy when 3 years old.

7. AUTOMOTIVE/CONSTRUCTION EQUIPMENT TECHNICAL CONTROL EAM CARDS.

Destroy when vehicle is transferred or sold.

8. PREVENTIVE MAINTENANCE (PM) FILES. PM service and inspection for construction and allied equipment forms, railroad card forms, weight lifting mechanical records, and gasoline and diesel engine records.

Destroy when equipment is removed from inventory.

9. TRANSPORTATION FACILITIES FILES. Activity transportation analyses and related correspondence.

Destroy when 2 years old.

10. BEST-TRANSPORTATION SYSTEM. A transportation management system maintained by FACSO Port Hueneme to support individual shore activities. The fuel automated data module provides fuel control, vehicle utilization tracking, and preventive maintenance scheduling. The operations segment of the system provides vehicle utilization information as well as operator man-hour usage.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

11. TRANSPORTATION COST REPORTING SYSTEM (TCRPS). The TCRPS provides maintenance and operations costs as well as utilization information on automotive, construction, fire-fighting, railway, freight handling, materials handling, and other transportation equipment owned by the Navy. Raw data are collected and processed annually for Navy activities with at least 50 units of applicable equipment.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators

and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11210

HIGHWAYS AND ROADS RECORDS

1. RECORDS RELATING TO DESIGN, CONSTRUCTION, MAINTENANCE AND UPKEEP OF HIGHWAYS AND ROADS. RECORDS MAINTAINED BY LOCAL ACTIVITIES.

Destroy when 10 years old.

SSIC 11220

BRIDGES, TRESTLES, OVERPASSES RECORDS

1. RECORDS THAT ESTABLISH GEOMETRIC DESIGN CRITERIA FOR THE DESIGN OF BRIDGES, TRESTLES, AND OVERPASSES MAINTAINED BY COMNAVFACENGCOM.

a. Files of Unique Design.

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

b. All Other Files.

Retain on board for life of structure; then destroy.

SSIC 11230

RAILWAYS AND ROLLING STOCK RECORDS

1. CONSTRUCTION AND RAILROAD EQUIPMENT DISPATCH RECORDS. Construction and railroad equipment dispatch control cards and related records such as dispatcher's work sheets, conductor's records, and copies of records of shipments (railroad) received and other similar records.

a. Records of Construction Force Activities.

Destroy when 3 months old.

b. Other Records.

Destroy when 6 months old.

2. CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES. Files relating to the assignment, procurement, and maintenance of railroad equipment.

Destroy when 5 years old.

SSIC 11240

AUTOMOTIVE RECORDS

1. **AUTOMOTIVE UTILIZATION, OPERATION, AND MAINTENANCE RECORDS.** Correspondence and other records relating to the utilization, operations, and maintenance of automotive vehicles. Records include: automotive vehicle utilization summaries maintenance and running cost reports for automotive, materials handling equipment, and construction and allied equipment transportation maintenance—overhead analysis maintenance cost reports; materials handling equipment cost reports; daily vehicle trip and mileage reports; records pertaining to gasoline usage; credit cards; and other similar or related papers and correspondence.

a. Records Relating to Individual Vehicles.

Destroy when 3 years old.

b. Operating/Maintenance Cost and Utilization Reports of Marine Corps Commercial Vehicles.

Destroy when 3 years old.

2. **U.S. GOVERNMENT CERTIFICATES OF RELEASE OF MOTOR VEHICLES.**

Destroy 4 years after disposition of vehicle.

3. **DISPATCH RECORDS.**

a. Requests for "Self Driven" Passenger Vehicles.

(1) Naval Construction Force Activities.

Destroy when 3 months old.

(2) All Other Activities.

Destroy 6 months after return of vehicle or inspection of vehicle dispatch card, whichever is earlier.

b. Dispatchers' Logs and Work Sheets. Dispatcher's logs and truck dispatcher's logs such as daily dispatching records or motor vehicles, assignment logs, work sheets, and other similar logs or control records.

(1) Navy Activities.

