

CHAPTER 5

GENERAL ADMINISTRATION AND MANAGEMENT  
RECORDS

SSIC 5000-5999

THE RECORDS DESCRIBED IN THIS CHAPTER PERTAIN TO PERFORMANCE OF OFFICE AND OTHER ADMINISTRATIVE MANAGEMENT FUNCTIONS THROUGHOUT THE NAVY AND MARINE CORPS AND TO TECHNIQUES AND PROGRAMS THAT DEVELOP, CONTROL, AND IMPROVE MANAGEMENT PROCESSES. THESE TECHNIQUES AND PROGRAMS RELATE TO ORGANIZATION AND PLANNING; MANAGEMENT ANALYSIS; ACQUISITION PROGRAM MANAGEMENT; OFFICE METHODS; RECORDS, FORMS, REPORTS, AND PUBLICATIONS MANAGEMENT; MECHANIZED AND DATA PROCESSING SYSTEMS; INDUSTRIAL ENGINEERING AND METHODS; INSPECTIONS; MANAGEMENT SCIENCES; AND OVERALL CIVILIAN AND MILITARY PERSONNEL/MANPOWER PROGRAMS AND EXTERNAL AND INTERNAL RELATIONS. THE RECORDS ALSO PERTAIN TO THE ADMINISTRATION AND PERFORMANCE OF LEGAL, MILITARY JUSTICE, AND LEGISLATIVE FUNCTIONS AND RELATED MATTERS. THESE RECORDS ARE ACCUMULATED BOTH BY ACTIVITIES AND OFFICES CARRYING OUT THE ABOVE FUNCTIONS AND PROGRAMS AS WELL AS BY ACTIVITIES (PRIMARILY AT THE DEPARTMENTAL OR COMMAND LEVEL) DEVELOPING OVERALL PROCEDURES, POLICIES, AND PROGRAMS.

CERTAIN SPECIALIZED RECORDS RELATING TO THE MANAGEMENT OF MILITARY PERSONNEL, CIVILIAN PERSONNEL, LOGISTICS, AND FINANCIAL MATTERS ARE COVERED IN OTHER CHAPTERS OF THIS MANUAL.

SSIC 5000-5199

GENERAL ADMINISTRATION AND MANAGEMENT  
RECORDS

SSIC 5000

GENERAL ADMINISTRATION AND MANAGEMENT

1. PRIMARY PROGRAM RECORDS.

a. Secretary of the Navy's (SECNAV) Correspondence File. Incoming and outgoing correspondence files of the Secretary of Navy and Under Secretary of the Navy filed chronologically by document control number and including enclosures and background material. The records are maintained by the SECNAV Mailroom.

(1) Paper copies.

Permanent. Transfer to Washington National Records Center (WNRC) when 2 years old. WNRC will transfer to NARA when 50 years old.

(2) Silver master microfilm of file created 1972 - 1990.

Permanent. Retire to NHC when 3 years old. NHC transfer to NARA when 50 years old.

(3) Optical Disc File created after 1990.

Retain in SECNAV Mail, Records and Reference Branch, destroy when no longer needed for reference.

b. Assistant Secretaries of the Navy and General Counsel DON.

Retire Primary Program Records under disposition instructions for SSIC governing functional area of responsibility and described elsewhere in this instruction.

2. ACTIVITIES ADMINISTRATIVE OPERATIONS FILES. Correspondence, reports, and other records relating to the internal administrative management and operation of the individual activity or office. Include records covering internal housekeeping operations (such as all office services, personnel utilization, space and maintenance, administrative announcements and administrative reports used for operating purposes). These files relate to temporary needs. Material relating to assigned functional or program responsibilities are covered elsewhere in this manual.

Destroy when 2 years old.

3. ROUTINE CORRESPONDENCE. Request for information (routine information requiring no special research or compilations), publications, or supplies with the reply correspondence forwarding forms or correcting reports.

Destroy when 3 months old.

**4. ACKNOWLEDGEMENTS AND TRANSMITTALS OF INQUIRIES OR REQUESTS THAT HAVE BEEN REFERRED ELSEWHERE FOR REPLY.**

Destroy when 3 months old.

**5. CHRONOLOGICAL (DAY) OR READING FILES.** Extra copies of correspondence and other papers accumulated for convenience or routine administrative reasons, such as signature or action control or temporary informational purposes.

Destroy when 3 months old.

**6. LOCAL ROUTINE CONTROL RECORDS NOT SPECIFICALLY AUTHORIZED FOR OTHER DISPOSAL.** Punched, index, or other card records; internal route slips; work sheets; rough drafts; control sheets; and other similar records used only to control or facilitate local action or work in progress.

Destroy when work is completed or when no longer needed for operating purposes.

**7. MATERIAL OF A GENERAL INFORMATIONAL NATURE NOT REQUIRING ACTION BY THE RECEIVING ACTIVITY OR OFFICE AND NOT AFFECTING THE PROCEDURES OR POLICIES OF THE RECEIVING ACTIVITY OR OFFICE.**

Destroy upon completion of routing.

