

CHAPTER 4
(N1-NU-86-4)

LOGISTICS RECORDS

SSIC 4000-4999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO ALL ASPECTS OF NAVY AND MARINE CORPS LOGISTICAL OPERATIONS-THE FURNISHING OF SUPPLIES, EQUIPMENT, AND SERVICES (INCLUDING PERSONAL SERVICES TO THE DEPARTMENT OF THE NAVY (DON)). THEY RELATE TO PROCUREMENT; CONTRACT INSPECTION; SUPPLY ISSUE AND DISTRIBUTION; SUPPLY HANDLING; PACKAGING AND STORAGE; INVENTORY CONTROL; TRAVEL AND TRANSPORTATION (PASSENGER AND FREIGHT); MAINTENANCE, CONSTRUCTION, AND CONVERSION; CURRENT PRODUCTION AND INDUSTRIAL MOBILIZATION PLANNING; AND FOREIGN MILITARY ASSISTANCE (MUTUAL SECURITY AND MILITARY SALES). THESE RECORDS ARE ACCUMULATED BY DEPARTMENTAL AND FIELD SUPPLY, PROCUREMENT, OR OTHER LOGISTICAL ACTIVITIES OR OFFICES, OR OTHER ORGANIZATIONAL UNITS.

SOME EXCEPTIONS TO DISPOSAL STANDARDS ARE NECESSARY. REGARDLESS OF AUTHORIZATIONS IN THIS MANUAL, RECORDS DIRECTLY RELATING TO MATTERS LISTED BELOW WILL NOT BE DESTROYED UNTIL FINAL CLEARANCE OR SETTLEMENT OF THE CASE:

- AN OUTSTANDING EXCEPTION BY THE GENERAL ACCOUNTING OFFICE (GAO);
- AN OUTSTANDING CLAIM FOR OR AGAINST THE UNITED STATES;
- A CASE UNDER LITIGATION; OR
- AN INCOMPLETE INVESTIGATION.

SSIC 4000-4199

GENERAL LOGISTICS RECORDS

SSIC 4000

GENERAL LOGISTICS RECORDS

1. PRIMARY PROGRAM RECORDS.

Correspondence, reports, studies, record copies of instructions and notices, and other records that document the establishment, development, and accomplishment of Navy and Marine Corps (MARCORPS) logistics policies, plans, and programs. Programs documented include procurement; contract inspection; supply issue and distribution; supply handling; packaging and storage; inventory control; travel and transportation; maintenance, construction, and conversion; current production and industrial mobilization planning; and foreign military assistance. These records are maintained by the Chief of Naval Operations (CNO), Naval Supply Systems Command (NAVSUPSYSCOM), Headquarters, U.S. Marine Corps (HQMC), the Assistant Secretary of the Navy (Installation and Environment) (ASSTSECNAV I&E), and other Systems Commands Headquarters.

Permanent. Retire to Washington National Records Center (WNRC) when 5 years old. Transfer to National Archives and Records Administration (NARA) when 20 years old.

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files of all supply activities and offices (departmental and field) of departments, divisions, or other organizational units of activities and offices relating to the operations. Records are accumulated in connection with the routine, day-to-day, administration and operation of Navy and MARCORPS logistics programs. These records accumulate primarily at NAVSUPSYSCOM and MARCORPS field activities responsible for implementing and administering policies and programs established by higher echelon offices, but they may also be accumulated by higher echelon offices responsible for Navy-wide policies and programs in connection with their routine, day-to-day operations, as opposed to their activities covered under paragraph 1. (Exclude primary program records under SSIC 4000, paragraph 1.)

Destroy when 2 years old.

3. LOGISTICAL REPORTS. Reports relating to all phases of logistics management (other than those specifically covered elsewhere in this chapter) submitted to or summarized in reports to higher authority.

Destroy when 2 years old.

4. BIOMEDICAL AND FACILITIES (BIOFAC) SYSTEM. This system is comprised of the preventive maintenance, emergency and service subsystem (PESS) and the standard property accounting submodule (SPAS). PESS provides an inexpensive means for scheduling

preventive maintenance and emergency service. Maintenance tracking and history are supported for both facility and biomedical activities. The SPAS submodule is an interactive microcomputer-based property accounting system for the management of medical and dental equipment. System is maintained at Naval Medical Data Services Center, Bethesda, MD and supports all 28 naval hospitals.

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 layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 4001

GIFTS TO NAVAL ESTABLISHMENT RECORDS.

1. PRIMARY PROGRAM RECORDS. Policy files relating to acceptance of gifts for the benefit of, or in connection with, the establishment, operation, or maintenance of a school, hospital, library, or museum of the Department of the Navy as authorized by 10 United States Code (U.S.C.) 2601.

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

2. GENERAL CORRESPONDENCE. Files include correspondence and other documentation on gifts accepted or offered to the Department of the Navy including gifts made specifically to the Naval Academy, and the Naval Academy Museum, authorized by 10 U.S.C. 6973 and 6974, and to the Naval Historical Center, authorized by 10 U.S.C. 7222; and acceptance of gifts for the recreation, amusement, and contentment of enlisted members of the naval service authorized by 10 U.S.C. 7220.

Destroy when no longer required for reference or when 3 years old whichever is longer.

SSIC 4002

LOANS OR TRANSFERS TO OR BY THE NAVAL ESTABLISHMENT RECORDS

1. LOANS OR TRANSFER RECORDS. These records pertain to loans or gifts to or by Navy activities authorized by the Secretary of the Navy (SECNAV) under 10 U.S.C. 7221 and 7546. Files specifically pertain to acceptance and care for such gifts of silver and other articles as, in accordance with custom, are made to vessels of the Navy, and return (lending or giving) of these gifts to the original donors.

Permanent. Retire to nearest Federal Records Center (FRC) when 2 years old. Transfer to NARA when 20 years old.

2. GENERAL LOAN FILES. Records relating to loans to or by Department of the Navy activities for all property items other than those included under SSIC 4002, paragraph 1. Files include correspondence, receipts, loan agreements, etc.

Destroy when property is returned to lending activity.

SSIC 4010

SCRAP AND SALVAGEABLE MATERIALS RECORDS

THESE RECORDS ARE ACCUMULATED BY ACTIVITIES AND UNITS PERFORMING FUNCTIONS RELATING TO THE HANDLING OF SCRAP AND SALVAGEABLE MATERIALS. (IN NO EVENT MAY DISPOSAL OF RECORDS BE MADE PERTAINING TO ACCOUNTS, CLAIMS, OR DEMANDS INVOLVING THE GOVERNMENT OF THE U.S. WHICH HAVE NOT BEEN SETTLED OR ADJUSTED BY GAO WITHOUT WRITTEN APPROVAL OF THE COMPTROLLER GENERAL, AS REQUIRED BY 44 U.S.C. 3309.)

1. SCRAP OR SALVAGEABLE MATERIAL REPORTS. Copies of reports submitted to higher authority and related correspondence and papers (other than reports covered in SSIC 4010, paragraph 2).

Destroy when 2 years old.

2. RECORDS RELATING TO THE SALVAGE AND DISPOSAL OF SCRAP BY PRIVATE CONTRACTORS. Correspondence, declarations from contractors, invoices,

memoranda approving payment, and other related and supporting papers.

Destroy when 4 years old.

3. RECORDS REGARDING SALES OF SCRAP AND SALVAGEABLE MATERIAL (Exclude records of sales of real property--see SSIC 11011.)

a. Property Disposal Correspondence Files.

Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.

Destroy when 2 years old.

b. Excess Personal Property Reports.

Destroy when 3 years old.

c. Surplus Property Case Files. Case files on sales of surplus personal property, comprised of invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

(1) Transactions subsequent to July 25, 1974, of more than \$10,000; and transactions prior to July 26, 1974, of more than \$2,500.

(a) Records on which actions are pending.

Destroy 6 years after final payment. Files on which actions are pending should be brought forward to next year's files.

(b) Records on which no actions are pending.

Place in inactive file on final payment and transfer to FRC 2 years thereafter. Destroy 6 years after final payment.

(2) Transactions subsequent to July 25, 1974, of \$10,000 or less; and transactions prior to July 26, 1974, of \$2,500 or less.

(a) Records on which actions are pending.

Destroy 3 years after final payment. Bring forward to the next year's files for destruction therewith.

(b) Records on which no actions are pending.

Close file at the end of each fiscal year. Destroy 3 years after file is closed.

SSIC 4015

EQUIPPING AND ALLOWANCE DOCUMENTS (MARINE CORPS ONLY) RECORDS

1. MASTER COPIES OF TABLES OF EQUIPMENT AND TABLES OF ALLOWANCES.

a. Fleet Marine Force Activities.

Permanent. Retire to WNRC 5 years after issuance of new tables of allowance and equipment. Transfer to NARA when 20 years old.

b. Non-Fleet Marine Force Activities.

Destroy when cancelled or superseded.

2. ROUTINE CORRESPONDENCE FILES. Files which pertain to modifications of allowances for MARCORPS equipment. Include correspondence received from MARCORPS activities and responses by HQMC.

Transfer to WNRC when 3 years old. Destroy when 6 years old.

SSIC 4020-4029

PETROLEUM RECORDS

RELATED RECORDS UNDER SSIC 4021-NAVAL PETROLEUM RESERVES, SSIC 4022-STRATEGIC PETROLEUM RESERVE, SSIC 4023-SYNTHETIC FUELS AND FUEL QUALITY, SSIC 4024-PETROLEUM REQUIREMENTS, SSIC 4025-PETROLEUM STOCKS, SSIC 4026-PETROLEUM MANAGEMENT, SSIC 4027-PETROLEUM PROCUREMENT, AND SSIC 4028-PETROLEUM CONSUMPTION SHOULD BE RETIRED TO FRC UNDER SSIC 4020.

SSIC 4020

PETROLEUM RECORDS

1. MILITARY PETROLEUM SUPPLY PRIMARY PROGRAM RECORDS. Files contain energy policy documents and directives pertaining to petroleum requirements, procurement, stock, consumption, and reserves. Files also include documents pertaining to international agreements and negotiating histories on petroleum supplies. These files are maintained by the Navy Petroleum Office and NAVSUPSYSCOM Headquarters.

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

2. **GENERAL CORRESPONDENCE FILES.** Files and reports relating to the internal operation and administration of petroleum supply.

Destroy when 2 years old.

3. **FUEL REPORTS.** Reports prepared or accumulated by military petroleum supply activities at the department level for fuel procurement management purposes. Included are petroleum products status and program reports, reports of bulk (fuel) liftings, and fuel production or output reports (such as aviation gasoline and alkaloid reports). (Exclude fuel reports filed under SSIC 10340, paragraphs 1 and 3.)

(a) Summary reports.

Destroy when 5 years old.

(b) Activity reports including feeder reports used to prepare summary reports.

Destroy when 2 years old.

4. **SOURCE DATA FILES.** Pamphlets, bulletins, catalogs, and other publications industry analyses, copies of statistical and analytical reports, and other similar information materials and data pertaining to fuel (petroleum) matters (including production, usage, consumption, export and import, and international commerce). These records are used only for reference purposes and to facilitate planning and local action for the procurement and distribution of petroleum.

Destroy when superseded, cancelled, obsolete, or purpose is served.

SSIC 4030-4035

PACKAGING RECORDS

RELATED RECORDS UNDER SSIC 4031-CLEANING, SSIC 4032-PRESERVATION, SSIC 4033-PACKAGING, SSIC 4034-PACKING, AND SSIC 4035-MARKINGS, LABELS, AND DESIGNATIONS SHOULD BE RETIRED TO FRC UNDER SSIC 4030.

SSIC 4030

GENERAL PACKAGING RECORDS

1. **GENERAL CORRESPONDENCE, REPORTS, AND PAPERS.** Documents accumulated by activities and offices in connection with the routine operation and administration of naval packaging programs and techniques, including cleaning, preservations, packing, marking, labeling, and material designation. (Exclude primary program correspondence filed under SSIC 4000, paragraph 1.)

Retire to FRC when 1 year old. Destroy when 3 years old.

2. **OTHER PACKAGING RECORDS.**

Destroy when obsolete or purpose is served.

SSIC 4040-4041

ADVANCED BASE PROGRAM RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Files of a routine nature pertaining to advanced naval bases. Files pertaining to advanced base functional components as described in the Table of Advanced Base Functional Components (OPNAV 41P3). Files also include material planning, procurement, assembly, and shipping of material and personnel to satisfy facility support requirements. Also includes initial outfitting lists. (Exclude primary program correspondence filed under SSIC 4000, paragraph 1.)

Destroy when 4 years old.

SSIC 4041

ADVANCED BASE FUNCTIONAL COMPONENT RECORDS

1. **ADVANCED BASE FUNCTIONAL COMPONENT SYSTEM.** System measures planning, procurement, assembly, and shipping of material and personnel that are needed to satisfy facility support requirements. Supports CNO requirement to maintain a detailed Advanced Base Initial Outfitting List (ABIOL) for the Naval Construction Force. System is maintained at the Facilities Systems Office (FACSO) Port Hueneme, CA and supports Construction Battalion Center (CBC) Port Hueneme, CA; CBC Gulfport, MS; CBC Davisville, RI; Fleet Material Support Office, Mechanicsburg, PA; and Naval Facilities Engineering Command (NAVFAC-ENGCOM) Headquarters.

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. TABLE OF ALLOWANCES SYSTEM (TOAS). System lists required equipment and supplies for each Naval Construction Facility. Provides a baseline for calculating stock for NAVFACENGCOM ABIOL. 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.

3. INVENTORY MANAGEMENT DATA BASE SYSTEM. System contains 2C cog catalog items for the Advanced Base Functional Component (ABFC) System and TOAS. Provides national stock numbers and equipment category code levels. System maintained by FACSO Port Hueneme and supports all three CBCs.

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 4045

NATO COMMON INFRASTRUCTURE PROGRAM/NATO LOGISTICS RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence relating to the providing of facilities, utilities, and fixed equipment required to support military forces acting under the North Atlantic Treaty Organization (NATO) Command. (Exclude primary program correspondence filed under SSIC 4000, paragraph 1.)

Destroy when 2 years old.

2. GENERAL CORRESPONDENCE AND OTHER DOCUMENTATION ASSOCIATED WITH THE PREPARATION OF PROPOSED INFRASTRUCTURE PROJECTS. Files include plans, drawings, specifications, work orders, and proposals.

Destroy when 5 years old.

3. INFRASTRUCTURE PROJECT ACCOMPLISHMENT FILES. Contains periodic reports on completion of Navy infrastructure projects and progress toward completion of annual goals.

Destroy when project has been audited and a financial certification has been issued.

SSIC 4050

HOUSEHOLD GOODS AND PERSONAL PROPERTY RECORDS

1. HOUSEHOLD GOODS CONTRACT FILES. Contract records relating to the packing, shipment, or storage of household and personal goods.

a. Case Files Relating to Transactions of \$25,000 or Less.

Destroy 3 years after completion of action.

b. Case Files Relating to Transactions of More than \$25,000.

Place in inactive file upon completion of action and retire inactive file to FRC when 1 year old or no longer needed for reference. Destroy when 6 years and 3 months old.

c. Contracts, Purchase Orders, Procurement, or Contract Documents. Files other than those covered in SSIC 4050, paragraphs 1a and b.

(1) When maintained for reference (informational) purposes only.

Destroy upon completion of contract or when no longer needed.

(2) When maintained for other than reference purposes.

Destroy 1 year after completion of action on related contract, subcontract, or other purchase document.

d. Procurement of Contracting Officer's Company Files. Correspondence between contracting officer and companies. Included also are user comments or complaints against contractors.

Destroy when superseded, cancelled or company is removed from qualified bidder's list or other record.

e. Contract Control or Number Assignment Records. Cards, logs, or other similar records used to account for contract numbers assigned or as control or index record of contracts, purchase orders, task orders, or subsidiary contracts, or to control the distribution of contracting documents, including records of contract modification numbers.

(1) Master files used as cross reference indexes to contract or purchase order files.

Destroy with related contract files.

(2) All other records.

Destroy 1 year after completion of all listed contracts.

f. U.S. Government Tax Exemption Certificates.

Destroy when 3 years old.

2. HOUSEHOLD GOODS SHIPMENT FILES. Bills of lading, shipment orders, and supporting papers relating to the packing and shipment of household goods and other personal property.

Apply dispositions for shipment records under appropriate subsection of SSIC 4610.

3. PERSONAL PROPERTY DISPOSAL (CASE) FILES. Records relating to the receipt, storage, and disposal of lost, abandoned, or unclaimed personal property and personal effects of deceased or missing persons, and related cards or other index control records.

a. If Personal Property and Effects are Returned to Proper Recipient.

Destroy 2 years after date of delivery.

b. If Property is Unclaimed.

Destroy 5 years after property is sold or otherwise disposed of.

c. If Property is Unclaimed Because Person is Deceased or Missing.

Destroy 8 years after date of death or date of determination that missing person is deceased.

SSIC 4060

PERSONAL SERVICES RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to internal operations and administration of special services such as cafeterias, laundries, commissary stores, ship stores, Navy lodges, recreation funds, etc. (Exclude primary records covered under SSIC 4000, paragraph 1 and SSIC 7000, paragraph 1.)

a. Navy.

Destroy when 2 years old.

b. MARCORPS.

Destroy when 3 years old.

2. FINANCIAL AND OTHER RECORDS OF PERSONAL SERVICE ACTIVITIES OPERATED WITH NONAPPROPRIATED FUNDS.

Apply appropriate subsection of SSIC 7010.

3. OFFICIAL PERSONNEL FILES OF EMPLOYEES OF ACTIVITIES OPERATED WITH NONAPPROPRIATED FUNDS. Less employees of the Navy Resale System retired under SSIC 4066, paragraph 2a.

Transfer to National Personnel Records Center (NPRC), Civilian Personnel Records (CPR), St. Louis, MO, 1 year after separation. NPRC will destroy 75 years after birth date of employee (60 years after the date of the earliest document in the file if the date of birth cannot be ascertained) or 5 years after the latest separation, whichever is later. (NCI-330-80-3)

SSIC 4061

MESSES AND CAFETERIAS RECORDS

1. ACTIVITIES' RATION AND SUBSISTENCE REPORTS. Reports and related records concerning the requisition, receipt, log, issue, sale, transfer, and inventory of subsistence; rations allowed and fed; computation of enlisted dining facility allowances; over or under issue status; monthly records of rations and types of personnel reports include the Quarterly Enlisted Dining Facility Operating Statement with the required consumption survey and transfer and inventory substantiating documents; the monthly Ration and Sales Reports with required vouchers and billing certifications, and the monthly Special Meal Reports.

a. Afloat Activities.

Destroy when 1 year old.

b. Ashore Activities.

Destroy when 2 years old.

c. Marine Corps.

(1) Original and duplicate Quarterly Subsistence Operational Analysis Reports (SOAR) and the Quarterly Subsistence Financial Reports (QSFR) with all supporting documentation.

Destroy when 2 years old.

(2) Subsistence reports and related records not necessary as backup documentation to the SOAR or QSFR. This includes records concerning requisition, receipt, issue, date, transfer and inventory of subsistence, meal verifications and fed reports.

Destroy when 6 months old.

2. REFERENCE FILES. Copies of uniform ration laws, Navy food service publications, Armed Forces Product Evaluation Committee Reports, food item specifications and standards, recipes, menus, and publications, catalogs, bulletins, brochures, and papers relating to provisions, rations and subsistence and used only for reference or to facilitate local operation.

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

3. RECIPE AND MENU PRICING SYSTEM (RAMPS). The system has a master file which contains all recipes used in Navy Mess Halls. Five reports are available as output. They provide: (1) an audit list/error list of all input transactions; (2) a list of all recipes on the master file; (3) the ingredients for each recipe and the price of each ingredient; (4) the portion per serving and selling price for each recipe/item; and (5) the calculation and the list of components for the basic daily food allowance.

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.

4. MARINE CORPS FINANCIAL MANAGEMENT INFORMATION SYSTEM. This system standardizes and automates garrison messhall procedures for requisitioning, storing, preparing, serving, and accounting for subsistence supplies.

a. Master files and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper records.

Destroy when no longer required.

LAUNDRY RECORDS

1. **RECORDS OF LAUNDRY AND DRY CLEANING ESTABLISHMENTS OPERATED WITH APPROPRIATED OR NONAPPROPRIATED FUNDS.** Records include internal operating and production records such as dry cleaning and laundry receipts, delivery records, pick-up records, daily or other production records and similar papers.

Destroy when 2 years old.

SSIC 4065

COMMISSARY STORES RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Files include reports and related papers, concerning the internal operation and administration of commissary store functions and copies of monthly operating reports submitted to higher authority.

Destroy when 2 years old.

2. **COMMISSARY STORE RETURNS.** Returns include records of the commissary store officers, manual store returns for each accounting period, and summarizing sales and receipts or procurements of supplies. (See also SSIC 7323.)

Destroy when 3 years old.

SSIC 4066

EXCHANGES RECORDS

1. **ADMINISTRATIVE FILES.** Correspondence, reports, and other records pertaining to the general administration of exchanges.

a. **General Correspondence Files.** Files include advisory notices such as merchandise advisory notice and Sundry Advisory Notice (SS 186).

(1) Advisory notice filed with related record.

Destroy with related record.

(2) Records documenting the overall administration of the exchange.

Destroy when 4 years old.

b. **Customer Complaint Correspondence.**

Retire to nearest FRC when 1 year old. Destroy when 4 years old.

c. **Application for Navy Exchange Privileges.**

Destroy when files have served their administrative purpose.

d. **Copies of Request for Proposals, and Proposal Contract Amendments, and Various Standard Services Schedules.** Services include laundry and dry cleaning, gasoline, barber, bakery, optical, etc.; contract forms for vending operations and equipment rental agreements maintained by services department; and copies of maintenance agreements maintained by maintenance departments.

Destroy 1 year after completion of action on related contracts.

e. **Standard Navy Exchange Forms Requisitions, Requests for Equipment, and Sign Requisitions.**

Destroy when 1 year old.

f. **Card or Other Control Records.** Records include number control record of purchase request or goods received, number old control records of vehicle/maintenance work, and signature cards.

Destroy when 2 years old.

g. **Exchange Security Records.** Records include monthly security reports.

Destroy when 2 years old.

2. **PERSONNEL FILES.** Correspondence, group insurance forms, and other records relating to exchange employees.

a. **Employee Official Personnel File.** File includes such records as termination interviews, personnel information questionnaires, personnel action requests for payment-death benefit, designation of beneficiary-death, employee leave, notice of claims, attending physician's statement, return to work notices, designation of beneficiary for unpaid compensation, personnel requisitions, group hospital insurance, group catastrophe and comprehensive medical expense benefit, and application for participating in Navy Exchange Service Command (NEXCOM) retirement plan.

Transfer to NPRC (CPR), St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after

birth date of employee (60 years after the date of the earliest document in the file if the date of birth cannot be ascertained) or 5 years after the latest separation, whichever is later. (NCI-330-80-3)

b. Navy Resale System (NRS) Enrollment Request--Self Study Course and Training Records.