Destroy when 6 months old.

(2) Marine Corps Activities.

Destroy when 1 year old.

c. Operators' Inspection Guides and Trouble

Reports. Vehicle and equipment operational records and other similar operational reports.

(1) Vehicle involved in an accident.

Destroy when 1 year old.

(2) Vehicle not involved in an accident.

Destroy when 3 months old.

d. Operators' Permits such as U.S. Government Operator's Permits and Motor Vehicle Operator's Permits.

Destroy 3 years after permit expires or is renewed.

e. Dispatchers' Copies of Shop Repair Orders.

Destroy when 1 year old.

f. Other Daily Operating Reports for Individual Vehicles.

Destroy when 3 months old.

4. **DAILY GASOLINE REPORTS.**

Destroy when 3 months old or cost data is summarized and submitted in next cost and inventory report, whichever is later.

5. **CORRESPONDENCE AND OTHER RECORDS RELATING TO ISSUING AND REVOKING OF DRIVERS PERMITS.**

Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate government owned vehicle, whichever is earlier.

6. **LIMITED TECHNICAL INSPECTION REPORTS OF MOTOR VEHICLES.**

Destroy when superseded or vehicle is overhauled or reported as disposed of.

7. **MOTOR VEHICLE STOCK ACCOUNT RECORD CARDS.**

a. Plant and Organic Account Records. Cards forwarded to Navy Department or to the CMC when vehicle is modified or transferred from Navy or Marine Corps custody.

Destroy when vehicle is transferred from Navy or Marine Corps custody.

b. All Other Records.

Destroy when card is superseded.

SSIC 11250

8. MOTOR VEHICLE ACCIDENT REPORTS.

Transportation office's copies of reports together with copies of pertinent investigating officer's reports and other supporting papers. (NOTE: When accident results in death or injury to persons or privately owned property, special care should be taken to ensure that all pertinent records are reserved for forwarding to the legal office and the Judge Advocate General, as required.)

Destroy 6 years after case is closed.

9. MOTOR VEHICLE RECORD FOLDERS FOR MARINE CORPS COMMERCIAL VEHICLES.

Preventive maintenance schedule and record and vehicle maintenance costs report summary records of loans of motor vehicles.

Destroy 1 year after disposition or 1 year after vehicle is removed from property account, whichever is earlier.

10. OPERATING/MAINTENANCE COSTS AND UTILIZATION REPORTS. Files pertaining to Marine Corps commercial vehicles.

Destroy when 1 year old.

11. INVENTORY AND REGISTRATION (CASE/MIS). A transportation management series sponsored by CNO (N44) and maintained by FACS0 Port Hueneme. Systems provides accounting, budgetary, and management information concerning acquisition,

movement, assignment, and disposition of automotive, construction, and specialized equipment held by all Navy activities.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

BOAT OR WATER TRANSPORTATION RECORDS

1. GENERAL CORRESPONDENCE FILES. Schedules, reports, load lists, and similar records maintained by local activities operating regularly scheduled boat transportation services.

Destroy when 3 years old.

SSIC 11260-11269

HEAVY EQUIPMENT RECORDS

THE RECORDS IN THIS (11260-11269) SERIES ARE RELATED TO HEAVY EQUIPMENT RECORDS AND INCLUDE CONSTRUCTION-TYPE AND HEAVY WEIGHT LIFTING RECORDS.

SSIC 11260

HEAVY EQUIPMENT RECORDS

1. OPERATION AND MAINTENANCE FILES.

Destroy when 3 years old.

SSIC 11261

CONSTRUCTION-TYPE HEAVY EQUIPMENT

1. INITIAL REGISTRATION DOCUMENTS AND MAINTENANCE HANDBOOKS.

Destroy when 7 years old.

SSIC 11262

HEAVY WEIGHT LIFTING EQUIPMENT

1. INITIAL REGISTRATION DOCUMENTS, MAINTENANCE HANDBOOKS, AND ALTERATION/MODIFICATION FILES.

Destroy when 7 years old.