**8. POLICY, PROCEDURES, AND PRECEDENT REFERENCE FILES.** Extra copies of documents or operating procedures establishing policies or precedents for continuing or future action. Normally retained at the operating level, these consist of copies of operating procedures, statements of policies or procedures, examples of precedent-setting or of typical cases, and other similar DOD, Navy, or Marine Corps documents that are duplicated in subject (functional) file.

Destroy when organizational unit is disestablished or documents become obsolete or are no longer needed for operation or reference.

**9. UNIDENTIFIED RECORDS.** Records relating to Navy and Marine Corps general administration and management operations not described in this chapter.

Disposition not authorized. Submit SF-115 in accordance with Part II, para. 4.

SSIC 5030

NAMES AND SYMBOLS RECORDS

**1. RECORDS OF THE DIRECTOR OF NAVAL HISTORY.** Records documenting the assignment of names and symbols.

Permanent. Cut off when no longer needed for reference or information in connection with the NIIC mission. Retire to WNRC 2 years after cut off. Transfer to NARA 20 years after retirement to WNRC.

SSIC 5031

SHIP NAMES RECORDS

**1. RECORDS OF THE DIRECTOR OF NAVAL HISTORY.** Records documenting the policy and procedures governing names, sources, and the assignment of names to ships.

Apply SSIC 5030, para. 1.

SSIC 5032

STREET, FACILITY, AND AREA NAMES RECORDS

**1. RECORDS OF THE DIRECTOR OF NAVAL HISTORY.** Records documenting the policy and procedures governing street, facility, and area name sources and the assignment of names to streets, facilities and areas.

Apply SSIC 5030, para. 1.

SSIC 5040

NAVAL COMMAND INSPECTION PROGRAM RECORDS

**1. PRIMARY PROGRAM RECORDS**

a. Inspector General of the Navy. Files documenting primary program responsibilities relating to survey plans, inspections, policies, programs, procedures, and accomplishments. (See SSIC 5040, para. 3 for report files.)

Permanent. Transfer to WNRC when 6 years old. Offer to NARA when 20 years old.

b. SECNAV, OPNAV, and Headquarters, Marine Corps (HQMC). Files that reflect survey and inspection

policies, programs, and general procedures (exclude routine survey recommendations and accomplishments).

Permanent. Transfer to WNRC when 6 years old.  
Offer to NARA when 20 years old.

c. CNO Area Coordinators, COMNAVBASES, and Other Activities and Offices. Files that reflect overall survey and inspection procedures and programs and significant accomplishments (exclude routine recommendations).

Retire to nearest FRC when 6 years old. Destroy when 10 years old.

2. **ACTIVITIES GENERAL CORRESPONDENCE FILES RELATING TO ADMINISTRATIVE AND MANAGEMENT ON-SITE SURVEYS, AND TO ADMINISTRATIVE, MILITARY, AND OTHER SURVEYS AND INSPECTIONS.** (Exclude primary program records covered in SSIC 5040, para. 1.)

Destroy when 6 years old.

3. **SURVEY AND INSPECTION REPORTS FILES.**

a. Inspector General's Report Files. Inspector General's official (departmental) file of reports of on-site surveys, and inspections including industrial supply, and other surveys made by or under the direction of the Inspector General of Navy. Include master implementation files and other supporting documents.

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

b. Final (Summary) Report Files (Master File Only). Files of departmental offices relating to surveys of major activities that are not duplicated or essentially summarized in records covered in SSIC 5040, para. 3a, together with correspondence and other records implementing essential or important recommendations and results.

Retire to WNRC when 6 years old. Destroy when 20 years old.

c. CNO Area Coordinators, COMNAVBASES and Fleet Command Headquarters Report Files and System Command Headquarters. Copies of final reports of surveys and inspections of major activities performed by the Command Inspector General's Office and supporting documentation of action taken.

Retire to nearest FRC when 4 years old. Destroy

when 10 years old.

d. Military Sealift Command (MSC) Inspection Report Files. Shipboard inspection reports, material inspection reports, and reports of area command survey teams.

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

e. Other Activities' Report Files. Individual activities' files of copies of reports, surveys, and inspections, together with reports of action taken, comments and recommendations, other supporting documentation and related correspondence. Include industrial survey reports, evaluation reports, reports of investigations, check lists, charts and other similar or related papers.

Destroy when superseded.

(1) Informational material, check lists, and working papers summarized in final reports.

Destroy when purpose is served.

(2) All other activities report files.

Destroy when superseded.

f. Other Report Files. (Supporting documentation will be disposed of with the records they support.)

Destroy when superseded, action is completed, or purpose is served.

4. **SURVEY CONTROL RECORDS.** Cards or other records maintained as control, suspense, or status records of administrative, management, or other surveys or inspections.

Destroy when 3 months old, action is completed, or purpose is served, whichever is later.

5. **SPECIAL FINANCIAL SURVEY, INVESTIGATION, AND INQUIRY RECORDS.** Special investigation reports, correspondence, and other documents relating to possible violations or irregularities.