Destroy when 60 days old or purpose is served, whichever is earlier.

c. Absence Authorization Slips.

(1) If the timecard has been initialed by the employee.

Destroy at the end of the applicable pay period.

(2) If the timecard has not been initialed by the employee.

Destroy after GAO audit or when 3 years old, whichever is earlier.

3. PAYROLL FILES. Records relating specifically to exchange payrolls.

a. Employee Earnings Records and Employee Payroll Earnings Records.

(1) Security copies of documents, prepared or used for disbursement by treasury disbursing officers, with related papers.

Destroy when FRC receives second subsequent payroll or checklist covering the same payroll unit.

(2) All other copies.

(a) If earning record card is maintained.

Destroy after GAO audit or when 3 years old, whichever is earlier.

(b) If earning record card is not maintained.

Transfer to NPRC, St. Louis, MO, when 3 years old. Destroy when 10 years old.

b. Overtime Authorizations.

(1) Forms such as Time and Attendance Report (Optional Form (OF) 1130) or equivalents.

(a) Payroll preparation and processing copies.

Destroy after GAO audit or when 3 years old, whichever is earlier.

(b) All other copies.

Destroy 6 months after the end of the pay period.

(2) Flexitime attendance records. Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under the flexitime system.

Destroy after GAO audit or when 3 years old, whichever is earlier.

c. Payroll Savings Authorizations and Machine Listings of Annual Employee Pension Contribution.

(1) U.S. Savings Bond Authorization (Standard Form (SF) 1192) or equivalent, and authorization for individual allotment to the Combined Federal Campaign (CFC).

(a) If record is maintained on earning record card.

Destroy when superseded or after separation of employee. If employee transfers within an agency or between agencies, these authorizations must also be transferred. See Treasury Fiscal Requirements Manual, par. 6020.20e for instructions relating to savings bonds authorizations, and Federal Personnel Manual (FPM), Chapter 550, Subchapter 3, Part 8, for instructions relating to CFC Authorizations.

(b) If record is not maintained elsewhere.

Destroy 3 years after supersession, or 3 years after separation of employee. See SSIC 4066, para. 3c(1)(a) for transfer instructions.

(2) All other authorizations, including union dues and savings.

(a) If record is maintained on earning record card.

Destroy when superseded or after transfer or separation of employee.

(b) If record is not maintained elsewhere.

Destroy 3 years after supersession, or 3 years after transfer or separation of employee.

d. Report of Current Period Hours and Other Earnings.

Destroy when 2 years old.

e. Tax Withholding Exemption Certificates.

Destroy 4 years after cancelled or superseded by new certificate.

f. Timecards, Payroll Registers, Payroll Checks and Registers, Payroll Accounting Distribution and Analysis Reports, Payroll Vouchers, Casual/Advance Employee Pay, and Employers' Quarterly Federal Tax Return.

(1) Withholding tax exemption certificates such as Internal Revenue Service (IRS) Form W-4 and similar state tax exemption forms.

Destroy 4 years after form is superseded or obsolete.

(2) All other records.

Destroy when 4 years old.

4. MERCHANDISE INVENTORY FILES. Files of detailed supporting documents pertaining to merchandise inventories at exchanges such as merchandise transfers "out," merchandise transfers "in," interexchange transfers and seasonal merchandise transfers; departmental summary records for net transfers, departmental physical inventories, and retail price changes; adding machine tapes of total cost and total retail value or transfers; retail transfer summaries; price line inventory sheets and retail inventory records; location accountability reports; inventory aging summaries and merchandise inventory summaries; inventory affidavits; inventory count sheets and department summary sheets; and work in process folders containing inventory sheets, shipping labels, and machine record listings of units sold, purchased, and in stock.

Destroy when 2 years old.

5. REPORT OF GOODS RECEIVED FILES. Records relating to the receipt of merchandise, including copies of reports of goods received, supplemental records of goods received, and applicable shipping documents; tracer inquiries and merchandise follow-up requests and other documents related to the follow-up of merchandise shipments.

Destroy when 2 years old.

6. STOCK CONTROL FILES. Records used by management for the control and procurement of merchandise stores at warehouse and on the sales floor.

a. Stock Control Records. Unit merchandise records, stock record cards, stock replenishment cards, unit reorder records, and vendor procurement records.

Destroy when 2 years old.

b. Location Distribution Records.

Destroy when 1 month old or purpose is served, whichever is earlier.

7. OPERATIONS FILES. Records relating to the reporting of planned and actual exchange operations.

a. Open-to-Buy Records. Open-to-buy plans, open-to-buy status reports, preliminary departmental operating statements, operating statements, reports of departmental operations-retail, reports of departmental operations-services, and distribution of exchange net profit.

Destroy when 2 years old.

b. Shipment Sales Reports and Listings of Open Orders.

Destroy when 1 year old.

c. Comparison of Departmental Operations and Comparison of Overall Operations.

(1) Fiscal year-end copy.

Destroy when 5 years old.

(2) Other copies.

Destroy when purpose is served.

d. Operating Budgets and Plans for Retail and Service Departments.

Destroy upon receipt of statements.

8. SALES AND CASH FILES. Records relating to sales, cash control, and disbursements of exchange operations.

a. Copies of Listings of Cash Received.

Destroy when 3 months old.

b. Sales Tallies, Sales Slips for Retail Items of \$25.00 or More, Package Store Sales Slips, Salespersons Daily Cash Reports, and Returned Merchandise Credit Invoices.

Destroy when 1 year old.

c. Check Register Transmittal Reports, Salespersons Daily Cash Reports, Daily Sales Summaries, Daily Cash Reports, Sales Summary Worksheets, Cost of Sales Worksheets, Cash Payments Receipts, Overring and Refund Memos, Cash Vouchers, Analyses of Returned Checks, Sales Invoices for Uniforms and Uniform Accessories, Men's/Women's Equipment Orders, Mailing Labels and Alteration Work Tickets.

Destroy when 4 years old.

d. Copies of Layaway Tickets.

Destroy when 2 years old.

9. MAINTENANCE FILES. Records pertaining to utilization, operation, and maintenance of automotive vehicles and preventive/corrective maintenance programs, alterations, and authorized construction.

a. Maintenance Managers Semi-Annual Vehicle Reports, Driver's Weekly Vehicles Reports, Vehicle Maintenance Repair Orders, Vehicle Maintenance Requests, Maintenance Repair Orders, Maintenance Requests, Preventive Maintenance Schedule Cards, Maintenance Department Statistical Data, and Master Work Order Register.

Destroy when 1 year old.

b. Exchange Summary of Facility Improvements Project Request Evaluation and Determinations, Project Post Audits, Facility Improvement Requests, and Equipments.

Destroy when 2 years old.

10. INSURANCE FILES. Correspondence and other records, including such records as loss or damage claims, copies of notice of claims, attending physician's statements, and return to work notices; reports of loss in overseas transshipment via Military Sealift Command (MSC) space charter or commercial vessel, uninsured parcel post loss reports, equipment loss reports, cash and merchandise loss reports and automotive collision loss reports; employer's first reports of injury or occupational

disease; group insurance enrollment cards; unemployment compensation for Federal employees; verification of wage and separation information, and request for information or reconsideration of Federal findings; operator's reports of motor vehicle accident, automobile accident or loss notices, and liability accident notices.

Destroy when 3 years old.

11. SERVICE DEPARTMENT OPERATING FILES. Records relating to services performed, operating and cost reports, unit and cost control records, and records of personalized services.

a. Auto Service and Repair Job Sheets. Files include receipt and miscellaneous service records, daily reports of operation--service station and pump island cash sheets; department daily cost controls, monthly cost control summaries, unit control records, items cost cards, and batch control cards; summaries of vending costs, monthly vending machine reports, vending machine reports, vending machine cash control records, and vending machine cash control slips; monthly sales outlet report and monthly laundry and dry cleaning reports; monthly tailor shop daily work process reports; overseas automobile sales program information and rental registers, personalized services reports, and daily sales transcripts.

(1) Interim Report.

Destroy when 90 days old.

(2) All other records.

Destroy when 1 year old.

b. Navy Lodge Registrations.

Destroy when 1 year old.

c. Copies of Child Care Center Program Records. Records relating to personal and medical information such as statements of admission physical reports, personnel data cards, personal cards, personal health records, report of annual physical examinations, and pre-employment physical--physician's report.

Destroy when 2 years old.

12. PAID INVOICE FILES. Correspondence and other records relating to the procurement and payment of merchandise for exchange operations. Included are such records as copies of vendor's invoices, remittance

statements, charge-backs, credit memos, purchase orders (SS 101, copy 3, only if entire order is cancelled). Cancellation notices, approved invoice registers and central imprest account remittance statement and checks.

Destroy when 2 years old.

13. **ACCOUNTING FILES.** Records relating to the financial management of Navy and MARCORPS exchange operations consisting of reports, documents, end of voyage returns, and machine record listings.

a. Register of Accounting Transactions.

Destroy upon receipt of Detail Ledger at end of month.

b. Report of Accounting Documents Transmitted (SS 311).

Destroy when 1 year old.

c. Copies of Statement of Account Balances.

Records include detailed supporting statements, accrual reports, fiscal year-end check lists of accounting documents, statements of accounts receivable, cancellation notices, chargebacks, credit memos, retail price changes, merchandise transfers, ledger sheets, detail ledgers, journal vouchers, accrual journal vouchers, advisory notices, analysis of account, returned checks, layaway sales, daily reconciliations, journal vouchers; copies of reports of sales and expenditures in foreign countries, and machine listings of fixed assets.

(1) Retail Price Change (SS 111, copy 3).

Destroy when 1 month old.

(2) Cancellation Notice (SS 102, copy 2).

Destroy when action completed.

(3) All other records.

Destroy when 3 years old.

d. Military Sealift Command (MSC) Exchange Accountability Records. Records including end of voyage returns, month-end documents and other related records such as daily sales reports, cash register reports, check remittance reports, price adjustment vouchers, multi-purpose forms, end of voyage accountability reports, and statements of work performed—civilian exchange location officer.

(1) Retail Price Changes (SS 111, copy 3).

Destroy when 1 month old.

(2) Cancellation Notices (SS 102, copy 2).

Destroy when action completed.

(3) All other MSC exchange accountability records.

Destroy when 3 years old.

e. Current Fixed Asset Record Cards (SS 107).

Forward with item when it is transferred to another activity. Destroy 1 year after item becomes obsolete or is sold/scrapped.

f. Transfer Delivery Receipts.

Destroy when 3 months old.

g. Remittance Correction Requests and Adjustment Records—Uniform and Equipment.

Destroy when 1 year old.

SSIC 4067

SHIPS STORES AFLOAT RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Reports and related papers concerning the operation and administration of ships stores functions.

Destroy when 2 years old.

2. **SHIPS STORES RETURNS.** Returns for each accounting period and summarizing sales and receipt or procurement of supplies.

Destroy when 2 years old.

SSIC 4069

SPECIAL SERVICES RECORDS

SPECIAL SERVICES, SOMETIMES REFERRED TO AS WELFARE AND RECREATION ACTIVITIES, ARE LOCAL COMMAND ORGANIZATIONS ESTABLISHED TO PROVIDE A BROAD SPECTRUM OF RECREATIONAL AND ENTERTAINMENT ACTIVITIES AND OPPORTUNITIES FOR NAVAL PERSONNEL AND THEIR DEPENDENTS.

NONAPPROPRIATED FUNDS, SUCH AS NAVY RESALE SYSTEM AND SHIPS STORES AFLOAT PROFITS, ARE ALLOCATED TO THESE ACTIVITIES.

1. GENERAL CORRESPONDENCE, REPORTS, MINUTES, REVIEWS, AND SIMILAR RECORDS.
Records relating to internal operation and administration.

Destroy when 2 years old.

2. INTERNAL PROGRAMMING MATERIALS AND UTILIZATION RECORDS. Records include program schedules, promotion bulletins/pamphlets, and similar records.

Destroy when 1 year old or purpose is served, whichever is earlier.

3. CUSTODY RECEIPTS. Receipts pertaining to inventory, checkout, or issue of equipment.

a. If Required for Audit/Inventory Purposes.

Destroy when 1 year old.

b. If not Required for Audit/Inventory Purposes.

Destroy when 3 months old.

4. MOTION PICTURE OPERATIONS RECORDS. Records include logs, inspection, and transfer reports, inventories, and similar records.

Destroy when 1 year old.

5. OTHER REPORTS (not covered elsewhere).

Destroy when 2 years old.

SSIC 4080

MOBILIZATION LOGISTICS RECORDS

1. PRIMARY PROGRAM RECORDS.
Correspondence, reports studies, and other records that document the establishment, development, and accomplishment of naval war reserve policies, plans, and programs. These records are maintained only by CNO (N4), Commandant of the Marine Corps (CMC), and NAVSUPSYSCOM-designated program managers.

Permanent, Transfer to WNRC when 5 years old.
Offer to NARA when 20 years old.

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files of all activities and offices (departmental and field) and departments, divisions, or other organizational units of activities or offices relating to the operations and administration of the war reserve program. (Exclude records covered under SSIC 4080, paragraph 1.)

Destroy when 2 years old.

3. WAR RESERVE REPORTS. Reports relating to all phases of the war reserve program. Submitted to or summarized in report to higher authority which includes Prepositioned War Reserve Stock Material (PWRSM) Financial Readiness Status Reports; Prepositioned War Reserve Readiness Reports (NAVSUPSYSCOM Report Control Symbol (RCS) 4080-3).

Destroy when 3 years old.

SSIC 4081

LOGISTICS SUPPORT PLANS AND POLICIES RECORDS

1. LOGISTICS SUPPORT PLANS AND POLICIES RECORDS. Records include areas of Logistics Support Mobilization Plan (LSMP), Continuity of Operation Plan (COPLAN), and emergency plans and duplicate records. (Exclude primary program records maintained by designated program managers under SSIC 4080, paragraph 1.)

Destroy when cancelled or superseded.

SSIC 4082

LOGISTICS SUPPORT REQUIREMENTS RECORDS

1. LOGISTICS SUPPORT MANAGEMENT RECORDS. Records containing information regarding logistics support requirements. (Exclude primary program records maintained by designated program managers under SSIC 4080, paragraph 1.)

Destroy when cancelled or superseded.

2. COMPUTERIZED WORKLOAD PROJECTION AND BUDGETING SYSTEM (CWPABS). A standardized workload and budgeting system that facilitates long-range planning and rapid interchange of information between the Naval Aviation Logistics Center

(NAVAVNLOGCEN) and the Naval Aviation Depots (NADEPs). CWPABS consists of 4 subsystems: Workload subsystem, capacities and allocation subsystem, rates development subsystem, and pricing subsystem. A Navy-wide system maintained at Naval Avionics Center (NAVAVIONICCEN), Indianapolis, IN.

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 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.

3. METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING. System provides participating activities with a standardized system for the recall and scheduling of test and monitoring systems (TAMS) and metrology standards into calibration facilities and for the documentation of data pertaining to calibration actions performed by these activities. The system provides for the collection, correction, analysis, and collation of data as distribution of data products to requiring activities. A Navy-wide system maintained at NAVAVIONICCEN, Indianapolis, IN.

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 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.

4. SUPPORT EQUIPMENT RESOURCES MANAGEMENT INFORMATION SYSTEM (SERMIS). A multi-command online aviation information system to replace the Aircraft Maintenance Material Readiness List (AMMRL) and the Support Equipment Rework Depot Level and Transaction Reporting/Asset Query System (TRAQS). System maintained by NAVAVIONICCEN at the Naval Computer and Telecommunication Stations (NAVCOMTELSTA), New Orleans links the Naval Air Systems Command (NAVAIRSYSCOM) Headquarters; Chief of Naval Reserve; Commander Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT); Commander Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC); NAVAVNLOGCEN Patuxent River; and Chief of Naval Air Training, Corpus Christi, TX.

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 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. AIRCRAFT RESOURCES MANAGEMENT SYSTEM (ARMS). System provides for the efficient collection, manipulation and presentation of data associated with the aircraft resources of the Naval Air Test Center (NATC). The parameters addressed by the system are: aircraft utilization, flight crew utilization, and expense of aircraft. System supports NATC Patuxent River, MD; Naval Air Station (NAS) Point Mugu, CA; and CNO (N88).

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 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. GROUND SUPPORT EQUIPMENT DEPOT REWORK MANAGEMENT AUTOMATIC DATA PROCESSING (ADP). System provides depot capability tracking, aircraft rework scheduling, rework status reporting, cost accounting, and rework budget data presentation. System supports: NAVAIRSYSCOM Headquarters; NADEP Alameda, CA; NADEP San Diego, CA; NADEP Jacksonville, FL; NADEP Norfolk, VA; NAVDEP Pensacola, FL; and NADEP Cherry Point, NC.

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 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. INFORMATION REQUIREMENTS CONTROL AUTOMATED SYSTEMS (IRCAS). System maintains a data bank of all aviation logistics reporting requirements levied by activities subordinate to CNO. System maintained by NAVAIRSYSCOM.

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 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. NAVAIRSYSCOM INDUSTRIAL FINANCIAL MANAGEMENT SYSTEM (NIFMS). System consists of seven separate but interrelated subsystems designed to provide a standard financial management system at the six NADEPs. Budget data and performance standards are integrated with the accounting system to provide management officials of the NADEPs with required data and reports. System has the capability to compare costs among the various rework facilities.

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 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. NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT SYSTEM MODULE 1. System is designed to establish and maintain an integrated maintenance and material computer-based management information system that executes the policy of the Naval Aviation Maintenance Plan System (NAMPS). This Management Information System (MIS) will serve the maintenance activities at the organizational and intermediate command levels, together with the associated support activity.

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 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. STANDARD ACCOUNTING AND REPORTING SYSTEM (STARS). System provides NAVAIRSYSCOM managers with financial information required to manage programs. This uniform accounting system provides current financial status for all appropriations: Procurement; Operations and Maintenance, Navy (O&MN); Operations and Maintenance, Navy, Reserve (O&MN,R); and Research, Development, Test and Evaluation, Navy (RDT&E,N).

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. TRANSACTION REPORTING/ASSETS QUERY SYSTEM (TRAQS). An online data base system designed to assist COMNAVAIRLANT and COMNAVAIRPAC in the distribution of support equipment assets; to provide users with online access to the in use inventory TRAQS data base via terminal, allowing them to update the database as transactions occur.

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 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. WORKLOAD CONTROL SYSTEM (WCS). The major uniform command management information system supporting the six NADEPs in performing the depot maintenance functions for aircraft, engines and their components and accessories, ground support equipment, trainers, and training 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 layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 4100-4109

GENERAL CONSERVATION AND UTILIZATION OF MATERIAL AND RESOURCES (INCLUDE BASIC MATERIALS) RECORDS

THE RECORDS IN THIS (4100-4109) SERIES ARE RELATED TO GENERAL CONSERVATION AND UTILIZATION OF MATERIAL AND RESOURCES (INCLUDE BASIC MATERIALS) RECORDS AND

**INCLUDE ENERGY CONSERVATION AND
INTEGRATED LOGISTICS SUPPORT RECORDS.**

SSIC 4100

**CONSERVATION AND UTILIZATION OF MATERIAL
AND RESOURCES (INCLUDE BASIC MATERIALS)
RECORDS**

**RELATED RECORDS UNDER SSIC 4105-
INTEGRATED LOGISTICS SUPPORT SHOULD BE
RETIRED UNDER SSIC 4100.**

**1. COPIES OF REPORTS SUBMITTED TO HIGHER
AUTHORITY.** Reports relating to conservation and
utilization of material resources program dealing with
energy conservation and integrated logistics support.

Destroy when 2 years old.

**2. RESOURCE PROGRAM RECORDS SUBMITTED
TO HIGHER AUTHORITY.**

Destroy when 2 years old.

3. ENERGY CONSERVATION FILES. Files containing
information relating to the development and
implementation of rules for effecting energy conservation
(consists of regulations, guidelines, standards, etc.).

Destroy when superseded or cancelled.

SSIC 4101

ENERGY CONSERVATION RECORDS

**1. ANALYSES FOR CONSERVING ENERGY
SYSTEM.** System tracks energy consumption at the
activity level and establishes a Navy data management
control point for energy conservation efforts. System is
maintained at FACSO Port Hueneme and supports: all
NAVFACENCOM Divisions within the Continental
United States (CONUS); NAVFACENCOM Pacific
Division, Pearl Harbor; NAVFACENCOM
Headquarters; and CMC.

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. ENERGY AUDIT REPORTING SYSTEM. System
provides shore activity energy consumption reports
quarterly, showing Navy-wide trends and changes from a
fiscal year 1975 baseline in energy use per gross square
foot of building area. Provides annual reporting of
facility energy information and conservation audit data
for submission to Department of Energy by 1 July each
year. Navy-wide system is maintained by 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.

3. ENERGY CONTROL REPORT SYSTEM. System
provides information on the funding of energy
conservation projects as justification for the projects.
The Energy Control Report (ECR) contains information
describing each project with project purpose, energy cost
ratio, project audit information, a proposed schedule for
accomplishment, and a schedule of progress. System is
Navy-wide and maintained by 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.

SSIC 4110

INTEGRATED MATERIAL MANAGEMENT (IMM) RECORDS

1. GENERAL CORRESPONDENCE FILES AND REPORTS. Papers concerning integrated material management including the assignment, transfer, and inventory management of items of supply which are maintained by Systems Commands program managers or at inventory control points. (Exclude primary program records maintained by the IMM program manager in NAVSUPSYSCOM and filed under SSIC 4000, paragraph 1.)

Destroy when 2 years old.

2. HISTORY DATA RECORDS AND CARDS. Work history cards or records for supply assignment purposes and related listings which are maintained by Systems Commands program managers or at inventory control points.

Destroy when superseded, cancelled, or no longer needed for coordination or reference.

3. SUBMARINE MATERIAL SUPPORT SYSTEM. System provides the Superintendent of Shipbuilding, Conversion and Repair a method for maintaining the status of Government-furnished material utilized in the process of submarine overhaul at private (non-naval) shipyards. System is executed at NAVCOMTELSTA Norfolk, VA.

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. System 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 4120

STANDARDIZATION RECORDS

1. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files, reports, and related papers pertaining to Navy and Department of Defense (DOD) standardization and interchangeability programs and to qualified products lists, including reports relating to the standardization of commodities in the Federal supply classification system.

Destroy when 2 years old.

2. SPECIFICATION RECORDS. Records used in the preparation and utilization of specifications, standards, qualified products lists, and interchangeability items.

Destroy when superseded or cancelled or no longer needed for reference.

SSIC 4121

SPECIFICATIONS RECORDS

RELATED RECORDS UNDER SSIC 4122-STANDARDS SHOULD BE RETIRED TO FRC UNDER SSIC 4121.

1. REFERENCE COPIES OF SPECIFICATIONS AND STANDARDS PLANS AND DRAWINGS FOR MATERIALS AND EQUIPMENT. Specifications include those relating to Federal, military, Department of the Navy (including MARCORPS) and other specifications, standards, and engineering plans and drawings for naval materials and equipment. (Exclude record copy by activity having design or other cognizance filed with master file under SSIC 4121, paragraph 2a.)