SSIC 11270

ENGINEER SUPPLIES AND CONSTRUCTION EQUIPMENT RECORDS

1. INVENTORY LISTS OF ENGINEERING SUPPLIES AND CONSTRUCTION EQUIPMENT AND STOCK STATUS.

a. Serial Numbers.

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22 April 1998

Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification or 2 years after equipment is removed from activity control.

b. All Other Files.

Destroy when 2 years old.

SSIC 11300-11399

UTILITIES AND SERVICES RECORDS

SSIC 11300

GENERAL UTILITIES AND SERVICES RECORDS

1. GENERAL CORRESPONDENCE FILES OF PUBLIC WORKS ACTIVITIES. Records documenting the accomplishment of their assigned responsibilities for the development, maintenance and administration of utilities and services. Include records of essential transactions and summary records of the activity's utility programs. (See also SSIC 11000, paragraphs 1 and 2.)

Destroy when 5 years old.

2. RECORDS RELATING TO THE ROUTINE INTERNAL OPERATION OF UTILITIES SERVICES AT NAVAL ACTIVITIES.

Destroy when 2 years old.

3. SPECIAL CONSOLIDATED UTILITY COST REPORTS. Copies accumulated by public works activities or offices. (See Chapter 7 for other cost accounting records.)

Destroy when 3 years old.

4. SANITATION RECORDS. Correspondence, reports, and other records pertaining to sanitation matters.

a. Records of Public Works and Other Activities. Files documenting the development and accomplishment of their program responsibilities for sanitation matters within the area or command. Include correspondence with local or federal health departments, U.S. Geological Survey, and others concerned with sanitation problems within the area.

Destroy when 5 years old.

b. Sanitation Reports.

Destroy when 3 years old.

c. Other Files.

Destroy when 2 years old.

5. PUBLIC WORKS MIS-EMERGENCY SERVICE. System provides an automated means for managing emergency/service (E/S) work and to identify the magnitude of E/S work in terms of manpower requirements, craft, and responsible time required to provide E/S support. The system identifies equipment and/or facilities requiring excessive amounts of E/S support.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

6. UTILITIES PROCUREMENT ANALYSIS. System inventories the utility procurement of the Navy shore establishment and provides a review and audit capability. System complements the official record of actions under utility contracts, which is kept following DAR 1-308.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

7. COMPUTER-ASSISTED UTILITY SYSTEM. A system used by NAVFACENGCOCOM Field Division utilities engineers to plan utilities systems for new

construction and major modifications to existing structures. The system analyzes the operation and efficiency of power distribution and generating systems, evaluates the operational energy requirements for existing buildings, and analyzes natural gas, compressed air, steam, and water distribution systems.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

8. BEST-MAINTENANCE AND UTILITIES SYSTEM. A utility plant management system which provides information on the performance and conditions of the utility system as well as the effectiveness of service utilization and operation efficiency. A history file is maintained to provide information on the extent to which utility service has been utilized.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

9. MASTER ACTIVITY GENERAL INFORMATION CONTROL (MAGIC) SYSTEM. The MAGIC system provides a single data base of information on Navy and Marine Corps shore activities and units of the operating forces that require logistics support from shore activities.

Activity related information and requirements are in a standard format and verified for accuracy through a rigorous quality control program.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

10. DEFICIENCY ABATEMENT PROJECTS MANAGEMENT INFORMATION SYSTEM. Describes facility deficiencies and contains recommended corrective measures to eliminate them. Management personnel use this system to assess risks associated with each deficiency and to assign priorities to each project. System is maintained at FACSO Port Hueneme and supports NEESA and the EFDs.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

11. MOBILE UTILITIES SUPPORT EQUIPMENT (MUSE) PROGRAM RECORDS. Correspondence, studies, reports, equipment inventories, maintenance, repair and overhaul records, schedules and similar records relating to providing temporary utilities support to naval activities in the form of generators, electrical substations, and steam plants.

- a. Records maintained by CNO (N44) and NEESA

Destroy when 5 years old.