Destroy when superseded, cancelled, or purpose is served, whichever is earlier.

2. SPECIFICATIONS AND STANDARDS OR DESIGN (CASE) FILES

a. **Master Files.** Files accumulated by naval activities or offices having design, procurement, or specification cognizance of items having DOD coordination control of items. They consist of master copy (original or master microfilm negative or other reproducible copy thereof) of final approved drawing, plan, specification, or standard, together with summary papers pertinent to the development and final approval of the specification, standard drawing, or plan. They also include summary requirement and test procedures (RTPs) and copies of change notices or modifying directives.

(1) Specifications for ordnance material.

Apply appropriate section of SSIC 8000, para. 10.

(2) Specifications for aircraft, aeronautical, and astronautical material.

Apply appropriate section of SSIC 13000, para. 10.

(3) Ship engineering drawings and specifications.

Apply SSIC 9085.

(4) Specifications for electronic equipment.

Place in inactive file upon completion or when item becomes obsolete. Transfer inactive file annually to nearest FRC. Destroy 5 years after item becomes obsolete.

b. **Reference Case Files.** Files accumulated for reference purposes only.

Destroy when specification is approved, cancelled, superseded, or no longer needed for reference.

c. **Other Case Files.** Preliminary drafts or diagrams of specifications or standards, test results, comments, working and progressing papers, and other records accumulated in connection with the development or modification of specifications.

Destroy when 2 years old.

3. SPECIFICATION REPORTS. Reports including design specification reports, together with related correspondence, and background data and copies of reports submitted to activity or office assigned cognizance over the equipment or material items.

Destroy when 1 year old.

SSIC 4122

STANDARDS RECORDS

Apply SSIC 4121.

SSIC 4123

QUALIFIED PRODUCTS LISTS RECORDS

1. IDENTIFICATION LISTS. Lists which identify the specification, manufacturer, or distributor, item by part or model number or trade name, place of manufacture, and the test report involved.

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

SSIC 4130

CONFIGURATION MANAGEMENT RECORDS

1. CONFIGURATION MANAGEMENT GENERAL CORRESPONDENCE, INSTRUCTIONS, NOTICES, STUDIES, AND OTHER RECORDS. Systems commands and inventory control points (program managers and major logistical activities) files that document the development and accomplishment of significant plans, programs, studies, or projects involving configuration management. Files of all supply activities and offices (department and field) and department, division, or other organizational units of activities and offices relating to the operation and administration of the configuration management system. (Exclude primary program records covered in SSIC 4000, paragraph 1).

Destroy when superseded, cancelled or no longer needed for reference purposes.

SSIC 4140

USMC LIFE CYCLE COST MODEL (LCCM) RECORDS

1. RECORDS ARE ACCUMULATED IN GENERATING ALL COSTS/PARTIAL COSTS RELATED TO THE RESEARCH AND DEVELOPMENT (R&D) AND OPERATION AND SUPPORT (O&S) PHASES OF A PRIMARY END ITEM. COSTS DEVELOPED ARE DISPLAYED IN PROGRAM OBJECTIVES MEMORANDUM (POM)/BUDGET FORMAT FOR THE EXPECTED LIFE.

SECNAVINST 5212.5D
22 April 1998

Retain on board for the life of the item; transfer to WNRC 1 year later. Destroy 10 years after item removed from the inventory.

SSIC 4160

TECHNICAL MANUAL PROGRAM

1. **PRIMARY PROGRAM RECORDS.** Correspondence, reports, and other records of Systems Command headquarters and other departmental offices having overall publication program responsibilities, and that document the development, establishment, and execution of overall plans, policies, and procedures of the technical manual program.

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

2. **TECHNICAL MANUAL DEFICIENCY EVALUATION REPORTS (TMDER).** Messages or letter reports citing deficiencies or errors or recommending revisions to technical manuals.

Destroy when correction to publication has been made by issuing permanent change or superseding revision.

3. **DIRECTIVES.** Instructions, notices, handbooks, and guidance manuals relating to the publications program.

Destroy when superseded or cancelled.

4. **EQUIPMENT/SYSTEM TECHNICAL MANUALS OR MANUFACTURERS INSTRUCTION BOOKS.** Publications that contain description and instructions for installation, operation, maintenance, and overhaul of major items of equipment and shipboard systems.

a. Record copy held by NAVSEASYS COM Central Technical Manual Management Activity, Naval Ship Missile System Engineering Station, Port Hueneme, CA.

Permanent. Retire to WNRC when obsolete or no longer needed for reference. Transfer to NARA when 20 years old.

b. All other copies.

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

SSIC 4200-4399

CONTRACTING RECORDS

THE RECORDS IN THIS (4200-4399) SERIES ARE RELATED TO GENERAL CONTRACTING IMPREST FUNDS (CASHIER APPOINTMENT LETTERS), CONTRACTING AUTHORITY AND RESPONSIBILITY, PERMANENT DELEGATIONS, EMERGENCY DELEGATIONS, AND CONTRACT MANAGEMENT REVIEWS RECORDS AND INCLUDE INTRA-NAVY ACQUISITION ASSIGNMENTS (COORDINATED ACQUISITIONS (WITHIN DEPARTMENT OF DEFENSE)), INTERDEPARTMENTAL ACQUISITIONS (GOVERNMENT) (FEDERAL SUPPLY SCHEDULE CONTRACTS, DELIVERY ORDERS TO OTHER GOVERNMENT AGENCIES, LOCAL OR DECENTRALIZED CONTRACTING, AND SMALL PURCHASES), FOREIGN CONTRACTING (BUY AMERICAN ACT, CONTRACT REQUESTS, SPECIFICATIONS, FUNDING, DELIVERY TIME OR PLACE, AND JUSTIFICATIONS), CONTRACTING OFFICER APPOINTMENT (ORDERING OFFICER APPOINTMENT), FORMAL ADVERTISING (NEGOTIATION), CONTRACT COST PRINCIPLES (CONTRACT PRICING PRINCIPLES AND GOVERNMENT PRICE CONTROLS), ACQUISITION FORMS (CONTRACT CLAUSES), GENERAL CONTRACTS (FIXED-PRICE CONTRACTS, COST-TYPE CONTRACTS, LABOR HOUR AND TIME AND MATERIAL CONTRACTS, OTHER, AND SUBCONTRACTS), DISSEMINATION OF CONTRACT INFORMATION (CONTRACT STATISTICS AND CONTRACT ADMINISTRATIVE LEAD TIME (CALT)), GENERAL RESPONSIBILITY OF OFFEROR (PRE-AWARD SURVEYS), CONTRACT CLEARANCE (BONDS AND INSURANCE), CONTRACT ADMINISTRATION (CONTRACTOR PERFORMANCE, DELIVERY AND SHIPMENT, AND DEFAULT), GOVERNMENT PROPERTY (GOVERNMENT FURNISHED AND CONTRACTOR ACQUIRED), LABOR AND MANPOWER (INSPECTION AND ACCEPTANCE), DISPUTES/STRIKES (PROTESTS AND APPEALS, CONTRACTOR CLAIMS, EXTRAORDINARY CONTRACTUAL ACTIONS, AND OTHER CLAIMS), CONTRACT TERMINATION (RENEGOTIATION AND STATUTORY PROFIT LIMITATIONS), BUSINESS (CLAIMANT GOALS AND PERFORMANCE; MINORITY BUSINESS ENTERPRISE; FRAUD AND IRREGULARITIES; DEBARRED, INELIGIBLE, OR SUSPENDED CONTRACTORS; AND EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM NON-AWARDABLE CONTRACTORS), AND IN-LEASE ADMINISTRATION RECORDS.

SSIC 4200

GENERAL CONTRACTING RECORDS

1. **CONTRACTING RECORDS.** Records are accumulated by activities and offices in connection with their performance of all aspects of procurement functions. The series covers records documenting all types of contracts, including fixed-type contracts, facility contracts, construction and maintenance contracts, letter contracts, letters of intent, purchase orders, and any other type of contractual agreements. Also included are amendments, changes, and supplementary agreements to any procurement action. The disposal provisions do not apply to any records pertaining to outstanding exceptions, unsettled claims for or against the United States, such as records which shall be preserved until final clearance or settlement of matters and until the applicable time period authorized for the file has expired.

a. **General Correspondence Files.** Correspondence files of operation procurement units concerning internal operation and administration matters not covered elsewhere under SSIC 4200.

(1) Documents in the contractor general file pertaining generally to the contractor and not relating to any specific contract.

Destroy when 2 years old.

(2) Routine documents which pertain only to specific contracts.

Destroy when 2 years old.

(3) Documents not routine in nature which pertain to specific contracts.

Destroy when 2 years old.

b. **Routine Procurement Files.** Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment.

(1) Procurement or purchase organization copy and related papers.

(a) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000. Exclude transactions containing indemnification provisions.

Destroy 6 years and 3 months after payment.

(b) Transactions of \$25,000 or less and construction contracts under \$2,000. Exclude transactions containing indemnification provisions.

Destroy 3 years after final payment. (Close file at the end of the fiscal year, retain 3 years, and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith.)

(c) Contracts and other transactions containing provisions whereby the contractor indemnifies the Government against damage, loss, malfunction, personal injury, or any other condition.

Cut off file at the end of the fiscal year and retire to nearest FRC. Destroy at the end of the period of indemnification. Retiring activities must specify destruction date on SF 135 used to retire records.

(2) Obligation copy.

Destroy when funds are obligated.

(3) Other copies of records described above used by component element of a procurement office for administrative purposes.

Destroy upon termination or completion.

c. **Supply Management Files.** Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of DOD reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).

(1) Copies received from other units for internal purposes or for transmission to staff agencies.

Destroy when 2 years old.

(2) Copies in other reporting units and related work papers.

Destroy when 1 year old.

d. **Solicited and Unsolicited Bids and Proposals Files**

(1) Successful bids and proposals.

Destroy with related contract case files.

(2) Solicited and unsolicited unsuccessful bids and proposals.

(a) When filed separately from contract.

Destroy when related contract files are completed.

(b) When filed with contract.

Destroy when related contract case files are completed.

(3) Cancelled solicitation files. Formal solicitations of offers to provide products or services (e.g., invitations for bids, requests for proposals or requests for quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.

Destroy 5 years after date of cancellation.

e. Contract Appeals Case Files. Files consisting of notices of appeal or acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.

Destroy 10 years after final action or decision.

SSIC 4330

CONTRACT ADMINISTRATION RECORDS

1. UNIT IDENTIFICATION CODE SYSTEM (UIC). A system to maintain an updated file of unit identification codes and mailing addresses for all Navy and Marine Corps activities and other specific non-Government institutions. Extracts of the UIC information are provided on a monthly basis to other ADP systems and is used to produce the monthly NAVCOMPT Chapter 5, Volume II. File maintained at NAVCOMTELSTA Washington; functional sponsor is the Assistant SECNAV (Financial Management and Comptroller (ASN (FM&C))).

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 document 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. CONTRACT INFORMATION STATUS SYSTEM. This system updates administrative, accounting, supplies line items, services, schedules, supplemental data requests and modification headers after an edit of the contract abstract. Follow-ons, such as shipment performance notices (SPNs), acceptance alerts (PK5s), and contract closeouts (PK9s) are processed to track the progress of the contract until all deliverables are accepted. Closeouts are then initiated. This Navy-wide system is maintained at NAVCOMTELSTA Washington. Information is transmitted between the Central Accounting Office, purchase office and acceptance site.

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 4335

CONTRACTOR PERFORMANCE RECORDS

1. CONTRACTING INFORMATION SYSTEM. System provides a data base, which identifies and describes all contractors, who have either expressed a desire to do business with DOD, who have done business with DOD in the past, or who are currently engaged in a contract with

DOD. Navy-wide system supporting all DOD and maintained by DOD.

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 4400-4499

SUPPLY/MATERIAL RECORDS

SSIC 4400

GENERAL SUPPLY/MATERIAL RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Files of activities (including inventory control points, supply departments, stock points, and other offices or units) relating to the operation and administration of their supply functions.

Destroy when 2 years old.

2. **REPORTS, DATA, AND PAPERS.** Documents prepared or accumulated by activities and offices or other organizational units performing supply functions, exclude reports specifically authorized for other disposal.

a. Supply Activity or Office Copies.

Destroy when 2 years old.

b. Copies Maintained in Other Organizational Units.

Destroy when 1 year old or unit is disestablished, whichever is earlier.

c. Copies Used as Working Papers or Maintained for Information.

Destroy when superseded or no longer needed for reference purposes.

3. **STOCK CUSTODY RECORDS OR EQUIPAGE STOCK CARDS.**

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

4. **RECORDS OF STOCK LOCATIONS.**

Destroy when record is superseded or upon depletion of stock.

5. **IDENTIFICATION FILES.** Copies of stock lists or supply catalogs, specifications, and other publications, indexes, card records, tickler or suspense files, and other similar files relating to the identification of supplies, property, equipment, or other materials, or used as locator records for supplies and equipment or as suspense devices for supply operations.

Destroy when superseded, cancelled, obsolete, or 2 years after date of list.

6. **CASH TRANSACTION RECORDS.** Records maintained to report transactions to disbursing and fiscal officers. (See also SSIC 7302, paragraph 9.)

Destroy when 2 years old.

7. **MARCORPS FIELD SUPPLY ANALYSIS OFFICES RECORDS.** These records are accumulated by these offices in connection with their analysis and evaluation of MARCORPS activities supply procedures.

a. Copies of Field Examination Team Reports. Reports, supporting documents, and related correspondence for activities or units.

Destroy upon completion of next examination and submission of new report to HQMC.

b. Copies of MARCORPS Field Supply Analysis Office Receipts, Expenditures, and Payment Documents. Copies of vouchers and other documents pertaining to MARCORPS stock fund and appropriation stores accounts and to commissary store purchases and cash sales, monthly reconciliation statements of receipts from purchases, matched monthly reconciliation registers and related computer punch cards and monthly registers of documents unmatched at month's end, and other similar

documents used in connection with performance of supply analysis functions.

Destroy 1 year after completion of reconciliation.

c. Administrative Correspondence. Correspondence pertaining to the performance of administrative functions and transactions in analyzing and reporting effective procedures.

Destroy when 1 year old.

SSIC 4402

SHIP STORES RECORDS

1. GENERAL CORRESPONDENCE FILES. Files and other records concerning the establishment, operation, and administration of ship stores. (Ship store inventory records should be filed under SSIC 4440.)

Destroy when 2 years old.

SSIC 4403

REPLACEMENT AND EVALUATION (R&E) PROGRAM RECORDS

1. GENERAL CORRESPONDENCE FILES. Files consisting of letters, messages, memoranda, and other related material created/maintained by MARCORPS field activities. The MARCORPS R&E Program is designed to extend the service life of MARCORPS ground support equipment (from radio sets to tanks), except small arms, by providing for timely replacement and evaluation for rebuild on a cyclic basis.

Destroy when 3 years old.

SSIC 4406

SUPPLY AFLOAT RECORDS

1. GENERAL CORRESPONDENCE FILES. Files consist of letters, memoranda, and messages relating to the shipboard supply function.

Destroy when 3 years old.

2. STOCK RECORDS (SHIPS WITHOUT AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE)). Records such as Stock Record Card Afloat form.

Destroy after the next Supply Operation Assistance Program (SOAP) Inspection.

3. CUSTODY RECORDS. Controlled equipage custody records which are maintained for certain operating space items selected by the fleet commander, type commander, or ship's commanding officer for special inventory controls.

Destroy when material is transferred or surveyed.

4. LOCATOR/INVENTORY RECORDS (SHIPS WITHOUT ADPE). Afloat/Inventory Record forms or inventory lists which indicate storeroom locations and inventoried quantities of stock material.

a. New Lists.

Destroy upon completion of the next inventory of the same material.

b. All Other Lists.

Destroy after the next SOAP Inspection.

5. PROCUREMENT DOCUMENTS (SHIPS WITHOUT ADPE). DOD Single Line Time Requisition System Document (Manual) (DD 1348), Requisition and Invoice/Shipping Document (DD 1149), Order for Supplies or Services (DD 1155), and similar documents used to requisition purchase of shipboard materials and services.

Destroy, with receipt documents attached, 1 year after completion.

6. CONSUMPTION DOCUMENTS (SHIPS WITHOUT ADPE). Documents used to issue materials to requesting shipboard work centers and to report consumption to the cognizant type commander.

Destroy originals 1 year after copies are forwarded to the cognizant type commander, or after the next supply management inspection, whichever is later.

7. DEMAND FILES (SHIPS WITHOUT ADPE). Copies of Single Line Item Consumption/Requisition Document (Manual) (NAVSUP 1250-1), Stock Record Card, Afloat (NAVSUP 1114), or other documents used to maintain a record of demands for nonstocked materials.

Destroy when demand frequency qualifies the material to be stocked or after the next SOAP Inspection, whichever is earlier.

8. EXPENDITURE INVOICE FILES (SHIPS WITHOUT ADPE). DOD Single Line Item Release/Receipt Document (DD 1348-1), DD 1348, or DD 1149, Report of Survey (DD 200), or other expenditure documents used to transfer or survey material.

Destroy 1 year after completion of the transfer or survey.

9. TRANSACTIONS FILES (SHIPS WITH ADPE). Transaction ledgers/cumulative transactions ledgers (comprising records identified in SSIC 4406, paragraphs 2 and 6-8).

a. Discrepancy Reconciliation Required.

Destroy when 2 years old.

b. Discrepancy Reconciliation Not Required.

Destroy when 1 year old.

10. SUPPLY EFFECTIVENESS CONSUMPTION SYSTEM (SECS). System provides users with a means to collect and summarize basic consumption data generated in the normal course of supply operations afloat. The supply effectiveness/consumption report provides information to type commanders and individual ships on supply readiness, material consumption, material deficiencies, comparative supply performance, and the obligation and utilization of funds.

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 4408

SPARE AND REPAIR PARTS RECORDS

1. TECHNICAL DATA AND RELATED INFORMATIONAL PAPERS. Papers concerning spare and repair parts maintained by supply-control or by maintenance and repair activities.

Destroy when superseded or cancelled, or aircraft, ship other craft, or equipment is removed from supply system support.

SSIC 4410

CATALOGING, MATERIAL IDENTIFICATION, AND CLASSIFICATION RECORDS

1. GENERAL CORRESPONDENCE FILES. Files, copies of reports, and other papers accumulated by activities and offices in connection with the performance of cataloging functions and the development of Federal Item Identification Guides (FIIGs) and of material item identification and classification. Include papers relating to the assignment (or revision or deletion) of standard stock numbers. (Exclude primary program records maintained at the Systems Command level covered in SSIC 4000, paragraph 1.)

Destroy when 2 years old.

2. ITEM (COMMODITY) SPECIFICATIONS AND STANDARDS.

a. Specifications and Standards Records Used to Support Specific Procurement or Other Supply Actions. Files include studies, reports, analyses, test results, and consumer surveys.

Destroy 1 year after action is completed.

b. Specifications and Standards (Including Blueprints and Related Card Records) Used for Material Cataloging, Identification, Classification, or Reference Purpose (Drawings, Blueprints, Microfilm, Microfiche, etc.).

Destroy when superseded, cancelled, upon completion of action, or no longer needed for reference.

3. ITEM IDENTIFICATION RECORDS. Master item (commodity) identification or history cards, microfilm, or other records maintained for individual items of supply, together with related cross-reference files; material or equipment data cards; and listings or other records maintained for material identification or supply purposes. Also, include item control cards, and other card records of standard supply, standard catalog, or other items.

Destroy when material or equipment is deleted from the supply system.

4. COPIES OF BLUEPRINTS AND DRAWINGS, OR THEIR EQUIVALENTS, FOR EQUIPMENT ON ALL COMMODITY ITEMS MAINTAINED BY SUPPLY CENTERS OR OTHER ACTIVITIES.

Destroy when item is deleted from the supply system.

5. MARCORPS CARD RECORDS OF SERIAL NUMBERS OF ALL WEAPONS (INCLUDING SMALL ARMS AND CREW-SERVED) AND BINOCULARS.

a. Serial Number Entered on Transfer Document.

Destroy when item is transferred or otherwise disposed of.

b. Serial Number Not Entered on Transfer Document.

Destroy 3 years after transfer document number has been entered on card.

SSIC 4419

REPAIRABLES MANAGEMENT RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the functions of repairables management, including general correspondence, instructions, audit reports, and point papers.

Destroy when 5 years old.

SSIC 4420

MATERIAL SUPPLY COORDINATION RECORDS

1. GENERAL CORRESPONDENCE FILES. Reports and related papers concerning material missions, material cognizance assignments and control matters, and the performance of supply and technical functions in regard to material (stock) coordination (other than primary program (NAVSUPSYSCOM) files covered in SSIC 4000, paragraph 1.

Destroy when 2 years old.

2. HISTORY DATA CARDS AND EQUIPMENT OR MATERIAL CARDS MAINTAINED FOR SUPPLY COORDINATION PURPOSES AND RELATED LISTINGS

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

3. DIMINISHING MANUFACTURING SOURCES AND MATERIAL SHORTAGES PROGRAM. Transaction histories.

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

SSIC 4422

MATERIAL COGNIZANCE ASSIGNMENTS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files and other records concerning the assignment or transfer of cognizance over supply items, or the stocking or discontinuance of stocking items by supply-control activities or other stocking points and intersupply support agreements. (Include item control recommendations.)

Destroy when 2 years old.

2. MATERIAL COGNIZANCE TRANSFER REPORTS.

Destroy when 2 years old.

3. ITEM COGNIZANCE COMMODITY CARD RECORDS. Records or lists reflecting such data as the code (stock number) and the commodity group (inventory control point) assigned supply coordination cognizance.

Destroy when superseded, cancelled, item cognizance is transferred, or item is deleted from the supply system.

SSIC 4423

EQUIPPING/PROVISIONING AND ALLOWANCES RECORDS

1. GENERAL CORRESPONDENCE, STUDIES, AND OTHER RECORDS. Records that document the establishment and development of support policies, procedures, plans, and programs relating to provisioning and allowance development for ships and activities and the subsequent actual equipping of those ships and activities maintained by the NAVSUPSYSCOM, MARCORPS activities, the CNO, technical bureaus and single manager agents under the operational control of DON. (Exclude program records covered in SSIC 4000, paragraph 1.)

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

SSIC 4424

MATERIAL OBLIGATION VALIDATION (MOV) RECORDS

1. MATERIAL OBLIGATION VALIDATION (MOV) REQUESTS AND CONTROL CARDS WITH SUPPORTING DOCUMENTATION RELATED TO THE VERIFICATION OF CONTINUING NEED FOR MATERIAL ORDERED.

Destroy 1 year after cancellation or completion of requisition.

SSIC 4430

MATERIAL RECEIPT RECORDS

1. MATERIAL RECEIPT AND EXPENDITURE INVOICES, TOGETHER WITH SUPPORTING CORRESPONDENCE AND PAPERS, INVOLVED IN THE TRANSFER OF MATERIAL. Correspondence including copies of requisitions, invoices, requisition/issue documents, contract receiving reports, and similar forms.

a. Proof of Delivery or Receipt Files.

Destroy when 2 years old.

b. All Other Copies.

Destroy when 1 year old.

2. MATERIAL ACCEPTABILITY OR RECEIPT INSPECTION REPORTS. Copies of reports relating to the acceptability of material received, such as inspection and receiving reports; order and inspection reports; reports of damaged or improper shipments; reports of failure, unsatisfactory, or defective materials; other related records prepared by recipient activities.

Destroy when 1 year old or corrective or other action has been taken, whichever is later.

3. MATERIAL RECEIPT CONTROL FILES. Logs, listings, check-off sheets, extra copies of notices of shipments, or other documents used as a record of expected supplies or shipments, or as a progress record of the status of requisitions or shipments, or for any other similar control or suspense purpose (and not utilized as a voucher or stock account record).

Destroy upon receipt of material, completion or cancellation of requisition, or receipt of notice of shipments, whichever is earlier.

4. MARCORPS ACTIVITIES DELIVERY CASE FILES FOR ITEMS OF SUPPLIES AND EQUIPMENT. Files comprise such records as requisitions, authority slips, authority or transfer orders, shipping documents, and related papers.

Destroy 2 years after final payment.

5. MARCORPS ACTIVITY MEMORANDA RECEIPTS FOR CUSTODIAL TYPE ITEMS.

Destroy 1 year after receipt is closed out, superseded, or when property is returned.

SSIC 4431

MATERIAL SHORTAGES RECORDS

1. LOCAL CONTROL RECORDS OR REPORTS. Records relating to the shortage or non-availability of supplies at stocking points or to their availability at other stocking points or supply sources.

Destroy when 3 months old.

SSIC 4440

INVENTORY CONTROL RECORDS

THESE RECORDS ARE ACCUMULATED BY INVENTORY CONTROL POINTS, INCLUDING SUPPLY-DEMAND CONTROL POINTS, SINGLE-MANAGER OPERATING AGENCIES, SUPPLY DEPOTS, NAVAL RETAIL OFFICES, AND OTHER SUPPLY OFFICES AND ORGANIZATIONAL UNITS OF OTHER ACTIVITIES OR OFFICES PERFORMING SUPPLY AND INVENTORY CONTROL FUNCTIONS. THESE FUNCTIONS ASSURE A PROPER BALANCE BETWEEN THE SUPPLY OF AND DEMAND FOR ITEMS OF MATERIAL, SUPPLY INVENTORY RECORDS RELATING TO CURRENT INVENTORIES, AND ALLOWANCES, SUPPLY LEVELS, STOCK STATUS AND REPLENISHMENT, AND FINANCIAL INVENTORY CONTROL (THE RECONCILIATION OF COST AND COST CONTROL WITH STOCK OR PROPERTY ACCOUNTING RECORDS).

1. INVENTORY REPORTS. Inventory reports and related correspondence. Include inventory control reports, reports of receipt and maintenance of supply items, financial inventory summary reports, stores

accounting transactions and semi-annual vouchers/invoice tape printouts, and reports of material surveys.

Destroy when 2 years old.

2. STOCK ON HAND RECORDS. Records relating to physical counts of stock on hand.

Destroy 1 year after reconciled with stock (card, tape, or other) entries.

3. REQUIREMENT ESTIMATE FILES.

Destroy when 1 year old.

4. DAILY (STOCK STATUS) TRANSACTION LEDGERS OR LISTINGS. Summaries of daily transactions.

a. Historical Listing Prepared.

Destroy when 1 year old or next inventory is completed, whichever is later.

b. Historical Listing Not Prepared.

Destroy when 3 years old.

5. HISTORICAL LISTINGS OF STOCK STATUS TRANSACTIONS.

Destroy when 3 years old.

6. CONSOLIDATED (DAILY, MONTHLY, QUARTERLY, OR OTHER) STOCK STATUS TRANSACTION REPORT RECORDS.

Destroy when 1 year old.

7. STOCK SLIPS.

Destroy after procurement document is prepared and expected receipt is posted to stock record.

8. DETAIL STOCK CONTROL (SINGLE LINE ITEM TRANSACTION) CARDS SUCH AS STOCK BALANCE CARD (NAVSUP 801) AND DOD MATERIAL ADJUSTMENT DOCUMENT (DD 1487).

a. Stock Account Copies. Include stock accounts at MARCORPS supply centers.

Destroy when 1 year old.

b. Data Processing Installation Copies. Copies used to transceive stock account transactions to supply center or others.

Destroy after monthly transaction register listing of transceived cards or month end summary of expenditure listing has been prepared.

c. Supply Centers Data Processing Installation Copies. Copies used to transceive stock accountant transaction within the complex.

Destroy when 3 months old.

9. STOCK DUES (EXPECTED RECEIPT) SINGLE ITEM TRANSACTION CARDS SUCH AS DD 1487.

Destroy upon receipt or cancellation of complete shipment.

10. RECEIPT STOCK CONTROL RECORDS (HEADER CARDS) OR EQUIVALENT TAPED RECORD.

Destroy when all stock record accounting actions have been completed and verified.

11. INVOICE HEADER CARDS.

Destroy when invoices have been verified and distributed.

12. INVENTORY TALLIES, INVENTORY CONTROL REGISTERS, OR REPORTS.

Destroy upon completion of next inventory and after all adjustment actions have been taken.

13. INVENTORY TRIAL BALANCE RECORDS (CARDS OR OTHER RECORDS).

Destroy after completion of next inventory.

14. CHANGE NOTICES.

a. Stock Accounting Change Cards.

Destroy 1 year after item is deleted from supply system.

b. Price Change Cards.

Destroy when superseded or revised list is received.

c. All Others.

Destroy when action is completed.

15. **STOCK ACTION RECORDS.** Card or other record used for such actions and transferring items.

Destroy when action is completed.

16. **STOCK STATUS NOMENCLATURE CARDS OR TAPES.**

Destroy when superseded by new card or tape and report for next reporting period had been prepared and released.

17. **STOCK LOCATOR CARD.**

Destroy when superseded or item is no longer carried in stock.

18. **SUMMARY-TO-DATE RECORDS AND OPENING/CLOSING INVENTORY RECORDS (INVENTORY BALANCE ADJUSTMENT AND COUNT CARDS).**

Destroy 4 months after inventory is completed and all adjustments made.

19. **MECHANIZED STOCK STATUS OR INVENTORY CONTROL BALANCE OR SUMMARY (CARD) RECORDS.**

a. Stock Status Balance Cards.

Destroy when new stock balances or summary data cards have been prepared.

b. Stock Status and Replenishment Cards.

Destroy when data are reproduced for replenishment purposes upon next replenishment cut off.

c. Stock Accounting Balance Cards.

Destroy when item is deleted from stock.

d. Transaction Item Report Cards.

Destroy when the zero stock status is reported to the supply-demand or inventory control point at the next replenishment period if the item is included in a category of items under active items reporting.

e. Similar Records Created or Used in Connection with Inventory Updating and Stock Status Reporting.

Destroy after reporting the preparation and verification of updated card or other record and release of report for next accounting period.

20. **TAPED INVENTORY CONTROL AND STORES PROCESSING RECORDS.** Magnetic or punched tapes created or used in connection with receipt control processing, inventory updating and stock status reporting, and stores reporting. (See also SSIC 4443 for other financial inventory accounting reporting records.)

a. Receipt Control Processing Tapes and Receipt Control Master Tapes.

(1) Tapes bearing date of stock status cut off.

Destroy after preparation of third generation tape (third successive updating).

(2) Master receipt control tapes (other than those with stock status cut off date) and receipt control daily action tapes.

Destroy after preparation of second generation tape (second successive updating).

(3) Receipt control total completed action master tapes.

Destroy after successfully merged with total completed action master tape.

(4) Procurement action status report tapes.

Destroy after completion and release of next procurement status report.

(5) Other receipt control processing tapes.

Destroy when superseded or successfully updated or merged, provided tapes have been verified following accepted Electronic Data Processing Manual (EDPM) procedures, or after preparation and approval of printout or report.

b. Inventory Updating and Stock Status Report Tapes.

(1) Master inventory tapes.

Destroy after preparation of third generation tape.

(2) Transaction reporting tapes.

Destroy when updated and successfully merged with master inventory record.

(3) Merged transaction reporting tapes.

Destroy after preparation of third generation tape.

(4) Status reporting printing tapes.

Destroy after completion of next subsequent stock status report.

(5) Other inventory or stock status reporting tapes.

Destroy when superseded or successfully merged and verified following accepted EDPM procedures, or when preparation and approval of next subsequent printout or report.

c. Stores Reporting Tapes. Tapes used by inventory control points and supply centers in the monthly stores reporting process

(1) Year-to-date summary tapes used as next monthly input.

Destroy after determination that updating was successful.

(2) Financial transaction summary reporting tapes including MARCORPS east and west tapes.

(a) Stores reporting output (printing) tapes and year ending summary tapes.

Destroy 15 days after next monthly return or other reports have been prepared, approved, and distributed, unless otherwise notified by HQMC.

(b) Other tapes used in stores reporting process.

Destroy when updated or superseded and new tapes have been verified.

(c) Voucher/invoice and daily inventory and stores processing tapes of supply centers.

1. Semi-annual voucher/invoice tapes.

Destroy when 6 months old provided all required printouts have been prepared and approved.

2. Daily stores detail tapes, labor roll/material charges and credit tapes, and material receipts/expenditures tapes.

Destroy 45 days after submission of end of fiscal year return and 30 days after submission of other monthly returns, unless notified to hold longer.

3. Daily voucher/invoice tapes.

Destroy after third successive updating of the supply center inventory.

4. Inventory tapes.

Destroy after third successive updating.

5. Other tapes used by supply centers in connection with the reporting of financial inventory reporting.

Apply appropriate section of SSIC 4443.

21. CARDS, TAPES, OR OTHER RECORDS USED INCIDENTALLY IN INVENTORY CONTROL PROCESSING.

Destroy when superseded, related listings or reports have been prepared, or purpose is served.

22. MANUAL (NON-MECHANIZED) STOCK CONTROL RECORDS. Stock control and other records involving inventory accounting status and replenishment.

a. Stock Control Cards. Cards used in inventory accounting.

Destroy when 1 year old or balance is recorded on a new card.

b. Stock Status and Stock Replenishment (Stock Account) Card Records.

Destroy when 1 year old.

c. Other Stock Record Cards, Lists, or Similar Records.

Destroy when superseded or stock is depleted.

23. MATERIAL MANAGEMENT SYSTEM. This system provides inventory control for all material used in ship overhauls and refits at all Naval Shipyards. System provides online inventory query response via terminals throughout shipyard industrial area.

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.

24. SHIP EQUIPMENT CONFIGURATION ACCOUNTING SYSTEM (SECAS). System provides configuration status accounting for ship equipment for use by the fleet, type commanders, and NAVSEASYSKOM. System is maintained at Naval Weapons Station, Concord, CA and supports/links NAVSEASYSKOM, Weapons Stations, and naval shipyards.

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 4441

ALLOWANCES RECORDS

1. GENERAL CORRESPONDENCE, STUDIES, AND OTHER RECORDS. Records that document the establishment and development of allowance procedures, plans, and programs which are maintained by

NAVSUPSYSCOM, MARCORPS activities, CNO, or their subordinate commands and commands and field activities. (Exclude primary program records covered in SSIC 4000, paragraph 1.)

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

2. AVIATION CONSOLIDATED ALLOWANCE LIST SYSTEM (AVCAL). System provides aviation parts information (and funding citations to requisition these parts) necessary to support deploying air squadrons aboard an aircraft carrier.

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. System 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 4442

SUPPLY LEVELS RECORDS

1. CRITICAL ITEMS LISTINGS. Listings maintained by inventory control points.

Destroy when 3 months old or action has been taken.

2. REPORTS OF CRITICAL STOCK LEVELS (BALANCES). Reports accumulated by supply control activities.

Destroy when 3 months old or action has been taken.

3. FINAL TITLE STOCK INVENTORY SYSTEM. System provides management support concerning on-hand assets, reservations, excesses and deficiencies in the various final title stock inventory accounts. Provides capability for reservation, establishment, modification and conversion of Coordinated Shipboard Allowance List (COSAL) unit loads. System maintained at FACSO Port

Hueneme and supports NAVFACENGCOM Headquarters, NAVSUPSYSCOM program manager, and all CBCs.

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.

4. PREPOSITIONED WAR RESERVE MATERIAL STOCK SYSTEM. System evaluates assets and deficiencies in the 2C cog inventory and enables the Navy to determine its readiness to respond to contingency plans. System is sponsored by CNO (N44); maintained at FACSO Port Hueneme; and supports all CBCs.

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. MATERIAL REQUIREMENTS PLANNING SYSTEM. System provides audit trails between Joint Chiefs of Staff (JCS) contingency plans and current Naval Construction Force stock assets. System is maintained at FACSO Port Hueneme and supports NAVFACENGCOM Headquarters and all CBCs.

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. System 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 4443

FINANCIAL INVENTORY CONTROL RECORDS

1. SUMMARY REPORTS OF MONTHLY, QUARTERLY, OR OTHER PERIODIC FINANCIAL INVENTORIES AND RELATED CORRESPONDENCE.

Destroy when 2 years old.

2. PRICE ADJUSTMENT FORMS.

Destroy when 1 year old.

3. ITEM PRICE CARDS.

Destroy when cancelled or obsolete.

4. FINANCIAL DETAIL CARDS OR TAPE RECORDS. Financial summary cards or tapes, including daily store detail tapes and semi-annual voucher/invoice tapes.

Destroy when 6 months old.

5. OTHER TAPE RECORDS. Records created or used by supply activities or by activities performing supply functions in connection with the periodic processing and reporting of financial inventory accounting data

a. Stores Ledger Tapes. Tapes used to input data to subsequent updated tapes.

Destroy after preparation of third generation tape.

b. Weekly Stores Summary Tapes and Financial Transactions Tapes.

(1) Master of end of September (end of fiscal year) tapes.

Destroy 45 days after submission.

(2) All other tapes.

Destroy after preparation and submission of the next monthly return or report, unless notified to hold longer.

c. Other Records Used in Connection with or Incidental to Daily or Other Periodic Processing.

Destroy when superseded or successfully merged or updated and new tapes are verified, and/or until preparation of next periodic summary listing or report.

SSIC 4450-4459

STORAGE RECORDS

RELATED RECORDS UNDER SSIC 4451-STANDARDS AND PROCEDURES, SSIC 4453-OPERATIONS, AND SSIC 4454-INSPECTION AND MAINTENANCE, SHOULD BE FILED UNDER SSIC 4450.

SSIC 4450

STORAGE RECORDS

1. **REPORTS, RELATED CORRESPONDENCE, AND PAPERS.** Reports concerning the storage of supplies and equipment including those relating to storage operations, storage standards, and procedures, cross-servicing agreements, storage space utilization, storage facilities, and storage maintenance.

a. Individual Storage Unit Reports.

Destroy when superseded or revised report is forwarded to NAVSUPSYSCOM.

b. Other Reports. Reports such as Storage Space Utilization and Occupancy Report (DD 805), Report of Household Goods Storage Activities (DD 1166), and Explosive Storage Reports.

Destroy when 2 years old.

c. Storage and Warehousing Facility Permits, Leases, and Cross-servicing Agreements. Agreements such as Request and Authorization-Commercial Warehouse Service or Cold Storage Reports (DD 810).

Destroy 1 year after permit, lease, or agreement is terminated.

2. **LOCAL STORAGE CONTROL RECORDS.** Records such as space or location charts or cards, space or bin assignment records, and other papers used for space assignment or control purposes, or as locator media for supplies and equipment, or as record of stock locations.

Destroy when superseded or obsolete.

3. **SPACE LAYOUT OR PLANNING CHARTS, ILLUSTRATIONS, OR OTHER RECORDS.** Records relating to storage space utilization, planning or layout.

Destroy when superseded or obsolete.

4. **WAREHOUSE RECEIVING AND DISPATCH RECORDS.** Extra copies of arrival reports, copies of outbound shipping reports, work sheets, and other documents used as local warehouse receiving or dispatch (shipping) records. These are maintained by depots, warehouses, or receiving platforms in connection with arranging for the receipt, packing, unloading, or dispatch of supplies and the assignment of labor and equipment for handling supplies at depots, warehouses, etc.

Destroy 3 months after material is received.

5. **STORAGE SPACE PLANNING AND LOCATOR RECORDS.** Records used in connection with space or layout planning, or to locate supplies, or as check or inventory record of stock locations. Include bin tags, space location sheets or cards, and layout diagrams or space-planning charts.

Destroy when superseded or obsolete.

SSIC 4452

SPACE CONTROL RECORDS

1. **SPACE ADMINISTRATION MANAGEMENT SYSTEM.** This system maintains a database of all Navy-controlled spaces. The system accounts for the number of square feet of space being utilized by all Navy activities and some other selected DOD-owned spaces, the cost of these spaces, the vacant space currently available, etc. Standard reports are produced for CNO (N4) use in

managing Navy/DOD space requirements and outputs of semi-annual changes are produced for submission to DOD to meet Navy requirements. This system uses the Navy's File Management System (FMS) database management system. System is maintained at NAVCOMTELSTA Washington and supports naval facilities.

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 4460

MATERIALS HANDLING RECORDS

1. REPORTS AND RELATED CORRESPONDENCE.
Correspondence concerning material handling operations.

Destroy when 2 years old.

2. LOCAL OPERATIONAL RECORDS. Records maintained by depots and other activities relating to the operation and utilization of materials handling equipment including work assignment records, working reports of materials handling equipment, dispatch control records, information on equipment loaded or unloaded, and other similar local operational (work control) papers.

Destroy when 6 months old.

SSIC 4470

DISTRIBUTION RECORDS

1. PRIMARY PROGRAM RECORDS.
Correspondence, reports, studies, and other records that document the establishment, development and accomplishment of the naval distribution system policies, plans, and programs, maintained by ASSTSECNAV

(I&E), CNO, HQMC, Systems Commands, and single manager agents under the operational control of DON.

a. Navy.

Permanent. Retire to WNRC when 2 years old.
Transfer to NARA when 20 years old.

b. MARCORPS.

Permanent. Retire to WNRC when 5 years old.
Transfer to NARA when 20 years old.

2. ACTIVITIES GENERAL CORRESPONDENCE.
Files of all activities and offices (departmental and field) and departments, divisions, or other organizational units of activities or offices relating to the operation and administration of the naval distribution system. (Exclude records covered under SSIC 4470, paragraph 1.)

Destroy when 2 years old.

3. DISTRIBUTION SYSTEM REPORTS. Reports relating to all phases of DOD distribution system and submitted to or summarized in reports to higher authority.

Destroy when 2 years old.

SSIC 4480

MATERIAL EXPENDITURE RECORDS

1. MATERIAL USAGE AND EXPENDITURE DATA.
Data accumulated by activities in determining material requirements.

Destroy when 1 year old or superseded, whichever is later.

SSIC 4490

MATERIAL REQUIREMENTS, ADVANCE PLANNING, RECORDS

1. MATERIAL (SUPPLY) REQUIREMENTS ESTIMATE FILES.

Destroy when 1 year old or superseded, whichever is later.

SSIC 4491

REQUISITIONS AND OTHER MATERIAL OR SERVICE REQUEST RECORDS

1. **REQUISITION FILES.** Requisitions, service requests, invoice/shipment orders, and supporting papers and correspondence. (See Chapter 7 for accounting copies.)

Destroy when 1 year old or filled, whichever is later.

2. **WORK AUTHORIZATION (JOB OR WORK ORDER) FILES.** Work, repair service or job orders or requisitions, and other similar documents, supporting papers and related correspondence. (See Chapter 7 for accounting copies.)

Destroy when 1 year old or superseded, whichever is later.

3. **REQUISITION OR ORDER LOGS.**

Destroy when 1 year old.

SSIC 4500-4599

REDISTRIBUTION AND DISPOSAL OF PROPERTY

SSIC 4500

GENERAL REDISTRIBUTION AND DISPOSAL OF PROPERTY RECORDS

1. **PRIMARY PROGRAM RECORDS.** Records of HQMC, NAVSUPSYSCOM, NAVFACENCOM, and other second echelon commands responsible for the development, establishment, and implementation of property redistribution and disposal policies, programs, and procedures.

a. Navy.

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

b. MARCORPS.

Permanent. Retire to WNRC when 5 years old.
Transfer to NARA when 20 years old.

2. **GENERAL CORRESPONDENCE FILES.** Files and other records relating to the operation and administration of property redistribution and disposal functions (other than program records covered under SSIC 4500, paragraph 1) maintained by units responsible for property disposal.

Destroy when 2 years old.

SSIC 4510

SPECIAL RESTRICTIONS ON DISPOSAL ACTIONS RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Correspondence and related papers on policies and procedures that deviate from normal utilization screening property sales conditions in the disposal of excess and surplus personal property.

Destroy when 2 years old.

SSIC 4520

DONATIONS AND TRANSFERS RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Correspondence and related documentation on request for donation or transfer of excess or surplus personal property.

Destroy when 2 years old.

SSIC 4530

SALES RECORDS

1. **SALES PROGRAM FILES.** Records relating to the sale of property involving transactions of \$25,000 or more and documenting the initiation and development of transactions that deviate from established procedures with respect to the DON disposal program. The records are accumulated primarily by systems commands and offices.

Retire to nearest FRC 1 year after closing of transaction. Destroy when 10 years old.

2. **SALES CONTRACT CASE FILES.** Invitations, bids and awards, acceptances, and general sales forms and conditions (such as Sale of Government Property Standard Forms (Bid and Award (SF 114, Item Bid Page-Sealed Bid (SF 114A), Item Bid Page-Sealed Bid (SF 114B), and General Sales Terms and Conditions (SF 114C)), lists of material (item descriptions), evidences of sales and related correspondence and paper (other than those included in SSIC 4530, paragraph 1). The transaction is considered completed for purpose of disposal when property has been removed from Government premises and final payment has been made (any monies due to the Government have been collected).

a. Sales Offices Case Files

(1) Transactions of more than \$25,000.

Retire to nearest FRC after 1 year. Destroy 6 years and 3 months after final payment.

(2) Transactions of \$25,000 or less.

(a) Actions pending.

Close at end of fiscal year. Destroy 3 years after final payment.

(b) No actions pending.

Bring forward the next fiscal year's file for destruction therewith.

b. Other Case Files

Apply appropriate subitem of SSIC 4200.

3. SALES RETURN RECORDS.

Retire to nearest FRC after 1 year. Destroy 6 years and 3 months after period covered.

SSIC 4535

OUT-LEASES AND EASEMENTS RECORDS

1. OUT-LEASES RECORDS. Records such as lease documents, drawings, or site maps and other pertinent papers.

Destroy 3 years after lease is terminated.

2. EASEMENT RECORDS. Records consist of a right, now revocable at will, to use real property of the Government for a limited purpose.