- b. Records maintained by other activities

Destroy when 1 year old.

SSIC 11310

POWER PLANT RECORDS

1. **BOILER INSPECTION CERTIFICATES AND TEST REPORTS.** Boiler inspection certificates, summary boiler inspection reports, reports of boiler water check samples, boiler water test and treatment records, and boiler reports. (Exclude boiler survey reports covered in SSIC 11310, paragraph 2.)

Destroy when 2 years old.

2. **BOILER SURVEY REPORTS.** Reports relating to boiler feedwater conditioning showing design data for boilers and related equipment.

Destroy when superseded.

3. **TREATMENT RECORDS FOR BOILER WATER.** Records of check analyses by Bureau of Mines and public works offices including comments and recommendations concerning the operation of boiler water treatment facilities at activities and other related data.

Destroy when 2 years old.

4. **SHIP-TO-SHORE POWER OUTAGE SYSTEM.** Input data on shore supplied electric power outages to nuclear ships over time at various port facilities is used to provide reports to the Commander, Naval Sea Systems Command (COMNAVSEASYSYSCOM), and Fleet and Force Commanders relating to trends and patterns of ship-to-shore power failures, shipboard power problems, and to correlate similar problems at different locations. The system is managed by NEESA and maintained at FACSO.

- a. Master file and historical data tapes.

Destroy after third system backup.

- b. Input data tapes and paper record.

Destroy when no longer required.

- c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

- d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11320

FIRE PROTECTION AND FIRE FIGHTING RECORDS

THESE RECORDS ARE MAINTAINED BY BUREAUS, COMMANDS, ACTIVITIES, AND OFFICES THAT CREATE OR ACCUMULATE FIRE PROTECTION AND FIRE FIGHTING RECORDS.

1. **PRIMARY PROGRAM RECORDS OF THE OFFICE OF THE CHIEF OF NAVAL OPERATIONS.**

Correspondence files and other records relating to the development, execution of Navy's fire protection plans, policies, programs and procedures.

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

2. **ACTIVITIES GENERAL CORRESPONDENCE FILES.** Correspondence, reports, and other records of commands, activities, and offices. (Exclude primary program records covered in SSIC 11320, paragraph 1.)

- a. Files that Document the Development, Execution, and Accomplishment of Significant Transactions or Projects and of Plans, Policies, and Programs.

Destroy when 5 years old.

- b. Files Relating to the Routine Internal Operation and Administration of the Activity or Office. Files include copies of periodic reports submitted to higher authority and not specifically authorized for other disposal in this section.

Destroy when 2 years old.

3. **BUILDING AND VESSEL (CASE) FILES.** Jackets containing records relating to a particular building or vessel such as copies of inspection reports, drawings, correspondence, and other papers regarding the condition of the building or vessel, etc.

Destroy when 5 years old or after building or vessel is surveyed, demolished or scrapped, whichever is earlier.

4. **DRAWINGS SHOWING WATER DISTRIBUTION, SUPPLY SYSTEMS, TEST LOCATIONS, RECOMMENDED ADDITIONS, FIRE ALARM CIRCUITS, BOXES, AND CODE NUMBERS AND GENERAL AND TECHNICAL INFORMATION**

REGARDING FIRE PROTECTION.

Destroy when superseded by more current data or structure or facility is demolished, whichever is earlier.

- 5. BUILDING RECORDS CARDS.** Summary records of building fire inspections and of deficiencies uncovered.

Destroy when superseded by new card.

- 6. DAILY LOG RECORDS OF OPERATIONS.** Files showing personnel assignments, drills, inspections, alarms, and responses.

Destroy when 3 years old.

- 7. FIRE REPORTS.** Copies of incoming fire reports with accompanying fire prevention EAM transmittal sheets.

Destroy when 3 years old.

- 8. REPORTS OF FIRE PROTECTION AND RESURVEYS.**

Destroy when 3 years old.

- 9. REPORTS OF FIRE INVESTIGATIONS.**

Destroy when 2 years old.