Destroy when right is revoked.

SSIC 4540

EXCHANGE OR SALE OF NONEXCESS PERSONAL PROPERTY RECORDS

1. INTERNAL INSTRUCTIONS, REPORTS, CORRESPONDENCE, AND OTHER RECORDS. Records related to implementation of the program to replace obsolete or worn out non-excess personal property by selling or trading in the on-hand material and applying the proceeds of sale or the trade-in

allowance to reduce the cost of the replacement item(s) (other than primary policy files and record copies of instructions covered under SSIC 4500, paragraph 1).

Destroy when 2 years old.

SSIC 4570

EXCESS AND SURPLUS PROPERTY RECORDS

1. CORRESPONDENCE AND RELATED PAPERS. Correspondence regarding surplus material available at naval activities, including lists of material certified as surplus by activities and designated for redistribution within the DON.

Destroy when 2 years old.

2. REPORTS OF EXCESS AND SURPLUS PROPERTY. Reports such as Report of Excess Personal Property (SF 120) and reports of sales of Government property, invitations, bids, and acceptances; and related correspondence and papers.

Destroy 1 year after final action has been taken.

3. PROPERTY DISPOSAL CASE FILES. Files relating to sales of excess and surplus property.

Apply disposition under SSIC 4010, par. 3c.

4. EXCESS VESSEL FILES. Correspondence and related papers concerning the stripping and preservation of vessels excess to the Navy and awaiting disposal action. These records are primarily maintained by NAVSEASYSKOM activities.

Destroy 2 years after disposal action is completed.

SSIC 4600-4699

GENERAL TRAVEL AND TRANSPORTATION RECORDS

RELATED RECORDS UNDER SSIC 4601-TRANSPORTATION AND SECURITY, SSIC 4602-TRANSPORTING HAZARDOUS MATERIAL AND SSIC 4603-TRANSPORTING MAIL SHOULD BE FILED UNDER SSIC 4600.

SSIC 4600

GENERAL TRAVEL AND TRANSPORTATION RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Records relating to the development and implementation of plans, policies, and procedures for the security and transportation of naval material (hazardous and non-hazardous), shipment of military and civilian household goods, mail, and for terminal transportation and procedures for the transportation of naval material and the shipment of military and civilian household goods, and for terminal transportation operations (land, sea, and air). (Exclude primary program correspondence filed under SSIC 4000, paragraph 1.)

a. Navy.

Retire to WNRC when 4 years old. Destroy when 20 years old.

b. MARCORPS.

Retire to WNRC when 5 years old. Destroy when 20 years old.

2. **GENERAL CORRESPONDENCE FILES AND OTHER RECORDS OF THE BUREAU OF NAVAL PERSONNEL (BUPERS).** Records documenting responsibilities for the development and implementation of policies and procedures for the transportation of military personnel.

Retire to WNRC when 4 years old. Destroy when 20 years old.

3. **GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES RESPONSIBLE FOR TRAVEL AND TRANSPORTATION MATTERS.** Files relating to their operation and administration. This applies to the records of individual organization elements of NAVSUPSYSCOM and MARCORPS. (Information contained in such records relating to transportation policy, procedure, plan, system, etc., having applicability for a period longer than the specified retention period, is incorporated in an appropriate subject matter paragraph in this manual.)

Destroy when 3 years old.

4. **TRANSPORTATION REPORTS.** Reports and copies of reports forwarded to or summarized in reports submitted to higher authority and not specifically authorized for other disposal in the 4600 series.

Destroy when 2 years old.

SSIC 4610

SHIPMENTS (CARGO AND FREIGHT) RECORDS

1. **RECORDS RELATING TO SHIPMENT (TRANSPORTATION) BY COMMERCIAL CARRIER.** Shipping documents and related correspondence and papers pertaining to the transportation of material by commercial carrier, including copies of bills of lading, air bills, cargo lists, individual shortage and demurrage reports, manifests, and other supporting documents containing pertinent freight classification data; storage in transit records, including records of transit freight bills and tonnage credits; export certificates, transshipment tonnage data, car and car demurrage records.

a. Issuing Office Memorandum Copies. Copies other than those identified in SSIC 4610, paragraph 1d.

Destroy when 3 years old.

b. All Other Copies.

Destroy when 1 year old.

c. Registers and Control Records.

Destroy when 3 years old.

d. International Shipments of Household Goods Records Moved by Freight Forwarders.

Retire to nearest FRC when 1 year old provided records are not required for daily operations.
Destroy 6 years after the period of the account.

2. **SHIPMENT (TRANSPORTATION) BY GOVERNMENT CARRIER RECORDS.** Government bills of lading, cargo manifests, freight warrants and waybills, and other documents supporting shipments by Government carriers. Exclude Military Sealift Command (MSC) cargo shipments. (See SSIC 4620.)

Destroy when 3 years old.

a. Issuing Office Memorandum Copies. Copies other than those identified in SSIC 4610, paragraph 1d.

Destroy when 3 years old.

b. All Other Copies.

Destroy when 1 year old.

c. Registers and Control Records.

Destroy when 3 years old.

**d. International Shipments of Household Goods
Records Moved by Freight Forwarders.**

Retire to nearest FRC when 1 year old provided records are not required for daily operations.
Destroy 6 years after the period of the account.

3. COPIES OF SHIPMENT REPORTS AND RELATED PAPERS SUBMITTED OR SUMMARIZED TO HIGHER AUTHORITY AND NOT SPECIFICALLY AUTHORIZED FOR OTHER DISPOSAL. Includes tabulated listings, statistical data, and special reports (such as transportation (cargo) tonnage reports) maintained by transportation activities for local statistical or shipment management purposes.

Destroy when 2 years old.

4. CANCELLED BILLS OF LADING.

Destroy when officially reported as canceled.

SSIC 4612

SHIPMENT ORDERS RECORDS

1. SHIPMENT ORDERS OR REQUESTS SUPPORTING BILLS OR LADING.

Destroy with supported bills of lading.

2. SHIPMENTS REQUESTS AND RELATED ORDERS USED AS REQUISITIONS.

a. Navy.

Destroy 2 years after completion or cancellation of requisition.

b. MARCORPS.

Destroy 1 year after completion or cancellation of requisition.

3. LOST OR DAMAGED SHIPMENT FILES. Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.

Destroy when 3 years old.

SSIC 4615

ROUTING RECORDS

1. ROUTE ORDER FILES. Orders and other records relating to the authorization and routing of freight shipments. These copies are used for statistical or other local informational purposes. Include routing requests, route orders, routing authorizations, other records or routings, and related correspondence and papers.

Destroy when 1 year old or purpose is served, whichever is earlier.

2. OCEAN MANIFESTS AND RELATED PAPERS. Records used by freight terminal offices or other similar activities for routing management purposes only. (See SSIC 4610 for other copies.)

Destroy when 2 years old.

3. SECTION 22 OF THE INTERSTATE COMMERCE ACT QUOTATIONS FILES AND TARIFF FILES.

Destroy when 6 years old or when carrier claims are settled, whichever is later.

SSIC 4620

SEA TRANSPORTATION RECORDS

THESE RECORDS ARE ACCUMULATED BY MSC ACTIVITIES, INCLUDING HEADQUARTERS MSC AND SUBORDINATE COMMANDS AND OFFICES. MSC RECORDS NOT COVERED IN THIS SSIC (4620) SHOULD BE DISPOSED OF FOLLOWING PERTINENT SUBJECT MATTER PROVISIONS THROUGHOUT THIS MANUAL. RECORDS ACCUMULATED PERTAINING TO GOVERNMENT OWNED, NAVAL FLEET AUXILIARY, AND SCIENTIFIC SUPPORT SHIPS OPERATED BY MSC ARE COVERED UNDER SSICs 4621, 4623 AND 4624. REGARDLESS OF THESE AUTHORIZED RETENTION PERIODS, ANY RECORDS PERTAINING TO UNSETTLED CLAIMS, TO MATTERS UNDER LITIGATION OR INVESTIGATION, OR TO GAO EXCEPTIONS ARE TO BE RETAINED UNTIL AFTER CASE IS FINALLY SETTLED OR CLOSED.

1. PRIMARY PROGRAM RECORDS.

a. Commander Military Sealift Command (COMSC) Subject Files. Correspondence, reports, and other records that document the organization of the service and the overall development and execution of plans, policies, programs, and procedures relating to the command's assigned mission of providing sea transportation for DOD goods and personnel; and related index records.

(Exclude internal operating records covered in SSIC 4620, paragraph 3.)

Permanent. Retire to WNRC when 2 years old.
Transfer to NARA when 20 years old.

b. Offices and Other Organizational Units of Headquarters, MSC, Subject Files. That portion of the files that document plans, programs, general procedures, the overall accomplishment of assigned functional responsibilities, and the performance of essential transactions, when these files are not duplicated or essentially documented in files covered by SSIC 4620, paragraph 1a. Include program documentation of the transportation, fleet operations, engineering, and contracting offices. Include also Congressional liaison files of the legislative and public affairs office.

Permanent. Retire to WNRC when 2 years old.
Transfer to NARA when 20 years old.

c. Military Sealift Command Area and Subarea Commands Subject Files. Correspondence, reports, and other records that document the execution of plans, policies, programs, and procedures relating to the commands assigned mission. (Exclude Internal Operations Records under SSIC 4620, paragraph 3.)

Retire to nearest FRC when 2 years old. Destroy when 10 years old.

d. Legal Staffs of MSC Headquarters and Area or Subarea Commanders General Correspondence Files. That portion of the files that document policy decisions and the development and accomplishment of overall plans and programs relating to the staff's assigned responsibilities and to the coordination of legal work under area and subarea commanders.

Destroy when no longer needed for reference.

2. **OFFICES AND OTHER ORGANIZATIONAL UNITS OF HEADQUARTERS MSC GENERAL CORRESPONDENCE FILES.** Records that are essentially duplicated or summarized in the Commander's general correspondence files and that relate to the overall performance of their functional responsibilities. (Exclude routine operating records covered in SSIC 4620, paragraph 3.)

Destroy when 2 years old.

3. **INTERNAL OPERATION RECORDS.** General correspondence files of the COMSC; offices and other organizational units of Headquarters, MSC; and of

subordinate commands and MSC offices, including legal staffs, divisions, or other organizational units of the command or office, relating to the routine internal operation and administration of their functions. Include copies of reports submitted to higher authority and not specifically authorized in this SSIC (4620) for other disposal. (Exclude primary program records covered in SSIC 4620, paragraph 1.)

Destroy when 2 years old.

4. **MEMORANDUMS OF UNDERSTANDING.** Agreements between MSC and shipper services.

Destroy when no longer needed for reference.

5. **OPERATIONAL INTELLIGENCE RECORDS (OPERATIONS OFFICE).**

a. Port Facilities Files. Copies of reports, brochures, regulations, photographs, and other records pertaining to port facilities or DOD installations of possible use to MSC for resupply, emergency, or other purposes, including copies of reports relating to foreign ports.

Destroy when superseded, cancelled, or obsolete.

b. Port Facilities and Operational Intelligence Matters at MSC Activities General Correspondence Files. Files consist of correspondence and related papers concerning such matters as status of facilities, ships schedules, anchorages and harbors, dredging, and ammunition handling and stowage.

Destroy when 1 year old.

6. **PLOTTING OFFICER RECORDS.**

a. Ships Employment Schedules (Periodic) Schedules Received from all USNS Vessels. COMSC schedules for USNS vessels (passenger, cargo, tanker, and chartered vessels).

Destroy when no longer needed for reference.

b. Special Projects Files. Copies of daily position charts, messages, and other reports pertaining to specific operations or special projects.

Destroy 3 months after completion of project.

7. **PASSENGER OPERATIONS RECORDS.** Summary reports of passengers embarked by MSC. Include

related index or control records, such as kardex records of passenger reports received.

Retire to WNRC when 1 year old. Destroy when 5 years old.

8. CARGO SHIP OPERATION RECORDS.

a. Ships Files. Correspondence and other records relating to individual MSC cargo ships. Include periodic vessel operation reports, departure and arrival reports, schedules, cargo assignments, certificates of performance, voyage reports, and other similar or related records.

Retire to nearest FRC when 1 year old. Destroy when 5 years old.

b. Operational Statistical and Data Reports. Reports received periodically from MSC subordinate commands and offices consisting of continental port activity and cargo summary, overseas cargo activity, operational report of MSC charter of USNS and USS cargo ships, and cargo and ship activity (message) report.

(1) Cargo and ship activity message reports.

Destroy when 1 year old.

(2) All other reports.

Destroy when 5 years old.

c. Cargo Transportation Space Requirements Reports. Reports received periodically from shipper services.

Destroy when 2 years old.

d. Movement Report Cards. A continuous record of ship arrivals and departures.

Destroy 3 months after end of voyage.

9. CONTRACTING OFFICE FILES.

a. Charter Contract Administration Files. Correspondence and other records relating to the general administration of charter contracts. Include material on general procedures and instructions, contract preparation, rate analysis, and related matters.

Destroy when 5 years old.

b. Ocean Terminal and Tariff Files.

Destroy when no longer needed for reference.

c. Ocean Manifests, Related Stowage Plans, and Dock Receipts. Information copies used for analysis of cargo loading on commercial vessels and related card records of manifests received. (See SSIC 4610 for other copies.)

Destroy when 3 years old.

d. Vessel Schedules.

Destroy when 1 year old.

e. Cargo Activity Reports (Overseas) and Port Activity and Cargo Reports for Continental United States Ports.

(1) Continental United States reports.

Destroy when 4 years old.

(2) Overseas reports.

Destroy when 1 year old, provided no longer needed for reference or statistical purposes.

f. Company and Commodity Files.

Destroy when no longer needed for reference.

g. Cargo Distribution and Tonnage Lifting Reports.

Destroy when 1 year old, provided no longer needed for reference or statistical purposes.

10. TANKER OPERATION RECORDS.

a. Ship Files. Files consist of individual folders for each tanker, containing correspondence on the tanker's operation, maintenance and repair, damages, crew articles, and other similar material; folders containing operational records, such as tanker voyage reports, gauging and inspection reports, vessel utilization and operation reports, and other similar reports; and folders containing messages on operation of each vessel.

Destroy when 2 years old.

b. Tanker Operations Schedules (Weekly) and Periodic Reports from Contract Operators Showing Ships Schedules and Names of Ships Masters and Chief Engineers; Loading and Discharge Reports

(1) Loading and discharge reports.

Destroy when 18 months old.

(2) All other reports.

Destroy when 1 year old.

c. Port Information Files. Correspondence, reports on sailing harbor and other conditions, port facilities and stowage information, reports of unusual conditions, and other similar data.

Destroy when information is superseded or obsolete.

11. MAINTENANCE AND REPAIR RECORDS.

a. Ships Correspondence Files. Correspondence, messages, and other records relating to individual MSC vessels and to repair, overhaul, and maintenance matters.

Destroy when 3 years old.

b. Job Order Specifications and Final Cost Reports of Vessel Repairs. Reports include departure (final cost) reports for repairs to tankers. These document vessel repairs, maintenance, alterations, and conversations.

Destroy when 5 years old.

c. Inventory and Condition Surveys for all MSC Vessels. Surveys include cursory condition survey reports and reports received when vessel is placed under MSC control, annual material inspection reports, and annual boiler inspection reports.

Destroy when 5 years old.

d. American Bureau of Shipping and U.S. Coast Guard Inspection Reports and Certifications and Copies of Related Documents

Retire to FRC when 2 years old. Destroy when 20 years old.

e. Ship Alterations (SHIPALTS) and Alteration Approval Records. Include records for all USS vessels and for escort aircraft carriers (CVEs) under MSC control.

Destroy when all applicable ships have been removed from MSC control or craft is stricken.

f. Tanker Passage Report Files. Copies of voyage abstracts, abstracts of engineering logs, or engineer passage reports, and other similar records.

Destroy when no longer needed for reference.

12. ENGINEERING RECORDS.

a. American Bureau of Shipping and United States Coast Guard Copies of Reports and Certificates for MSC Tankers, Transports, etc.

Destroy when vessel is scrapped (deleted from Register of United States Naval Ships).

b. Blueprints and Plans for MSC Vessel. Files maintained by the technical division, such as files or plans, specifications, and/or data books for all categories of hull, machinery, structural detail plans for tanker stability plans, general arrangement plans, conversional repair specifications, new design plans, and related documentation.

Destroy 3 years after superseded or vessel is removed from MSC control.

c. Vessel Files. Records relating to individual MSC cargo and transport vessels. Comprise records relating to engineering matters, such as boiler and other inspection reports, reports of ships undergoing repair or alteration, port and voyage abstracts, docking reports for MSC cargo and transport vessels (annual or biannual), propeller data (measurement), and other similar reports or records.

(1) Docking reports and propeller data.

Destroy when vessel is removed from MSC control.

(2) Other vessel engineering files such as bell books, watch logs, and similar records.

Destroy when 5 years old.

d. Technical Progress Reports.

Destroy when 5 years old.

e. Engineering Calculations and Related Technical Information Regarding MSC Vessels.

Destroy 3 years after data calculations are superseded by later data or when data becomes obsolete, whichever is earlier.

f. American Bureau of Shipping Approvals of Technical Machinery and Structural Plans for Ships.

Retire to WNRC when 3 years old. Destroy when 20 years old.

g. Ship Design Files.

(1) New design plans for ships created by the technical division.

Destroy 3 years after superseded.

(2) All other design files.

Destroy when 2 years old or no longer needed for local reference, whichever is earlier.

h. Ships Electronic Files. Correspondence and other records relating to electronics matters aboard individual MSC ships. Electronic equipment stock record reports received from subordinate commands and related tabulations and records.

Destroy when 3 years old.

13. MATERIAL RECORDS. Ship Equipment Data includes copies of trial trip reports, allowance lists, and other basic material data.

Destroy when vessel is stricken.

14. REVENUE, LIFT, AND ANALYSIS RECORDS.

a. MSC Ocean Transportation Billing Substantiations. Records include paper copy or microfiche of data at the transportation account code level and magnetic tape of backup data at the shipment unit level.

Destroy when 3 years old.

b. Revenue/Lift Input Data. Data include microfiche of cargo manifests and listings of data submitted on passenger, per diem, and petroleum-oil-lubricant (POL) lists.

Destroy when 3 years old.

c. Commercial Expense Reports. Reports submitted by area commands and summarized for COMSC analysis.

Destroy when 3 years old.

d. Financial and Statistical Annual Reports. Reports prepared for external distribution. Includes management narratives with comments on MSC operations during the

year. Includes details on volumes of cargo moved on a route by route basis

(1) Record copy maintained by office preparing consolidated report.

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

(2) Other non-record copies.

Destroy when no longer required.

e. Statistical Tables or Lists. Tables or lists prepared primarily for internal analysis or special one time requests.

Destroy when 3 years old.

f. Monthly Ship Activity Reports and Tanker Voyage Reports Submitted by MSC Ships.

Destroy when no longer needed for reference.

g. Revenue/Lift and Expense Statistical History. Records maintained on magnetic tapes as a basis for special studies.

Destroy when no longer needed for reference.

15. MSC INSPECTOR GENERAL RECORDS. Reports of inspection and survey made of subordinate activities by area command survey teams. Include shipboard inspection reports.

Destroy when 2 years old or superseded, whichever is later.

16. PASSENGER LISTS.

a. Master Passenger Lists with Arrival Dates Affixed (One Official Copy of Each List).

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

b. All other Passenger Lists.

(1) Comptroller offices of MSC activities.

Destroy accounting copies when 2 years old.

(2) All other offices.

Destroy when purpose is served.

17. LOCATOR FILES (SHIP AND PERSONNEL).

Destroy when 1 year old.

18. SHIPS AVAILABILITY REPORTS.

a. Operations Divisions of MSC Activities.

Destroy when 2 years old.

b. All Other Divisions and Activities.

Destroy when superseded or cancelled.

19. REVENUE AND LIFT RECORDS MAINTAINED BY AREA COMMANDS.

a. Source Data. Data used to prepare reports to COMSC on estimated or actual cargo, POL, passengers, or per diem lift.

Destroy when 3 years old.

b. Ocean Manifests. Manifests on microfiche prepared by COMSC for backup to payments or for analysis of machine-generated lift or income data.

Destroy when 3 years old.

c. Data Reported to COMSC. Data such as revenue/lift or commercial expense input.

Destroy when 2 years old.

20. MSC ENGINEERING OFFICE RECORDS. Records maintained for internal maintenance and repair planning and for progress control purposes. (See pertinent subject matter series for official contract and order files, inspection files, etc.)

a. MSC Vessel (Ship) Case Files. Correspondence and related papers pertaining to MSC ships undergoing repair or alteration. Include such records as copies of alteration requests, bids, field orders, repair specifications, progress and inspection reports, departure reports, and other similar reports, papers, and related correspondence.

Retire to WNRC when 4 years old. Destroy when 30 years old.

b. Pre-voyage Vessel Condition Reports.

Destroy when 1 year old.

c. Reports and Abstracts. Reports, other than those filed in case files covered in SSIC 4620, paragraph 20a, such as port and voyage reports and abstracts; engine department log abstracts; conversion progress reports; lube oil analysis reports; boiler water conditioning reports; inspection of water or pressure vessel reports; periodic maintenance reports of vessels and reports of vessels undergoing conversion and repairs; and other similar or related reports pertaining to local maintenance and repair functions.

Destroy when 1 year old.

d. Decommissioning Inventories.

Destroy when 25 years old.

e. Ships Characteristics Data.

Destroy when superseded or ship is removed from MSC control.

f. Records of Equipment Aboard MSC Vessels.

Destroy when superseded or vessel is removed from MSC control.

g. MSC Records Relating to Salvage and Disposal of Scrap by Private Contractors. Records include declarations from contractors, invoices, and memorandums approving payment.

Destroy when 4 years old.

21. CIVILIAN MARINE PERSONNEL RECORDS.

a. Qualification Records.

Destroy 1 year after transfer or separation of employee.

b. Rosters of Masters and Other Civilian Marine Personnel.

Destroy when 2 years old or superseded, whichever is earlier.

c. Crew Lists.

Retire to nearest FRC when 2 years old or after pertinent claim settlement, whichever is later. Destroy when 10 years old.

22. OPERATIONS DIVISION RECORDS.

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a. Deck Logs.

Retire to nearest FRC quarterly. Destroy when 50 years old.

b. Ships Data and Characteristics Records.

Destroy when superseded or vessel is removed from MSC control.

c. Ship Itinerary Cards or Other Records of Vessel Movements.

Destroy when 5 years old.

d. Billet Assignment Aboard Ship Records.

Destroy when 6 months old.

e. Ship and Cargo Availability and Operational Records. Records such as ships availability reports and weekly MSC operation reports; vessel activity reports, port activity, and cargo forecasts and summaries; space reservation reports and summaries of space available; Army lists indicating cargo on wharves available for shipment; Mutual Defense Assistance Program (MDAP) shipment reports; and other related documents. These are copies accumulated for operational planning and ship and cargo availability purposes.

Destroy when 2 years old.

f. MSC Manifests and Hatch Lists. Records together with related bills of lading and other similar records pertaining to each sailing of individual vessels, and copies used for operating purposes. (See SSIC 4610 for official outbound and inbound shipment copies.)

(1) After outgoing cargo is loaded within area of responsibility.

Destroy when 2 years old.

(2) After ship bringing in incoming cargo departs the area.

Destroy when 2 years old.

g. Berthing Plans for MSC Passenger Vessels.

Destroy when superseded or vessel is stricken from register.

h. Vessel Movement Records. Records including copies of operational orders and movements and supporting documents.

Destroy when 2 years old.

i. Ship Voyage Files. Cargo preplanning (ship voyage) files containing such records as rough shipping orders, certificates of performance, stowage plans, copies of damage reports, and agreements of cubics of cargoes; claims (ship voyage) files, including space changer invoices and claims files containing such records as manifests, shipping orders, out-turn reports, invoices, status slips, and claim forms; ship voyage files (general) used for cargo operation purposes and containing such records as manifests, copies of bills of lading, sailing messages, out-turn reports, applications for berths, confirmation of berth assignments, and related correspondence.

Destroy when 2 years old.

j. Time Charter Vessel Operative (Information) Files. Copies operational orders and movement reports, delivery and redelivery survey reports and certificates, port logs, condition surveys, and related correspondence.

Destroy 2 years after delivery of vessel.

k. Charter Contracts.

Apply appropriate section of SSIC 4200 series.

l. Berthing Lists and Bi-weekly and Other On-berth Shipboard Reports.

Destroy when 3 months old.

m. Daily Position Reports (Messages).

Destroy when 6 months old or information has been plotted on position chart or otherwise recorded, whichever is earlier.

n. Condition Survey Reports, Arrival and Departure Inspection Reports, and On-hire and Off-hire Inspections.

Destroy when 2 years old.

o. Quartermaster's Notebooks Forwarded Annually to Home Ports by Individual MSC Vessels.

Destroy when 3 years old.

p. Other Vessel Operation Reports and Records.

Records including those relating to passenger and cargo handling matters, and to other MSC operational matters not specifically covered elsewhere in this SSIC (4620) series.

Destroy when 2 years old.

SSIC 4621

GOVERNMENT-OWNED SHIPS RECORDS

THESE RECORDS ARE ACCUMULATED BY THE CARGO TRAFFIC DIVISION AND TANKER DIVISION, ASSISTANT CHIEF OF STAFF (ACOS) (TRANSPORTATION), AT HEADQUARTERS, MSC, WASHINGTON, D.C. TANKERS IN THIS CATEGORY INCLUDE T5s AND T1s.

1. CARGO TRAFFIC DIVISION RECORDS.

a. **Ship Operations Branch General Ships Files.** Files including activity reports, correspondence, and messages pertaining to ships schedules, casualty reports, diversions, and special projects.

Destroy when 5 years old.

b. **Movement Report Cards.** Continuous record of ship arrivals and departures.

Destroy when no longer needed for reference.

2. TANKER DIVISION RECORDS.

Apply SSIC 4620, paragraph 10.

SSIC 4622

MERCHANT MARINE (COMMERCIAL OCEAN CARRIERS) RECORDS

THESE RECORDS ARE ACCUMULATED BY THE MERCHANT MARINE ASSISTANT'S OFFICE AT HEADQUARTERS, MSC, WASHINGTON, D.C.

1. CARGO TRAFFIC DIVISION AND INTEGRATED SEALIFT SYSTEM DIVISION GENERAL CORRESPONDENCE FILES. Records relating to the overall mission of the divisions and their organization and significant accomplishments, including liaison activities with the Maritime Administration.

Destroy when 3 years old.

2. MERCHANT MARINE VESSEL FILES. Files include individual case folders for each active merchant marine vessel having previous service with the Navy or the Army Transportation Corps, each major merchant ship built since World War II, each ship currently assigned to MSC, and each merchant type ship transferred to the Navy by the Maritime Administration, and related kardex and linedex records of merchant marine vessels.

Destroy when vessel is sold, foreign (less those under "effective U.S. control"), scrapped, sunk, or no longer considered suitable for future service in the American Merchant Marine.

3. MERCHANT MARINE VESSEL PLANS. Plans including conversion plans for ships converted to merchant vessels.

Destroy when superseded, obsolete or ship is removed from "effective U.S. control," sold, foreign, sunk, or scrapped.

4. MSC SHIP REGISTER (DESIGNATED RECORD COPY). A semi-annual publication listing the principle characteristics of MSC ships and U.S. flag ocean going merchant ships over 1,000 gross tons owned by the U.S. Government or American citizens. Principle characteristics of each vessel include the building yard, current owner, capacity, speed, engine type, length, beam, draft, turning radius, crew compliment, etc. Publication is arranged in 3 sections: Alpha listing of active and inactive MSC ships; Alpha listing of merchant ships and their operating status; and Tabulation of ships in the Maritime Administration National Defense Reserve Fleet.

Permanent. Transfer to NARA in 5 year blocks when the oldest record in the block is 5 years old.

5. AMERICAN BUREAU OF SHIPPING LISTINGS WITH SUPPLEMENTS AND LLOYD'S REGISTER WITH SUPPLEMENTS.

Destroy when 5 years old.

SSIC 4623

NAVAL FLEET AUXILIARY FORCE SHIP RECORDS

THESE RECORDS ARE ACCUMULATED BY THE NAVAL FLEET AUXILIARY DIVISION, ACOS

SECNAVINST 5212.5D
22 April 1998

(FLEET OPERATIONS), AT HEADQUARTERS, MSC,
WASHINGTON, D.C.

1. **GENERAL SHIP/SUBJECT FILES.** Records include weekly operational reports, messages, and correspondence pertaining to operational reports, messages, and correspondence pertaining to the ship's developments, conduct of mobile logistic support of the U.S. and Allied fleet operating forces by ships assigned, and procedures governing the operation and utilization of all other ships not readily identified with the routine point-to-point transportation of personnel, dry cargo, and POL.

a. Paper Records.

Destroy 2 years after microfilming or after film is verified, whichever is sooner.

b. Microfilm Records.

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

SSIC 4624

SCIENTIFIC SUPPORT SHIPS RECORDS

THESE RECORDS ARE ACCUMULATED BY THE ACOS (FLEET OPERATIONS), SCIENTIFIC SUPPORT DIVISION, AT HEADQUARTERS MSC, WASHINGTON, D.C.

1. **SCIENTIFIC SUPPORT DIVISION GENERAL SHIP FILES.** Files include weekly operational reports, sailing orders, ship schedules, messages, and correspondence pertaining to ship operations.

Destroy when 1 year old.

2. **QUARTERLY EMPLOYMENT SCHEDULES.** Schedules for a 3-month period.

Destroy when 6 months old.

3. **SHIP LOCATION REPORT/EMPLOYMENT SCHEDULE.** Records showing positions, port calls, and departures.

Destroy when no longer needed for reference.

SSIC 4630-4632

AIR TRANSPORTATION RECORDS

RELATED RECORDS UNDER SSIC 4631-
GOVERNMENT OWNED AIRCRAFT, AND SSIC 4632
SHOULD BE RETIRED UNDER SSIC 4630.

SSIC 4630

AIR TRANSPORTATION RECORDS

1. **PRIMARY PROGRAM RECORDS.**

Correspondence, reports, studies, and other records which document the establishment, development, and accomplishment of air transportation policies, plans, and programs. These records are maintained only by ASSTSECNAV (I&E) and NAVSUPSYSCOM.

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

2. **GENERAL CORRESPONDENCE FILES.** Files of activities and offices (other than those covered by SSICs 4610; 4630, paragraph 1; and 4650) responsible for matters relating to the operation and administration of air transportation.

Destroy when 3 years old.

3. **AIR TRANSPORTATION REPORTS.** Copies of reports forwarded to or summarized in reports submitted to higher authority and not specifically authorized elsewhere for disposal.

Destroy when 2 years old.

4. **AIR PASSENGER AND TRAVEL RECORDS.**

Apply appropriate subsection of SSIC 4650.

SSIC 4640-4643

LAND TRANSPORTATION RECORDS

RELATED RECORDS UNDER SSIC 4641-
GOVERNMENT-OWNED EQUIPMENT, SSIC 4642-
RAIL CARRIERS, AND SSIC 4643-MOTOR
CARRIERS. SHOULD BE RETIRED UNDER SSIC
4640.

SSIC 4640

LAND TRANSPORTATION RECORDS

1. **PRIMARY PROGRAM RECORDS.**

Correspondence, reports, studies, and other records which document the establishment, development, accomplishment of land transportation policies, plans,

and programs. These records are maintained only by ASSTSECNAV (I&E) AND NAVSUPSYSCOM.

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

2. **GENERAL CORRESPONDENCE FILES.** Files of activities and offices other than those covered by SSICs 4610; 4640, paragraph 1; and 4650) responsible for matters relating to the operation and administration of land transportation.

Destroy when 3 years old.

3. **LAND TRANSPORTATION REPORTS.** Copies of reports forwarded to or summarized in reports submitted to a higher authority and not specifically authorized elsewhere for disposal.

Destroy when 2 years old.

SSIC 4650

PASSENGER TRANSPORTATION/TRAVEL RECORDS

1. **ACTIVITIES GENERAL CORRESPONDENCE FILES.** Files of Navy passenger transportation offices and of other offices or activities performing travel and transportation functions related to passenger transportation policies, procedures, directives, methods, and practices. (Exclude departmental program records covered in SSIC 4600, paragraph 1 and MSC records covered in SSIC 4620, paragraphs 1 and 2.)

Destroy when 3 years old.

2. **TRANSPORTATION REPORTS.** Reports related to passenger transportation statistical data, transportation studies and proposals, and traffic manager analyses. (Include reports of payments for travel expenses not shown on transportation requests, other similar reports, and related correspondence.)

Destroy when 3 years old.

3. **TRAVEL DOCUMENTS AND RECORDS**

a. U.S. Government Transportation Requests (GTR's, SGTR's, AGTR Files), Meal Tickets (MT's), and Travelopes. Records include cancelled copies and documents relating to issuance or subcustody thereof and related correspondence.

Destroy 3 years after date of requested travel.

b. Travel and Accommodation Arrangements. Copies of travel orders or authorizations; applications or requests for reservations or accommodations correspondence, reports, and related documents and correspondence for military and civilian personnel and their dependents to include group (10 or more) movements.

Destroy 3 years after date of requested travel.

c. Travel Expense Claims and Vouchers. Records relating to reimbursing individuals such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, enlisted, employees, dependents, or others authorized by law to travel.

(1) Travel administrative office files.

Destroy when 3 years old.

(2) Obligation copies

Destroy when funds are obligated.

d. Passports. Authorizations for "no fee" passports and related correspondence for military and civilian personnel and their dependents.

Destroy 3 years after issuance of passport.

e. Area Clearances for Overseas Travel. Correspondence between activities requesting and granting authority for official visits to overseas theaters for military and civilian personnel and their dependents.

Destroy after completion of travel.

f. Time Extension for Travel and Transportation Entitlement. Correspondence related to requests for extensions of travel of retired/fleet reserve members and their dependents to a home of selection.

Destroy when 5 years old.

4. **TRANSPORTATION ACCOUNTABILITY RECORDS.** Fiscal copies of vouchers and other records covering passenger transportation charters.

Destroy 1 year after all entries are cleared.

5. **PASSENGER LISTS AND PASSENGER REPORTS(PASSENGER INVOICE RECAPITULATION SHEETS) AND RELATED DESTINATION SUMMARY SHEETS; SUMMARIES OF CARGO (OTHER**

RECAPITULATION SHEETS) AND RELATED SUMMARIES OF CARGO (OTHER THAN MSC PERMANENT (MASTER) FILES. (EXCLUDE OTHER COPIES ACCUMULATED BY MSC ACTIVITIES AND COVERED IN SSIC 4620, PARAGRAPH 16.)

Destroy when 2 years old.

SSIC 4651

REGULATIONS RECORDS

1. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files relating to passenger transportation travel regulations.

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

SSIC 4660

TERMINAL OPERATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files created or accumulated by activities in connection with the operation and administration of cargo and terminal operation facilities, including stevedoring and ship loading operations, waterfront (port and port terminal) facilities, and transit and export operations (exclude primary program records covered in SSIC 4600, paragraph 1).

Destroy when 2 years old.

2. STEVEDORING CONTRACTS, CROSS-SERVICING AGREEMENTS, CARGO HANDLING SERVICE, AND SPACE SHIPPING CONTRACTS.

Apply appropriate section of SSIC 4200.

3. CARGO TONNAGE REPORTS, CARGO HANDLING REPORTS, REPORTS OF TRANSIT UTILIZATION BY TRANSIT OPERATORS, AND OTHER TERMINAL OPERATION REPORTS NOT SPECIFICALLY AUTHORIZED FOR OTHER DISPOSAL.

Destroy when 2 years old.

4. TERMINAL FACILITIES DATA FILES. Ships characteristics, charts, maps and other informational material regarding terminal facilities, handling costs, tonnage data, stowage plans, and other papers reflecting terminal facilities informational data.

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

SSIC 4670

TRANSPORTABILITY RECORDS

1. PRIMARY PROGRAM RECORDS.

Correspondence, reports, studies, guidance, and other records which document the establishment, development, and accomplishment of transportability policies, plans, and programs. Records maintained only by ASSTSECNAV (I&E), NAVSUPSYSCOM, and HQMC.

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

2. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES (OTHER THAN THOSE COVERED BY SSIC 4670, PARAGRAPH 1) WHICH ARE INVOLVED WITH SUPPORT OF THE DOD ENGINEERING FOR TRANSPORTABILITY PROGRAM.

Destroy when 3 years old.

3. TRANSPORTATION PROBLEM ITEMS. Transportability criteria, guidance reviews, and approvals which are developed by activities and offices responsible for design, engineering, construction, and transportation of transportability problem items.

Destroy when 3 years old, superseded, obsolete, or no longer needed for information, whichever is earlier.

SSIC 4680

CONTAINERIZATION RECORDS

1. PRIMARY PROGRAM RECORDS.

Correspondence, reports, studies and other records that document the establishment, development, and accomplishment of naval logistics policies, plans, and programs for the shipment of cargo in sealift containers, airlift containers, MSCVANS, and MILVANS. These records are maintained only by the CNO, HQMC, and ASSTSECNAV (I&E).

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Files of all supply activities and offices, both departmental and field,

that relate to the administration and operation of the containerization program.

Destroy when 2 years old.

SSIC 4700-4799

MAINTENANCE, CONSTRUCTION, AND
CONVERSION RECORDS

SSIC 4700

GENERAL MAINTENANCE, CONSTRUCTION AND
CONVERSION RECORDS

1. CONSTRUCTION, ALTERATION, OVERHAUL, REPAIR, SALVAGE, MAINTENANCE, OR CONSTRUCTION OF NAVAL FACILITIES, EQUIPMENT, AIRCRAFT, AND VESSELS. (EXCLUDE SHORE STATION CONSTRUCTION RECORDS COVERED IN SSIC 11013.)

a. General Correspondence. Correspondence, reports and other records pertaining to the execution of assigned functions; the planning of industrial operations; correlation of work with available funds; preparation and issuance of designs; coordination of work assigned to private contractors; engineering procedures, work scheduling (planning) programs; and the overall supervision of these functions within the activity. Records maintained by naval activities, departments, divisions, and other organizational units. (Exclude primary program correspondence filed under SSIC 4000, paragraph 1.)

(1) Public works activities.

Destroy when 5 years old.

(2) All other activities.

Destroy when 4 years old.

b. Correspondence Relating to the Routine Internal Operation and Administration of the Activity, Department, Division, or Other Organizational Unit Concerned. Records maintained by naval activities, departments, divisions, and other organizational units.

Destroy when 2 years old.

c. Ships Case Files. Files for submarines, non-combatant submersibles and support ships, boats and craft, carriers, amphibious and auxiliaries, battleships, destroyers, cruisers, and service craft.

(1) Documentation of design and construction of new ships from concept formulation through delivery to fleet. Documentation includes conceptual studies, preliminary design, support plan, logistics objectives, performance parameters, areas of risk alternatives, Secretary of Defense (SECDEF) approvals, estimates of costs, life cycle costs, potential benefits, fiscal guidance, and review confirming need.

(a) Office of the program manager.

1. Class-type ship.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old. (NC1-NU-84-6)

2. All other ships.

Retire to WNRC when 4 years old. Destroy when 30 years old. (NC1-NU-84-6)

(b) All other offices and activities.

Destroy when 2 years old. (NC1-NU-84-6)

(2) Documentation of overall management construction (including the duration of intensive management), technical direction, engineering and control, life cycle management including integration and test evaluation, planning, programming, budget and contracting support, managing procurement and production acceptance, establishment and implementation of logistics support, training, technical data services, fleet liaison, and test and evaluation execution. Documents include work tasks, schedules, cost estimates, procurement requests, control and planning documents, test reports, progress reports, and contract administration documents. (Located at the office of the program manager and all other offices and activities.)

(a) Cognizance of ship is transferred.

Transfer to the new office.

(b) Cognizance of ship is not transferred.

Destroy when 2 years old or no longer needed for reference, whichever is earlier.

(3) Records documenting the overhaul, modernization, repair, activation, deactivation, maintenance, and logistics support of naval ships maintained by the office of the NAVSEASYS COM logistics manager.

(a) Class-type ship.

Permanent. Retire to WNRC when 4 years old.
Transfer to NARA when 30 years old.

(b) All other ships.

Retire to WNRC when 4 years old. Destroy when 30 years old. (NC1-NU-84-6)

(4) Records documenting the maintenance, repair, construction of individual vessels. Consist of copies of repair, alteration, and other requests, copies of bids and specifications, inspection and departure reports, material inventories, and other similar reports and papers, related correspondence at naval shipyards, facilities, and other activities concerned with the upkeep, maintenance, repair, alteration, and readiness of vessels and other craft.

(a) Summary of records relating to major alterations.

Transfer to nearest FRC when 4 years old. Destroy when 30 years old. (NC1-NU-85-4)

(b) All other records.

Destroy when 4 years old. (NC1-NU-85-4)

d. Job Control or Status Cards, Check-off Lists, or Other Progress or Status Control Records. Records relating to upkeep, maintenance, repair, construction, or alteration work. Located at naval activities, departments, divisions, or other organizational units.

Destroy when action is completed.

e. Cards or Other Local Control Records. Records relating to the status (readiness or other) of individual vessels, crafts, or the equipment under an activity's cognizance. Location at naval activities, departments, divisions, or other organizational units.

Destroy when craft or equipment is disposed of or transferred.

f. Work Lists Covering Approved Alteration and Repair Projects. Located at naval activities, departments, divisions, or other organizational units.

Apply appropriate section of SSIC 4200.

g. Machinery or Equipment Histories. Cards or other similar records and related documents. Located at

naval activities, departments, divisions, and other organizational units.

Destroy 1 year after equipment or machinery becomes obsolete or is scrapped. Destroy when 2 years old.

h. U.S. Coast Guard Recommendations for Repairs to Vessels. Located at shipyards, facilities, and other activities concerned with upkeep, maintenance, repair, alterations, and readiness of vessels and craft.

Destroy when 3 years old.

i. Job or Project Order (ship, Craft, or Equipment) Files. Files accumulated by shops performing maintenance services and other work, including rework, repair, and conversion work for aircraft, USN and USNS ships, and other craft, and for naval weapons and equipment. These consist of copies of job and project orders, together with copies of related plans, bids, repair specifications, schedules, invoices, completion and inspection reports, and similar or related papers, including correspondence. (Exclude copies to be filed in contract or order case files covered in SSIC 4200 and accounting copies of orders covered in SSIC 7303.)

Destroy 2 years after completion of job or project.

j. Specifications Reference Files. Extra copies of specifications, including contract specification estimates for repairs, rework, overhaul, etc., to ships, craft, weapons, and materials. Located at naval activities, departments, divisions, or other organizational units.

Destroy when 2 years old, upon completion of related work, obsolete, or no longer needed for reference, whichever is earlier.

k. Engineering Drawings and Plans Reference Files. Copies used in connection with repair, maintenance, construction, and conversion operations. Located at naval activities, departments, divisions, and other organizational units. (See technical subject series for master files.)

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

l. Engineering Instruction Sheets. Information and working copies only. Located at naval activities, departments, divisions, and other organizational units.

Destroy upon completion of job or when no longer needed for local reference.

m. Copies of Master or Other Contracts. Contracts including repair, rework, overhaul, conversion, or construction contract files (ships, aeronautical services, and others). Located at naval activities, departments, divisions, and other organizational units. (See also SSIC 4200 for contract case files.)

Destroy 1 year after completion of repair or alteration.

n. Manufacturing Work and Repair Orders and Requests. Located at naval activities, departments, divisions, and other organizational units.

Apply appropriate section of SSIC 4200.

o. Industrial Manager Project Files. Files concerned with the construction, repair, rework, conversion and maintenance of naval craft (ships and aircraft), missiles, facilities, and material. Located at naval aviation depots, air facilities, shipyards, and other activities.

Destroy when 2 years old.

2. SHIPS DESIGN SERVICES ALLOCATION SYSTEM. This system, sponsored by CNO (N4) and executed by NAVCOMTELSTA Washington, provides information for budget and allocation plans and ship alteration development status as well as generating out year budget reports. The system also maintains the alteration development status, provides for the distribution of design products, and maintains a planning yard scheduling matrix. System supports NAVSEASYSCOM; Supervisor of Shipbuilding, Conversion and Repair, USN (SUPSHIPS); and all naval shipyards.

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 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.

3. TRIDENT LOGISTICS DATA SYSTEM (LDS). This system, sponsored by CNO (N4) and maintained by Navy Fleet Material Support Office, Mechanicsburg, PA; provides maintenance and supply interface for the refit of Trident submarines.

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 4701

SCHEDULING RECORDS

1. GENERAL CORRESPONDENCE FILES MAINTAINED AT VARIOUS SHOPS PERFORMING THE WORK. Files relating to work scheduling and progressing, maintenance, upkeep, repair, construction, and improvement work for ships and other craft, equipment and material, and facilities and installations.

Destroy when 2 years old.

2. OVERHAUL, ALTERATION, MAINTENANCE, AND UPKEEP SCHEDULES. Schedules consisting of shop and job schedules, equipment upkeep and maintenance schedules and related control records at shops performing the work.

a. Shop and Job Schedules.

Destroy when 6 months old.

b. Equipment Upkeep and Maintenance Schedules.

Destroy when 1 year old.

3. LOCAL WORKLOAD CONTROL, PROGRESS, AND STATUS RECORDS. Records including reports, cards, schedules, and related records that are prepared

or maintained for local, internal production planning or scheduling and work progress reporting or control purposes. These records are accumulated by shops and other activities concerned with the upkeep, maintenance, construction, and repair of aircraft, vessels, and other craft, and naval equipment and materials. Include progress control cards; production, distribution and delivery, material erection, and other schedules; and other local records and correspondence used to schedule work or to control work in progress.

a. Job Status Reports and Listings.