- 10. FIRE PROTECTION AND FIRE FIGHTING TRAINING REPORTS.** Reports, correspondence, and related papers regarding the operation and administration of programs. Include correspondence and other papers pertaining to student training classes, demonstration and training materials, issuance of training certificates, and other similar or related matters.

Destroy when 5 years old.

- 11. FIRE ALARM RECORDS.** Files include fire alarm ledgers, voice recordings of conversations between switchboard operators at fire alarm headquarters and callers, and punched tape records of alarms and times of signals.

Destroy when 1 year old.

- 12. REPORTS OF STANDBY OPERATIONS DURING HAZARDOUS WORK.**

Destroy when 1 year old.

- 13. FIRE HOSE RECORD CARDS.** Cards or other similar records reflecting the age and serial number of each piece of hose and the results of periodic tests.

Destroy when hose is removed from service.

- 14. HYDRANT AND AUTOMATIC SPRINKLER SYSTEM INSPECTION REPORTS.**

Destroy when 1 year old.

- 15. FIRE APPARATUS INSPECTION RECORDS.** Card summaries reflecting periodic inspections of fire department vehicles.

Destroy when card is filled.

- 16. HOT WORK PERMITS.** Copies of permits to perform work involving heat applications (welding, cutting, burning, etc.).

Destroy when 1 year old.

- 17. SUMMARY RECORD OF TRAINING CLASS ATTENDANCE AND OF TRAINING CERTIFICATES ISSUED.**

Destroy when 5 years old.

- 18. LEDGER RECORDS OF FIRE FIGHTING AND PROTECTIVE CLOTHING ISSUED (BOOTS, HELMETS, COATS, ETC.) TO FIRE DEPARTMENT PERSONNEL.**

Destroy when 5 years old.

- 19. CUSTODY RECEIPTS FOR FIRE FIGHTING CLOTHING ISSUES.**

Destroy when clothing is returned.

- 20. EQUIPMENT INVENTORIES.** Stock cards or other records of materials and equipment on hand in fire department shops.

Destroy 2 years after superseded or reconciled with current inventory, whichever is earlier.

- 21. FIRE MANAGEMENT INFORMATION SYSTEM (FIREMIS).** The FIREMIS tracks manhours expended by the fire division, number of fire-related exercises, i.e., training drills, classroom training, emergency fire runs, fire drills, and fire losses. It combines all this information into a monthly status report. System will also produce statistics related to type of emergency, fire runs and number of arrested landings for a particular runway or a particular type of aircraft. System is maintained by Naval Air Stations on micro computers.

- a. Discs or other file maintenance media.

Destroy when no longer required.

b. Input data.

Destroy when no longer required.

c. Output data and reports.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

22. BUILDING INFORMATION SYSTEM. A fire safety system usually maintained on micro computer by shore activities. The system retains information relating to building specifications for all buildings and structures on the station. System produces reports of those buildings scheduled for inspection on a selected date. Reports can be produced of hazardous materials stored in a particular building or potentially hazardous areas. The system keeps track of the number and location of fire extinguishers. A report or pertinent fire information, such as location of main gas shut-off, main electric switch, etc., can be readily produced.

a. Discs or other file maintenance media.

Destroy when no longer required.

b. Input data.

Destroy when no longer required.

c. Output data and reports.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11330

WATER SUPPLY RECORDS

1. RECORDS RELATING TO THE DEVELOPMENT AND IMPLEMENTATION OF RULES FOR EFFECTING ENVIRONMENTAL LEGISLATION. These files consist of the development of policy regulations concerning water supply planning, health criteria, national register of public water supply, and training and technical assistance in the water supply

field.

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

2. REGULATIONS, STANDARDS, AND GUIDELINES.

Destroy when superseded.

3. OTHER RECORDS. Files documenting routine internal operation and administration of environmental quality.

Destroy when 2 years old.