Destroy when 1 year old.

b. All Other Records.

Destroy when 6 months old or 6 months after completion of job, project order, or contract, whichever is later.

4. SHIPYARD MIS: PRODUCTION SCHEDULE SYSTEM. In this system, information from program evaluation and review technique (PERT) and critical path method (CPM) reports provide production schedulers with network information concerning schedule date, critical jobs, and potential areas of network logic improvement. The system also accommodates manually developed schedules and provides for rescheduling based on key events. System is maintained at NAVSEASYS COM Automated Data Systems Activity, Indian Head, MD and all naval shipyards.

a. Master files 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. SHIPYARD MIS: WORKLOAD FORECAST SYSTEM. This system consists of a total man-day forecast and the distribution of this forecast over time.

The total man-day forecast is a prediction, by ship and shop, of the total many-days required to accomplish a particular availability. The workload report shows what the anticipated shipyard workload will be in the future based on total man-day forecasts. Schedule load reports show shipyard workload based on work that is issued and scheduled. Force distribution reports show a comparison of actual deployment of personnel as assigned.

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. SHIPS FORCE OVERHAUL AND MANAGEMENT SYSTEM (SFOMS). Provides ships forces with the capability to manage their own assigned work during a shipyard availability. System is executed on ships using NAVSEASYS COM-developed software.

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 4710-4713

OVERHAUL/REWORK RECORDS

RELATED RECORDS UNDER SSIC 4711-RESTRICTED AVAILABILITY, SSIC 4712-TENDER AVAILABILITY, AND SSIC 4713-TECHNICAL AVAILABILITY SHOULD BE FILED UNDER SSIC 4710.

SSIC 4710

OVERHAUL/REWORK RECORDS

1. **OVERHAUL USAGE DATA.** Data relating to aeronautical craft and materials maintained by activities concerned with overhaul operations.

Destroy when 2 years old.

2. **PROJECT CASE FILES FOR TYPES OF CRAFT OR EQUIPMENTS.** Correspondence, copies of specifications, data, and related records pertaining to the overhaul and modification of types of craft. (See also SSIC 4700, paragraph 1d.)

Destroy when craft or equipment is obsolete.

3. **OVERHAUL AND REWORK REQUIREMENT SCHEDULES.** These records document working plans and requirements for major rework and overhaul work scheduled or programmed. Include master work schedules, together with any changes thereto, and related papers.

Destroy 1 year after superseded by new schedule.

4. **REFUELING OF NUCLEAR POWERED VESSELS RECORDS.** Shipyard-prepared manuals, procedures, and test documents with verification signature statements recording data and verifying proper performance of designated actions for refueling work. Include records relating to the following activities: personnel and equipment safety; prevention of accidental critically; control of radiation exposure; assurance of proper operation of circuits or equipment which provides reactor protection, containment, plant integrity, or an engineered safeguard; verification that a condition specified in a step by step procedure as prerequisite to further testing or work has been satisfactorily achieved; and improper conduct of testing or work such that the worth of the testing or work is compromised.

Retire to the nearest FRC 1 year after the completion of the refueling availability. Destroy upon completion of the next refueling availability or when 30 years old, whichever is sooner.

5. **OVERHAUL REPAIR WORK ON NUCLEAR POWERED VESSELS.**

a. **Welding Records.** Weld and non-destructive test records which provide objective quality evidence of the integrity of the reactor plant piping and structural welding work.

Retire to nearest FRC 1 year after completion of availability. Destroy when 75 years old.

b. **Shielding Records.** Records which provide objective quality evidence of the integrity of shielding installations and originals of completed shield surveys.

Retire to nearest FRC 1 year after completion of availability. Destroy when 75 years old.

c. **Level I Piping System Material.** Records of objective quality evidence, including material certification and receipt inspection, of proper material installed in level I piping system applications.

Retire to nearest FRC 1 year after completion of availability. Destroy when 75 years old.

d. **Submarine Safety (SUBSAFE) Program Records.** Submarine material certification records which provide objective quality evidence of the attributes certified in Reactor Plant Work Accomplishment Reports (SUBSAFE information).

Retire to nearest FRC 1 year after completion of availability. Destroy when 75 years old.

e. **Mechanical and Brazed Joint Records.** Mechanical joint records for any mechanical joint in a Level I system or Level III system which is inaccessible during reactor operation; and any reactor plant brazed joint record for joints that are inaccessible during reactor operations.

Retire to nearest FRC 1 year after completion of availability. Destroy when 75 years old.

f. **Propulsion Plant Test Procedures.** Records of Completed Propulsion Plant Tests.

Retire to nearest FRC 1 year after completion of availability. Destroy when 75 years old.

g. **Arrival, Pretest, and Plant Certification Inspection.** Records associated with ship arrival in a shipyard or repair facility, pretest and plant certification inspections and not covered in paragraphs a through f above.

Retire to nearest FRC 1 year after completion of availability. Destroy when 50 years old.

h. Qualifications Records. Records of current qualifications of personnel required to perform naval nuclear work.

Retire to nearest FRC 1 year after completion of availability. Destroy when 50 years old.

i. Installation, Overhaul, Repair, and Support Records. Records supporting the installation, overhaul, repair, and support of systems, components, or equipment not included in paragraphs a through g above.

Retire to nearest FRC 1 year after completion of availability. Destroy when 50 years old.

j. Overhaul Report. Overhaul report as required by NAVSEA 0989-037-2000 and NAVSEA 0989-043-0000.

Retire to nearest FRC 1 year after completion of availability. Destroy when 75 years old.

k. Radiological Records. Radiological records required by NAVSEA 389-0288 and NAVSEA 389-0153.

Retire to nearest FRC after 1 year or 1 year after completion of availability, as applicable. Destroy when 75 years old.

6. OTHER OVERHAUL REWORK RECORDS

Apply appropriate paragraph of SSIC 4700.

SSIC 4720

ALTERATIONS AND IMPROVEMENTS RECORDS

1. COPIES OF SHIP ALTERATIONS (SHIPALTS), ORDNANCE ALTERATIONS (ORDALTS), AND NAVAL ALTERATIONS (NAVALTS), AND OTHER ALTERATIONS AND REPAIR SPECIFICATION DOCUMENTS OR MATERIAL LISTS. Records maintained by maintenance, construction, and repair activities or facilities, or by supply activities for inventory control and other supply management purposes or to facilitate local maintenance, construction, or repair action.

Destroy when superseded, cancelled, upon completion of alteration of repair program, when craft or vessel is stricken, or when material is deleted from supply system, whichever is applicable.

2. PROJECT (CASE) FILES. Files relating to the major alteration of individual vessels or craft.

Retire to nearest FRC 1 year after completion of availability. Destroy when 50 years old.

3. OTHER ALTERATION AND IMPROVEMENT RECORDS. Includes field changes to supporting electronic equipment, suggested modifications to alterations, and testing records.

Destroy when 2 years old.

SSIC 4730

INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS

1. BOARD OF INSPECTION AND SURVEY, WASHINGTON, DC, RECORDS.

a. Primary Program Correspondence Files of the President of the Board. That portion of the files that documents the Board's organizational and functional history and the development and execution of plans, policies, procedures, and essential transactions pertaining to the Board's primary function of providing for periodic and special inspection of ships and other craft, supervision and review of sub-boards, participation by the Board itself in inspections, execution of directives from higher authority, and the development and issuance of instructions and procedures relating to inspections, and related index records. (Exclude files relating to the routine administration of the Board covered under SSIC 4730, paragraph 2.)

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

b. Ship and Craft (Case) Files. Individual inspection case folders for each vessel or craft that has undergone inspection by the Board. Consist of inspection reports, commissioning and decommissioning data, instructions to regional and sub-boards, schedules of inspections, specification and construction data, blueprints, precepts for inspections, related correspondence, and other supporting papers.

Permanent. Place in inactive file when ship or craft is stricken. Retire inactive files in annual blocks to WNRC. Transfer to NARA when 20 years old.

c. Control Records (Kardex or Other) of Ship and Craft Inspections and Trials. Summary records showing

dates of trials and inspections and other data filed by fleet organization.

Destroy when ship or craft is stricken.

d. Board's Reference File of Data Books and Ships Plans.

- (1) Obsolete and duplicate records and files.

Destroy when no longer needed for reference.

- (2) All other reference records.

Destroy when 5 years old.

e. Message Files. Information copies of message relating to inspections, surveys, alterations, damages and repairs of vessels and craft.

Destroy when 2 months old.

2. GENERAL CORRESPONDENCE FILES. Files relating to the internal operation and administration of boards and sub-boards of inspection and survey.

Destroy when 2 years old.

3. WORKING PAPERS OF BOARDS AND SUB-BOARDS OF INSPECTION AND SURVEY. Working papers including drafts and background data and other data or information summarized or incorporated in final reports.

Destroy upon final approval and issuance of report.

4. REPORTS OF BOARDS, SUB-BOARDS, AND DISTRICT SUB-BOARDS OF INSPECTION AND SURVEY. (Other than those maintained by the Board of Inspection and Survey, Washington, DC covered in SSIC 4730, paragraph 1b.)

a. Acceptance Trial Reports.

Destroy when superseded by new inspection report.

b. Material Inspection Reports. Inspection reports for active and inactive aircraft, vessels, and other craft for naval facilities and general aeronautical, ordnance, and other equipment, related check lists, correspondence, and other records. These reports relate to condition of craft, equipment, or other material and to the need for rework of changes, etc.

Destroy when superseded or craft or equipment is removed from naval custody, e.g., sold, scrapped or stricken, whichever is earlier.

5. EQUIPMENT OR MATERIAL INSPECTION OR TEST REPORT FILES. These are copies maintained by activities performing maintenance, repair, inspections, serviceability, and construction functions or related operations. Files consist of reports of inspections or tests and related data, control sheets, or check lists, correspondence, and supporting papers. (Exclude records of Boards of Inspection and Survey covered in SSIC 4730, paragraph 1.)

Destroy when 2 years old, superseded by new report, or material or equipment is disposed of (removed from naval custody), whichever is earlier.

6. UNSATISFACTORY EQUIPMENT REPORT FILES. Copies of reports indicating defective equipment or equipment failures. Contain information such as description of defect, cause of trouble, recommended action, and other related information. (Exclude copies to be filed in contract or purchase order for material or services case files when reports relate to contracts or orders.)

a. Quality Control Copies.

Apply SSIC 4855, paragraph 1.

b. All Other Copies.

Destroy when 2 years old.

7. SHIPYARD MIS: PERFORMANCE MEASURES SYSTEM. This system compares actual and planned manhours against performance standards for a variety of shipyard jobs. Standards for this system are developed by the responsible planning yard. System is executed at all eight naval shipyards.

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. SHIPYARD MIS: PRODUCTION CONTROL SYSTEM. This system provides the information needed to control productive work on a daily basis and is of two general types: specific key operation (KEYOP) status and cumulative status by type of overhaul.

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 4731

EQUIPMENT OIL ANALYSIS RECORDS

GENERAL CORRESPONDENCE AND DIRECTIVES PERTAINING TO NON-DESTRUCTIVE TESTS ON MACHINERY COMPONENTS CONDUCTED TO DETERMINE EQUIPMENT CONDITIONS TO AID IN MAINTENANCE OF OIL-WETTED SYSTEMS.

Destroy when no longer needed for reference.

SSIC 4732

SHIPBOARD WEIGHT HANDLING EQUIPMENT INSPECTION, TESTING, AND MAINTENANCE RECORDS

1. CORRESPONDENCE, TESTS, MEMORANDUM, AND REPORTS. Records dealing with inspection and test results maintained by shipyards and SUPSHIPS. Include load tests of booms, winches, cranes, davits, topping lifts and other cargo handling equipment.

Destroy after next inspection and test of equipment.

2. MAINTENANCE RECORDS. Records covered under the Maintenance and Material Management (3M) system.

Apply SSIC 4790.

SSIC 4733

MARINE CORPS CALIBRATION PROGRAM RECORDS

1. GENERAL CORRESPONDENCE. General correspondence files of HQMC and other MARCORPS field activities and offices that document the execution, and accomplishment of plans, policies, programs, and procedures pertaining to the development and readiness of the MARCORPS calibration program. These files consist of correspondence, reports, plans, studies, standards data, and other records maintained at the headquarter's central files or in officially authorized decentralized offices. (Exclude primary program correspondence filed under SSIC 4000, paragraph 1a.)

Retire to WNRC when 5 years old. Destroy when 20 years old.

2. INTERNAL OPERATING RECORDS.

Correspondence, reports, and other records relating to the routine internal operation and administration of activities performing functions and relating to the MARCORPS calibration program.

Destroy when 5 years old.

3. PERIODIC REPORTS RELATING TO THE MARCORPS CALIBRATION PROGRAM. Activity's copies of reports submitted to higher authority and not specifically authorized for other disposal in this manual and include reports such as monthly and quarterly calibration status reports.

Destroy when 5 years old.

SSIC 4734

NAVY CALIBRATION PROGRAM RECORDS

1. GENERAL CORRESPONDENCE. Files of systems commands and offices that document the execution, and accomplishment of policies, programs, and procedures pertaining to the development and readiness of the Navy calibration program. These files consist of correspondence, reports, plans, studies, standards data, and other records. They are maintained at the

headquarter's central files or in officially authorized decentralized offices. (Exclude primary program correspondence filed under SSIC 4000, paragraph 1.)

Retire to WNRC when 4 years old. Destroy when 20 years old.

2. INTERNAL OPERATING RECORDS.

Correspondence reports, and other records relating to the routine internal operation and administration of activities performing functions relating to the Navy calibration program.

Destroy when 5 years old.

3. PERIODIC REPORTS RELATING TO THE NAVY CALIBRATION PROGRAM. Activity's copies of reports submitted to higher authority and not specifically authorized for other disposal in this manual. Include reports such as monthly and quarterly calibration status reports.

Destroy when 5 years old.

SSIC 4740

SALVAGE AND TOWING RECORDS

1. REPORTS OF SALVAGE OR OF SALVAGEABLE MATERIALS. Copies of reports submitted to higher authority.

Destroy when 2 years old.

2. RECORDS RELATING TO REDISTRIBUTION AND DISPOSAL (BY SALE OR OTHER MEANS) OF SALVAGEABLE OR SCRAP MATERIALS.

Apply appropriate section of SSIC 4010, par. 3.

SSIC 4750

UPKEEP RECORDS

1. EQUIPMENT UPKEEP AND PREVENTIVE MAINTENANCE RECORDS. Logs, tapes, charts, work sheets, and other forms used to record daily equipment performances, periodic services, or technical inspections of equipment; engineer equipment performance logs or sheets or other local equipment operation or installation maintenance logs.

Destroy upon completion of next periodic maintenance service or inspection.

2. UPKEEP AND PREVENTIVE MAINTENANCE SCHEDULES.

Destroy when 1 year old.

SSIC 4760

CONSTRUCTION AND CONVERSION RECORDS

1. PROJECT (CASE) FILES. Copies of job and project orders, together with related plans, specifications, correspondence, and other records regarding conversion jobs for individual ships or other craft. These case files are maintained by shipyards or other activities concerned with the conversion of naval vessels or craft. Include copies of engineering plans and drawings used for conversion.

Destroy 2 years after completion of conversion.

SSIC 4770

RESERVE FLEETS AND INACTIVE SHIPS OR AIRCRAFT RECORDS

1. SHIPS RECORDS. Routine correspondence relating to the day-to-day administration of the office/activity.

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

2. AIRCRAFT RECORDS. Routine correspondence relating to the day-to-day administration of the office/activity.

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

SSIC 4780

SERVICE CRAFT AND RELICS RECORDS

1. REPORTS, MEMORANDUMS, AND RELATED CORRESPONDENCE. Records concerning the cleaning, inspection, and maintenance of service craft and the care of their equipage and stores.

Destroy when 1 year old.

SSIC 4790

MAINTENANCE AND MATERIAL MANAGEMENT RECORDS

1. PRIMARY PROGRAM RECORDS.

Correspondence, reports, instructions, studies, and other records that document the establishment, development, and accomplishment of naval maintenance and material management policies, plans, and programs. These records are maintained by ASSTSECNAV (I&E) and HQMC.

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

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files of all activities and offices (departmental, fleet, and field) relating to maintenance and material management. (Exclude primary program records filed under SSIC 4790, paragraph 1.)

Destroy when 2 years old.

3. MAINTENANCE DATA SYSTEM OF THE NAVY MAINTENANCE AND MATERIAL MANAGEMENT (3M) SYSTEM. The records are accumulated by fleet and field activities under governing Office of the Chief of Naval Operations (OPNAV) instructions for the aviation and ships 3M systems. The records may be accumulated in various physical forms, such as punched cards, tapes, microfiche, printouts, lists, logs, etc. In general, however, they are accumulated as mechanized records.

a. When Data or Information is Accumulated on Magnetic or Punched Tape.

Destroy after the same period of time specified for the conventional paper record serving essentially the same purpose.

b. Records used Merely as a Working Media for Transmitting Data to Tape Records.

Destroy as "working papers" after data has been converted to the tape and the tapes have been verified following accepted procedures.

4. CENTRAL DATA BANK OF THE MAINTENANCE AND MATERIAL MANAGEMENT (3M) SYSTEM. These data files are retained in the central data bank of Navy Maintenance Support Offices (NAMSOs) and are used to prepare 3M reports for distribution.

Destroy when obsolete or no longer needed.

5. MARCORPS EQUIPMENT OPERATION AND MAINTENANCE MANAGEMENT FORMS AND RECORDS. Files maintained as specified in the current

edition of the Equipment Record Procedures Manual (TM-4700-15/1).

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

SSIC 4800-4899

CURRENT PRODUCTION AND INDUSTRIAL PREPAREDNESS PLANNING RECORDS

THESE RECORDS ARE ACCUMULATED BY MAJOR COMMANDS AND FIELD PRODUCTION AND INDUSTRIAL PREPAREDNESS PLANNING ACTIVITIES. THEY RELATE TO CURRENT INDUSTRIAL PRODUCTION, INDUSTRIAL PREPAREDNESS AND MOBILIZATION PLANNING, AND TO THE DETERMINATION OF CURRENT AND POTENTIAL PRODUCTION CAPACITIES OF INDUSTRIAL FACILITIES OR THE PRODUCTION OF ITEMS OF SUPPLY. RECORDS ARE MAINTAINED FOR INDIVIDUAL FACILITIES (COMMERCIAL CONCERNS OR PLANTS) AND FOR SPECIFIC ITEMS OF SUPPLY.

SSIC 4800

GENERAL CURRENT PRODUCTION AND INDUSTRIAL PREPAREDNESS PLANNING RECORDS

1. INDUSTRIAL PRODUCTION AND INDUSTRIAL PREPAREDNESS PLANNING RECORDS. Primary Program records that document development and establishment of production and industrial mobilization readiness plans, policies, programs, procedures, and essential transactions and accomplishments. Records are maintained by Office of the Secretary of the Navy (SECNAV). (Master production planning and reserve program case files are retained by the Office of the Secretary of Defense (OSD).)

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

2. GENERAL CORRESPONDENCE FILES. Correspondence, reports, and other records of activities pertaining to production and industrial preparedness planning, scheduling expediting, control, analysis, and to supply sources and industrial capabilities. (Exclude primary program records covered under SSIC 4800, paragraph 1.)

Destroy when 2 years old.

SSIC 4810

REQUIREMENTS RECORDS

1. **PRODUCTION REQUIREMENT REPORTS AND RELATED PAPERS.** Copies of current and/or projected requirement reports submitted or summarized in reports forwarded to higher authority.

Destroy when 2 years old.

SSIC 4812

MOBILIZATION/EMERGENCY REQUIREMENTS RECORDS

1. **GENERAL CORRESPONDENCE AND INDUSTRIAL PREPAREDNESS PLANS AND REPORTS FOR ACQUISITION OF PROGRAMS.** (Exclude program planning documents under SSIC 4800, paragraph 1.)

Destroy when 5 years old.

SSIC 4813

BILLS OF MATERIAL RECORDS

1. **BILLS OF MATERIAL (SUCH AS RAW (BASIC PROCESSED) AND SEMI-FABRICATED STOCK FORM (DD 346) AND BILL OF MATERIALS FOR SUBCONTRACTED PARTS, PURCHASED PART, GOVERNMENT FURNISHED PROPERTY (DD 347)), INCLUDING STANDARD, DETAILED, MODIFIED, AND SUMMARY BILLS OF MATERIAL AND SIMILAR MATERIAL DATA RECORDS.** Records contain data such as name, form, size, quantity, and description of material, assembly data, and specifications.

a. Copies used as Supporting Documents to Requisitions, Job Orders, Contracts, or Other Records.

Destroy with the documents which the bills support.

b. Reference Copies Used for Material Developments, Productions, or Mobilization Planning Purposes.

Destroy when superseded, cancelled, or obsolete or when 5 years old whichever is earlier.

SSIC 4814

MATERIAL AND PRODUCT CLASSIFICATION RECORDS

Destroy when 5 years old.

SSIC 4830

PRIORITIES AND ALLOCATION RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Correspondence, reports, and other records of activities pertaining to operations of the DOD defense materials system and defense priorities system program functions.

Destroy when 10 years old.

SSIC 4831

PREFERENCE RATINGS RECORDS

1. **COPIES OF CORRESPONDENCE ADVISING CONTRACTORS OR OTHERS OF RATINGS APPLICABLE TO SPECIFIC CONTRACTS.** Files include information copies of related documents. (See SSIC 4200 for copies in official contract files.)

Destroy 1 year after completion of related contract or purchase order.

2. **SPECIAL PRIORITIES ASSISTANCE CASE FILES.** Files consist of request for special priorities assistance in obtaining materials and components directives and memorandum of agreements issued, and related documents, control ledgers, reports, and correspondence.

Destroy when 3 years old.

SSIC 4832

CONTROLLED AND UNCONTROLLED MATERIALS ALLOCATION RECORDS

1. **CONTROLLED, UNCONTROLLED, AND CRITICAL MATERIALS FILES.** General correspondence files, reports, and other records relating to requirements for and the allotment and allocation of controlled, uncontrolled, and critical materials under the defense material system program. Include such records as controlled materials program allocations and allotments, allocation determinations, materials requirements steel and nickel alloy, reports of controlled materials allotments, and allotment worksheets and tabulations. Records also relate to subject areas in industrial manpower, plan performance awards, records on current requirements, material and product classification, and product expediting.

Destroy when 5 years old.

SSIC 4840

MATERIALS RECORDS

1. GENERAL CORRESPONDENCE FILES, INSTRUCTIONS, AND NOTICES ON MATERIALS, PLANS, AND REPORTS ON ACQUISITION OF MATERIAL.

a. General Correspondence. Files of offices dealing primarily with materials acquisition in support of mobilization programs.

Destroy when 5 years old.

b. Instructions and Notices.

Destroy when superseded or cancelled.

SSIC 4841

STOCKPILING RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the internal administration of the storage, handling, and care of strategic and critical materials under the national stockpile program.

Destroy when 2 years old.

2. NATIONAL STOCKPILE REPORTS. Reports such as national stockpile storage reports and other records pertaining to the maintenance and security of strategic and critical materials. Include records of material on board; receiving, shipping, and inventory reports; and related correspondence.

Destroy 2 years after final outshipment of national stockpile material.

SSIC 4850

GENERAL PRODUCTION PLANNING, PROGRESSING, EXPEDITING, AND SCHEDULING RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence, reports, and other records of activities pertaining to production planning and scheduling; production expediting, analysis, and controls; production engineering; and production surveillance. Include local production plans, schedules, and related data.

Destroy when 2 years old.

2. PRODUCTION MANAGEMENT RECORDS.

Correspondence, reports, and other documents relating to management and surveillance of production programs, including production progress and status reporting, actions to resolve actual or potential problem areas, and for controlling, facilities, and expediting delivery of materials or services required by defense contracts. (See SSIC 4200 for copies of production reports included in official contract files.)

a. Production Progress Reports.

Destroy when 2 years old.

b. Local Production or Industrial Status Control Records.

Destroy when superseded or obsolete.

3. PRODUCTION OPERATIONS, CORRESPONDENCE, REPORTS, AND OTHER RECORDS. Records relating to production operations of an activity and to the supervision and operation of the technical production facilities, utilization of equipment, application of safety measures, and to meeting production quotas. Include reports and statistical compilations.

Destroy when 2 years old.

4. JOB ASSIGNMENT CONTROL OR PROGRESS RECORDS. Card ticklers, chits, or other documents or records used as an internal assignment or progress control record.

Destroy after completion of job.

SSIC 4853

PRODUCTION ANALYSIS RECORDS

1. SHOP AND DEPARTMENTAL REPORTS ANALYZING LABOR AND MATERIAL EXPENDITURES.

Destroy when 2 years old.

SSIC 4855

QUALITY ASSURANCE/CONTROL RECORDS

1. QUALITY ASSURANCE AND CONTROL RECORDS. Correspondence, reports, and other records relating to the quality assurance and quality control

programs, including copies or reports of damage of improper shipment, reports of defective or unsatisfactory equipment, notices of defective material, special survey reports, and other similar papers used for quality control purposes in connection with the production and acceptance of materials (acceptance quality control levels) and the classification of defects and the correction of deficiencies reported.

Destroy when 2 years old.

SSIC 4857

MILITARY URGENCIES SYSTEM RECORDS

1. CORRESPONDENCE AND OTHER RECORDS PERTAINING TO TECHNIQUES, OPERATIONAL PLANS, RESEARCH AND DEVELOPMENT, ACQUISITION, AND STAFF STUDIES OF MILITARY URGENCIES SYSTEM.

a. Consolidated or Summary Records Reflecting Documentation of Different Systems.

Retire to FRC when 4 years old. Destroy when 10 years old.

b. All Other Records. Include correspondence files, staff studies, acquisition documents, feeder reports, and similar documents.

Destroy when 3 years old.

SSIC 4858

VALUE ENGINEERING (VE) RECORDS

1. INSTRUCTIONS, NOTICES, REPORTS, STUDIES, AND GENERAL CORRESPONDENCE. Records pertaining to value analysis, value control, value improvement, and value management.

a. Compiled Reports and Studies Retained for Reference Purposes.

Destroy when no longer needed.

b. Instructions and Notices.

Destroy when cancelled or superseded.

c. Other Records. Such as feeder reports and general correspondence.

Destroy when 3 years old.

2. **VE PROGRAM PLANS AND STATISTICAL SUMMARY OF ACTIONS.**

a. Plans and summaries submitted by headquarters and selected activities to program management activity.

Destroy when 2 years old.

b. Plans and summaries prepared by the program management activity, including a consolidation of all plans submitted.

Transfer to FRC when 3 years old. Destroy when 7 years old.

3. **VE RECOMMENDATIONS.**

Transfer to FRC when 3 years old. Destroy when 6 years old.

4. **GOVERNMENT-INDUSTRIAL DATA EXCHANGE PROGRAM (GIDEP) VE DATA BASE REPORT. DD 2333.**

Destroy when 2 years old.

SSIC 4860

COMMERCIAL/INDUSTRIAL (C/I) ACTIVITIES PROGRAM RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Files pertaining to contracting of civil service performed C/I type activities operations which include public announcement of reviews, statement of work, obtaining OSD and CNO approvals, in-house cost estimates, advertising for bids, issuing reduction-in-force (RIF) notices, and commencing contracts.

Destroy 3 years after completion of project.

SSIC 4861

NAVY AND MARINE CORPS MANUFACTURING FACILITIES RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Correspondence, reports, and other documents relating to Navy and MARCORPS-operated manufacturing plants, facilities, or shops.

a. Ordnance Type Production or Manufacturing Activities.

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Apply appropriate SSIC 8000 subject matter series for handling of activity's program records.

b. Shipyards and Other Ship Facilities.

Apply appropriate SSIC 9000 subject matter series for handling of activity's program records.

c. Aeronautical Facilities.

Apply appropriate SSIC 13000 subject matter series for handling activity's program records.

d. All Other Facilities Records.

Destroy when 2 years old.

2. ORIGINAL AND/OR MASTER MICROFILM NEGATIVES OF PRODUCTION DRAWINGS AND RELATED ENGINEERING DATA AND SPECIFICATIONS FOR NAVAL WEAPONS AND MATERIALS. These are generally accumulated by activities having design and/or production cognizance of items or materials.

Apply appropriate section of SSIC 4121, para. 2.

3. MANUFACTURING AND ENGINEERING DATA WORKING FILES. Records containing engineering and manufacturing data for items of naval materials and equipment. These are convenience files accumulated by manufacturing facilities or other interested activities in connection with the manufacture, production, scheduling, or procurement of naval materials and equipment which consists of copies of drawings, tracings, manufacturing specifications and standards, commercial or Government manufactures' operating instructions or catalogs, or process sheets, test data, and other pertinent papers. (See SSIC 4121 for master specification files of design cognizant activities.)

Destroy when material is superseded or item becomes obsolete.

SSIC 4862

INDUSTRIAL AND INDUSTRIAL RESERVE FACILITIES RECORDS

1. INDUSTRIAL FACILITIES CASE FILES. Correspondence, reports, copies of contracts, inventory documents, surveys, and other records relating to the routine management of industrial facilities in possession of private contractors and of Navy-owned/contractor-operated industrial reserve plants.

Destroy when 3 years old.

SSIC 4870

MACHINE TOOLS AND INDUSTRIAL PRODUCTION EQUIPMENT RECORDS

1. EMERGENCY PRODUCTION SCHEDULING. Records relating to emergency production schedules and preliminary production information.

Destroy when 3 years old.

2. MACHINE TOOL RECORDS. Records indicating assignments of tools to responsible individuals.

Destroy 1 month after return of equipment and clearance of individual.

3. TOOL REPAIR RECORDS. Records providing the history of repairs made to each tool.

Destroy when tool is disposed of.

4. SPECIAL TOOLING RECORDS. Manufacturing data for special tooling (e.g., dies, jigs, fixtures) used in production. Consist of such material as copies of drawings, tracings, sketches, photographs, reproducible, and copies of operation and process sheets prepared by commercial or Government manufacturers. They are accumulated primarily by ordnance production activities. (See SSIC 4121 for master specifications files.)

a. Microfilmed Records

(1) Original hard copy.

Destroy after microfilmed and microfilm verified for accuracy.

(2) Master negative.

Destroy when superseded, obsolete, or manufacture of item is discontinued.

b. All Other Records.

Destroy when superseded, obsolete, or manufacture of item is discontinued.

SSIC 4871

RESERVE PRODUCTION EQUIPMENT RECORDS

1. RESERVE PRODUCTION EQUIPMENT CASE FILES. Correspondence, reports, copies of contracts, inventory documents, and other records relating to production equipments (Government-owned or privately-owned) being retained in lay-away or storage to support future procurement or mobilization requirements.

Destroy when 6 years old.

SSIC 4880

EXPANSION OF PRIVATE INDUSTRY RECORDS

1. EXPANSION OF PRIVATE INDUSTRY CASE FILES. Correspondence, reports, copies of contractor proposals and documentation, and other records relating to assessment proposals for the expansion of privately-owned industrial capacity, involving either real or personal property to improve productivity or reduce costs in support of current production or mobilization requirements for naval needs.

Destroy when 6 years old.

SSIC 4890

COMMERCIAL COMMODITY ACQUISITION RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence, reports, studies, analyses, and other records concerning the acquisition of standard commercial commodities in lieu of similar items having military specification requirements.

Destroy when 2 years old.

SSIC 4900-4999

FOREIGN MILITARY ASSISTANCE AND MUTUAL SECURITY PROGRAMS RECORDS

DISPOSITIONS IN THIS (4900-4999) APPLY TO RECORDS ACCUMULATED OR CREATED BY DOD JOINT MILITARY ASSISTANCE ADVISORY GROUPS (MAAGs) OR MILITARY ADVISORY GROUPS (MAGs). THEY COVER: (1) PRIMARY PROGRAM OR MISSION RECORDS AND OTHER RECORDS OF JOINT MAGs OR MAAGs UNDER THE EXECUTIVE CONTROL OF THE NAVY AND (2) INTERNAL HOUSEKEEPING RECORDS OF NAVY SECTIONS OF MAAGs UNDER THE EXECUTIVE CONTROL OF THE ARMY OR AIR FORCE. PRIMARY MISSION RECORDS OF MAAGs UNDER THE EXECUTIVE

CONTROL OF THE ARMY OR AIR FORCE ARE HANDLED FOLLOWING INSTRUCTIONS ISSUED BY THOSE DEPARTMENTS.

PRIMARY PROGRAM OR MISSION (OPERATIONAL) RECORDS OF MAG'S OR MAAG'S ARE THOSE RECORDS THAT DIRECTLY RELATE TO THE ASSIGNED MISSION OF THE GROUP. HOUSEKEEPING OR INTERNAL ADMINISTRATIVE AND ORGANIZATIONAL RECORDS ARE THOSE THAT RELATE TO AND ARE ACCUMULATED IN SUPPORT OF THE INDIVIDUAL SERVICE ELEMENT (NAVY, AIR FORCE, OR ARMY), BUT THAT ARE NOT CONNECTED WITH THE PRIMARY MISSION OF THE JOINT MUTUAL DEFENSE ASSISTANCE PROGRAM (MDAP) AGENCY. PRIMARY PROGRAM RECORDS ACCUMULATED AT THE DEPARTMENTAL LEVEL ARE PERMANENT RECORDS AS PROVIDED IN SSIC 3000, PARAGRAPH 1, AND SSIC 4000, PARAGRAPH 1.

SSIC 4900

FOREIGN MILITARY ASSISTANCE AND MUTUAL SECURITY PROGRAMS RECORDS

1. RECORDS OF JOINT MAAGs UNDER THE EXECUTIVE CONTROL OF THE DEPARTMENT OF THE ARMY OR AIR FORCE.

a. Primary Program (Operational) Records.

Records of Joint MAAGs under the executive control of the Department of the Army or Air Force. These consist of all records that pertain to the assigned mission or program of the agency (MDAP). (Instructions for disposal of primary program (operational) records when Navy is the executive agency are contained in SSIC 4900, paragraph 2.)

Dispose of in accordance with instructions of the executive agency.

b. Housekeeping or Internal Organizational Records. Records that relate solely to naval administrative matters and are not connected in any way with the assigned mission or program of the joint agency (MDAP).

Destroy when 3 years old.

2. RECORDS OF JOINT MAAGs UNDER THE EXECUTIVE CONTROL OF THE DON

a. Primary program (Operational) Records. Files of Joint MAAGs including both classified and unclassified

matter, relating to the development and execution of their assigned missions and programs. Included are correspondence, studies, reports, and statistical data used in planning for supply and training of foreign national forces.

Permanent. Retire to WNRC when 3 years old.
Transfer to NARA when 20 years old.

b. Army, Navy, and Air Force Sections General Correspondence (Subject) Files. Records relating to the administration of service components of the Joint MAAG. Includes implementing instructions for Joint MAAG program directives as well as internal organizational records.

Permanent. Retire to WNRC when 3 years old.
Transfer to NARA when 20 years old.

c. Training Files. Files relating to the training functions of the Army, Navy, and/or Air Force sections.

Permanent. Retire to WNRC when 3 years old.
Transfer to NARA when 20 years old.

d. Individual Training Records. Records maintained on trainees. Included are status cards, trainee folders, trainee evaluations, and qualifications report.

Cut off file on completion of training. Retire to WNRC when 2 years old. Destroy when 10 years old (N1-NU-90-4).

e. Planning Files. Staff studies, minutes of conferences, and other papers relating to defense planning.

Permanent. Retire to WNRC when 5 years old.
Transfer to NARA when 20 years old.

f. Pier Operation Files. Files relating to loading, unloading, departures, and arrivals.

Destroy when 3 years old.

g. Equipment Maintenance and Inspection Records. Reports, check sheets, and related correspondence concerning the use, maintenance, and storage of furnished equipment.

Destroy when 7 years old.

h. Foreign Aid Program Accounts Files. Documents showing signatures of foreign government officials or representatives receiving foreign aid supplies, including

signed supply manifests and bills of lading, together with supporting papers.

Destroy when 5 years old.

i. Convenience and Transitory Files. Extra copies of correspondence, reports, and documents maintained for reference purposes; non-action and informational copies and working papers; and "personal" files and materials which do not document action.

Destroy when 3 years old.

j. Reference Publications. Publications received from outside sources. (Exclude directives on which action has been taken and made part of the appropriate subject folder.)

Destroy when publication is no longer required for reference use.

k. Publications Issued by Operational Field Commands. Include superseded, amended, and cancelled publications, directives, manuals, instructions, notices, and other general orders.

(1) Record copy of issuing command.

Permanent. Retire to WNRC when rescinded, superseded, or cancelled. Transfer to NARA when 20 years old.

(2) Copies maintained by non-issuing activities.

Destroy when rescinded, cancelled, or superseded.

l. Registered or Accountable Publications. Any publication for which receipt or location is registered for security purposes.

Destroy in accordance with issuing office instructions, when superseded, obsolete, or no longer needed.

SSIC 4905

SECURITY ASSISTANCE MANPOWER RECORDS

1. SECURITY ASSISTANCE MANPOWER ACCOUNTING SYSTEM (SAMAS) AUTOMATIC DATA PROCESSING (ADP) RECORDS. Records relating to full-time and part-time military and civilian manpower expended in support of Foreign Military Sales (FMS) and the Military Assistance Program (MAP).

Destroy when 3 years old.

2. ALL OTHER RECORDS PERTAINING TO SECURITY ASSISTANCE MANPOWER PROGRAMMING ACTIONS. Records including those supporting the Program Objective Memorandum (POM) process.

Destroy when 3 years old.

SSIC 4910

GRANT AID RECORDS

1. POLICY FILES. Record copies of Grant Aid policy documents originated by DOD and Navy.

Permanent. Retire to WNRC when no longer current. Transfer to NARA when 20 years old.

2. DIRECTIVE FILES. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.

3. BUDGET MATTERS. Documents which establish budgeting principles, policies, systems, and procedures covering Grant Aid formulation management, and execution processes within the Navy. Economic analysis and studies concerning budget impact and documents which are used to prepare fiscal reports, financial statements, charts, and graphs to support budget presentation, studies, and economic analysis.

a. Analysis and Studies of Budget Support Data.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.

b. All Other Budget Documents.

Retire to WNRC when 2 years old. Destroy when 10 years old.

4. AGREEMENT FILES.

a. Documents Relating to Agreements Between Navy and Other Components within the Defense Department for the Exchange of Administrative Services.

Destroy 2 years after the agreement has been terminated.

b. Agreement with Foreign Government or International Organizations Concerning the Operations or Support of Overseas Forces or Equipment. Copies of agreements between nations negotiated by the State Department which may have an impact on national defense, include Navy staff studies.

Permanent. Retire to WNRC when no longer required for routine reference. Transfer to NARA when 20 years old.

SSIC 4920

FOREIGN MILITARY SALES RECORDS

1. FOREIGN MILITARY SALES (FMS) POLICY FILES. Record copies of policy documents originated by DOD and Navy.

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

2. FMS DIRECTIVE FILES. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.

3. FMS CASE RECORD FILES. Records documenting sales to foreign countries, including correspondence and related papers requesting the purchase of equipment or materials or instructions relating to requests. These records are maintained by Navy International Logistics Control Office (NAVILCO) Philadelphia, PA.

Retire to FRC Philadelphia when supply is complete. Destroy 15 years after transfer to FRC.

4. FMS IMPLEMENTATION RECORDS. Documents such as case directives, production or repair schedules, international logistics supply delivery plans, requisitions, shipping documents, bills of lading, work orders, contract documents, billing and accounting documents, worksheets, and related feeder information.

a. Procurement Action Documents.

Apply appropriate Section of SSIC 4200 series.

b. All Other Documents.

Destroy 1 year after completion of required action.

5. BUDGET MATTERS. Documents which establish budgetary principles, policies systems, and procedures covering all budget formulation, management, and execution process within the Navy. Economic analysis and studies concerning the budget impact and documents which are used to prepare fiscal reports, financial statements, charts, and graphs to support budget presentation, studies, and economic analysis.

Permanent. Retire to WNRC when 5 years old.
Transfer to NARA when 20 years old.

6. AGREEMENT FILES.

a. Documents Relating to Agreements with Foreign Governments or International Organizations. Documents concerning the operations or support of overseas forces or equipment. Comments on agreements between nations negotiated by the State Department which may have an impact on national defense.

Permanent. Retire to WNRC after 5 years.
Transfer to NARA when 20 years old.

b. Documents Relating to Agreements Between Navy and Other Components Within the DOD for the Exchange of Administrative Services.

Destroy 2 years after the agreement has been terminated.

7. STAFF VISIT FILES. Documents relating to scheduled or special visits for the purpose of performing staff or technical supervision or for conducting studies. This definition is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visits, recommendations, and other directly related documents.

Destroy 1 year after completion of next comparable visit or on completion of related study.

8. EXPORT CASE FILES. Case and subject files pertaining to Navy's review of the response to export applications submitted to the State and Commerce Departments by U.S. firms/persons for export of defense articles on the U.S. Munitions List and items on the Commodity Control List to foreign firms/governments. Export requests submitted by foreign governments for export of items on the Coordinating Committee on Multilateral Export Control (COCOM) Lists to the Peoples Republic of China (PRC) and the Union of Soviet Socialist Republics (USSR) and other Warsaw Pact

countries. File contents are applications, internal Navy coordination actions, Navy recommendations and related subject information.

Retire to the WNRC after completion of recommendation to State Department. Destroy when 7 years old.

SSIC 4940

PACKING, HANDLING, TRANSPORTATION, AND STORAGE RECORDS

1. ADMINISTRATIVE FILES. Records consisting of decisions, guidelines, and supporting documentation relating to the execution of FMS and Grant Aid transportation and warehousing policy. Included are FMS matters concerning traffic management, containerization, material handling, international transportation, postal transportation, single manager supervision, vehicles, storage, and warehousing preservation and packaging. Correspondence, memorandums, and other communications are filed with applicable policy matters. (Exclude FMS primary program records filed under SSIC 4920, paragraph 1.)

Retire to WNRC 5 years after cancelled or superseded. Destroy when 10 years old.

2. IMPLEMENTING DIRECTIVES AND INSTRUCTIONS RELATING TO FMS AND GRANT AID TRANSPORTATION AND POLICY.

a. Activity or Office Having Cognizance.

Retain original or other record copy until no longer needed for reference. Retire record copy to WNRC 1 year after cancelled or superseded. Destroy when 15 years old.

b. All Other Activities.

Destroy when superseded, cancelled, or purpose is served.

SSIC 4950-4952

TRAINING RECORDS

RELATED RECORDS UNDER SSIC 4951, TRAINING COURSE QUOTAS, AND SSIC 4952 ORDERS TO FOREIGN TRAINEES SHOULD BE RETIRED UNDER SSIC 4950.

SSIC 4950

TRAINING RECORDS

1. TRAINING JACKETS FOR FOREIGN MILITARY TRAINEES (FMTs). DON major claimants involved in foreign training are: Chief of Naval Education and Training (CNET); CINCLANTFLT, CINCPACFLT; Commander, Naval Reserve Force; Commander, Naval Meteorology and Oceanography Command; Chief, Bureau of Medicine and Surgery; Commandant, U.S. Coast Guard; and Commandant of the Marine Corps.

a. If Guidance Directives Issued by DON Claimant.

Destroy when no longer required.

b. If Guidance Directives Not Issued by DON Claimant.

Forward to Naval Education and Training Security Assistance Field Activity (NETSAFA) for determination as to further disposition on a case-by-case basis. NETSAFA will destroy when no longer needed.

2. INVITATIONAL TRAVEL ORDERS (ITOs) FOR FMTs. Forward to NETSAFA. NETSAFA will screen to ensure records are complete for tracking and billing. NETSAFA may then destroy duplicated information.

Destroy when 1 year old.

3. CORRESPONDENCE FILES ON FMTs.

Destroy when 1 year old.

4. MEDICAL RECORDS OF FMTs.

Apply appropriate 6000 series authority. Refer questionable cases to NETSAFA.

5. MESSAGE TRAFFIC/CORRESPONDENCE ON INDIVIDUAL COUNTRY TRAINING PROGRAM. (Exclude training records maintained by MAAGs under SSIC 4900, paragraph 2c.)

Retire to FRC when 1 year old. Destroy when 5 years old.

6. CNO OPERATING PROGRAM CARDS (Worksheet Control Number (WCN) CARD DECKS). Required for purpose of program analysis, response to OSD/Congressional inquiries, FMC case closeouts, and

related objectives. May be converted to microfiche, if desired. These records are retained by NETSAFA.

Destroy when no longer needed.

SSIC 4960

FOREIGN NAVAL EXPANSION PROGRAMS RECORDS

1. SAUDI NAVAL EXPANSION PROGRAM (SNEP). Plans and program data related to U.S. actions to support expansion of the Royal Saudi Naval Forces (RSNF) and the development of an integral and self-contained naval establishment.

a. Policy Files. Record copies of policy documents that are not included in other 4900 series permanent files.

Permanent. Retire to WNRC when no longer current. Transfer to NARA when 20 years old.

b. FMS Case and Implementation Records. Documents applicable to sales cases related to SNEP.

Retire to FRC Philadelphia when supply is complete. Destroy 15 years after transfer to FRC.

2. OTHER FOREIGN NAVAL EXPANSION PROGRAMS. Plans and program data related to U.S. actions to support expansion of other foreign country naval forces and the development of an integral and self-contained naval establishment.

a. Policy Files. Record copies of policy documents that are not included in other 4900 series permanent files.

Permanent. Retire to WNRC when no longer current. Transfer to NARA when 20 years old.

b. FMS Case and Implementation Records. Documents applicable to sales cases related to other Foreign Naval Expansion Programs.

Retire to FRC Philadelphia when supply is complete. Destroy 15 years after transfer to FRC.