4. NAVY ACCIDENTAL OIL SPILL REPORTING SYSTEM. Source documents for the system are messages issued by ships, aircraft, and shore installations at the time of an accidental oil spill. Messages are sent to NEESA where information is entered into the data base. Updates are entered monthly. Two annual reports are produced by the system: one report addresses the size, type, and location of the spills for the preceding calendar years and the other provides detailed study of the causes of the spills.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports computer output microfilm (COM) and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11340

DRAINAGE RECORDS

1. REPORTS COVERING SEWER AND PLANT CONTRACT AWARDS FOR CONSTRUCTION ON NEW PLANTS, INTERCEPTORS, OUTPUTS, ETC. Include data maintained on drainage basin population, state, etc.

Retire to nearest FRC when 4 years old. Destroy when 20 years old.

2. INFORMATION COPIES.

Destroy when 3 years old.

SSIC 11345

SEWER AND SEWERAGE RECORDS

1. REPORTS AND OTHER RECORDS RELATING TO CONSTRUCTION, MAINTENANCE, AND OPERATION OF SEWERAGE SYSTEM.

Retire to nearest FRC when 3 years old. Destroy when 15 years old.

2. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM. This data system provides for the central storage and processing of Navy water quality data transactions. Provides Navy and Marine Corps activity users with an effective means for evaluating water quality problems. The data system contains information on wastewater discharges permitted by state and federal regulatory agencies. Water quality data include permit requirements for sampling and analysis and the status of compliance by various naval activities. System is maintained at NEESA Headquarters, Port Hueneme and supports NEESA and the NAVFACENCOM Field Divisions.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11350

REFUSE COLLECTION AND DISPOSAL RECORDS

1. INTERNAL OPERATING RECORDS. Schedules, operating procedures, equipment procurement and

maintenance records and similar records necessary for operation of refuse collection services.

Destroy when 2 years old.

SSIC 11360

LIGHTING RECORDS

1. FILES THAT DOCUMENT THE OVERALL OPERATION OF THE ACTIVITY OR OFFICE AND THE ACCOMPLISHMENT OF ITS ASSIGNED PUBLIC WORKS MISSION.

Destroy when 5 years old.

2. ROUTINE INTERNAL ADMINISTRATION FILES.

Destroy when 2 years old or when no longer needed for reference.

SSIC 11370

HEATING RECORDS

1. FILES THAT DOCUMENT THE OVERALL OPERATION OF HEATING PLANTS AS PART OF AN ASSIGNED PUBLIC WORKS MISSION.

Destroy when 5 years old.

2. ROUTINE INTERNAL ADMINISTRATION FILES.

Destroy when 2 years old.

SSIC 11380

REFRIGERATION AND AIR CONDITIONING RECORDS

1. FILES DOCUMENTING THE OVERALL OPERATION OF REFRIGERATION AND AIR CONDITIONING PLANTS AS PART OF AN ASSIGNED PUBLIC WORKS MISSION. (Exclude Maintenance and Repair Records filed under SSIC 10200.)

Destroy when 5 years old.

SSIC 11390

1. CABLE TELEVISION FRANCHISE MANAGEMENT.

THIS CONSIST OF BIDS, SUCCESSFUL AND UNSUCCESSFUL AND PURCHASE DOCUMENTS (CONTRACTS, ORDERS, LEASES, AND ANNUAL OR

**OTHER PURCHASE REQUISITIONS OR REQUESTS);
RELATED CORRESPONDENCE AND OTHER
PERTINENT INFORMATION.**

a. Case Files Relating to Transactions of \$2500 or Less.

Destroy 3 years after completion of action.

b. Case Files Relating to Transactions of more than \$2500.

Destroy 6 years after completion of action. Transfer to FRC when 1 year old or when no longer needed for reference purposes.

SSIC 11400-11499

FLEET FACILITIES RECORDS

SSIC 11400

GENERAL FLEET FACILITIES RECORDS

1. THAT PORTION OF THE FILES THAT DOCUMENT THE OVERALL DEVELOPMENT AND ACCOMPLISHMENT OF THE ACTIVITY'S PRIMARY MISSION, ITS ORGANIZATION, GENERAL PROCEDURES, ESSENTIAL TRANSACTIONS AND IMPORTANT LOCAL POLICIES AND PROCEDURES/ DECISIONS.

a. Naval Stations, Naval Bases, Naval Operating Bases, Naval Air Stations, Marine Corps Bases, Marine Corps Air Stations, and Construction Battalion Centers.

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

b. All Other Navy and Marine Corps Shore Activities.

Destroy when 6 years old.

2. REMAINING PORTION OF ACTIVITY'S GENERAL CORRESPONDENCE. Records including reports and papers pertaining to the internal operation and administration of the station or facility.

a. Navy.

Destroy when 2 years old.

b. Marine Corps.

(1) Standard reports of operations and activities submitted to the CMC that are no longer essential for the performance of the activity's mission.

Destroy when 2 years old.

(2) Upon disestablishment for Fleet Marine Force Activities outside the Continental United States (CONUS)

Destroy when 2 years old.

(3) All other related records

Destroy when 2 years old.

SSIC 11410

WATERFRONT RECORDS

1. CORRESPONDENCE FILES, REPORTS, AND RELATED RECORDS. Files pertaining to engineering and design of waterfront structures and moorings. Records maintained by activities. (Exclude records for drydocks, marine railways and shipways.)

Destroy when 5 years old.

2. WATERFRONT MANAGEMENT INFORMATION SYSTEM. System provides pertinent information to assist waterfront personnel in making ships berthing assignments. System maintains the status of all ships currently berthed or scheduled to be berthed. A statistical subsystem maintains data related to harbor tugs, support craft, pusher boats, daily port operations, homeport gains and losses, oil spills, waste oil, etc. Monthly, quarterly, and yearly statistical reports are produced.

a. Discs or other file maintenance media.

Destroy when no longer required.

b. Input data.

Destroy when no longer required.

c. Output data and reports.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11420

DRYDOCK RECORDS

1. CORRESPONDENCE FILES, REPORTS,

DRAWINGS, AND RELATED RECORDS. Files pertaining to the engineering, design and maintenance of drydocks.

Destroy when 5 years old.

SSIC 11460

a. Original "As-Built" Drawings.

Permanent. Retire to nearest FRC when 5 years old. Transfer to NARA when 20 years old.

b. Design Drawings, Reports, Construction Files, Routine Test and Inspection Reports, and General Maintenance Records.

Destroy when 5 years old.

SSIC 11430

MARINE RAILWAYS RECORDS

1. CORRESPONDENCE, REPORTS, DRAWINGS, AND RELATED RECORDS. Files pertaining to the engineering, design and maintenance of marine railways.

a. Original "As-Built" Drawings.

Permanent. Retire to nearest FRC when 5 years old. Transfer to NARA when 20 years old.

b. Design Drawings, Reports, Construction Files, Routine Test and Inspection Reports, and General Maintenance Records.

Destroy when 5 years old.

SSIC 11440

SHIPWAYS RECORDS

1. CORRESPONDENCE, REPORTS, DRAWINGS, AND RELATED RECORDS. Files pertaining to the engineering, design and construction of shipways.

Destroy when 5 years old or when shipway is dismantled, whichever is sooner.

SSIC 11450

WEIGHT HANDLING RECORDS

1. INSPECTION SHEETS FOR WEIGHT HANDLING EQUIPMENT AND UNFIRED PRESSURE VESSELS. Files include control sheets for inspection summaries.

Retire to nearest FRC when 3 years old. Destroy when 6 years old.

2. GENERAL CORRESPONDENCE FILES AND RELATED REPORTS FOR CRANES.

DREDGING RECORDS

1. CORRESPONDENCE FILES, REPORTS, AND RELATED PAPERS FOR VARIOUS DREDGING SITES.

Destroy when 5 years old.

SSIC 11470

PONTOONS RECORDS

1. CORRESPONDENCE FILES, REPORTS, AND RELATED PAPERS. Exclude design and construction records filed under SSICs 11012 and 11013.

Destroy when 5 years old.