Retire to WNRC when 6 years old. Destroy when 20 years old.

6. **SECURITY SURVEY AND INVESTIGATION RECORDS.**

SECNAVINST 5212.5D  
22 April 1998

Apply appropriate paragraph from SSIC 3850 or 5580.

**7. INTERNAL AND CONTRACT AUDIT SURVEY REPORTS.**

Apply appropriate paragraph from SSICs 7510 and 7560.

**8. RECORDS OF NAVY BOARDS, SUBBOARDS, AND DISTRICT SUBBOARDS OF INSPECTION AND SURVEY.**

Apply appropriate paragraph from SSIC 4730.

**9. INSPECTION REPORTS OF MARINE CORPS ACTIVITIES CONDUCTED BY THE INSPECTOR GENERAL OF THE MARINE CORPS.** Included with each report are comments from interested HQMC staff agencies and replies from unit commanders of corrective action taken. These records are maintained by the Inspector General of the Marine Corps, unit commanders, and interested HQMC staff agencies.

**a. Marine Corps Staff Agencies.**

Destroy when 6 years old.

**b. Biennial Reports.**

Destroy when 6 years old.

**c. Annual Reports.**

Destroy when 6 years old.

**SSIC 5041**

**INSPECTOR GENERAL INVESTIGATIONS/INSPECTIONS**

**1. INSPECTOR GENERAL SPECIAL INQUIRIES AND INVESTIGATIONS.**

**a. Special Inquiries: Inspector General's official (departmental) file of records and reports of special inquiries conducted at the request of the Secretary of the Navy, Under Secretary of the Navy, Chief of Naval Operations, Vice Chief of Naval Operations, Commandant of the Marine Corps and/or Naval Inspector General.**

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

**b. Investigation: Inspector General's official (departmental) reports of investigations.**

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

**SSIC 5050**

**MEETINGS, CONFERENCES, CONVENTIONS, AND VISITS RECORDS**

**1. MINUTES AND REPORTS OF MEETINGS, CONFERENCES, CONVENTIONS, AND VISITS. (NC1-NU-81-1).**

**a. Official Record Copies.**

Destroy with related functional subject matter files.

**b. Official Record Copies of Proceedings of a Routine Nature.**

Destroy when 6 months old.

**c. All Other Copies.**

Destroy when purpose is served.

**2. SECURITY PROVIDED FOR MEETINGS. INCLUDE SECURITY PLAN, PERSONNEL ASSIGNMENTS, EVACUATION PLANS AND SIMILAR RECORDS.**

Destroy when 3 months old.

**SSIC 5060**

**HONORS AND CEREMONIES RECORDS**

**1. GENERAL CORRESPONDENCE CONCERNING HONORS AND CEREMONIES.**

Destroy when 2 years old.

**SSIC 5061**

**PUBLIC SERVICE AWARDS RECORDS**

**1. GENERAL AWARDS RECORDS.**

**a. Case Files.** Files including recommendations, approved nominations, memoranda, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and

outstanding performance.

Destroy 2 years after approval or disapproval.

b. Correspondence or Memoranda. Records pertaining to awards from other government agencies or private organizations.

Destroy when 2 years old.

2. **LENGTH OF SERVICE AND SICK LEAVE AWARDS FILE**. Records including correspondence, memoranda, reports, computations of service and sick leave, and list of awardees.

Destroy when 1 year old.

3. **LETTERS OF COMMENDATION AND APPRECIATION**. Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance. (Exclude copies filed in the Official Personnel Folder (OPF).)

Destroy when 2 years old.

4. **LIST OR INDEXES TO AGENCY AWARD NOMINATIONS**. List of nominees and winners and indexes of nominations.

Destroy when superseded or obsolete.

5. **DEPARTMENTAL LEVEL AWARDS FILES**. Records relating to awards made at the departmental level or higher (Presidential, Secretarial, etc.).

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

#### SSIC 5062

#### CHRISTENING CEREMONIES AND PROCEDURES RECORDS

**NAME AND SPONSOR FILES. GENERAL CORRESPONDENCE PERTAINING TO CHRISTENING CEREMONIES.**

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

#### SSIC 5070

#### LIBRARIES AND LIBRARY SERVICES RECORDS

THESE RECORDS ARE ACCUMULATED BY

#### LIBRARIANS OR OTHERS RESPONSIBLE FOR MAINTAINING LIBRARY COLLECTIONS.

1. **LIBRARY CATALOG AND SOURCE CARDS, LIST BOOKS, MAGAZINES, REPORTS, AND OTHER LIBRARY MATERIALS.**

Destroy immediately after all copies of publications are withdrawn from the library collection. Transfer catalog cards for any material transferred to NARA with records.

2. **SHELF LISTS**. Records of all documents making up library collections.

Destroy when library is disestablished.

3. **CHARGEOUT RECORDS**. Chargeout cards or other records of material on loan, waiting lists, overdue notices, and other similar control records.

Destroy when document is returned or inventoried, after chargeout card is filled, or after appropriate action has been taken.

4. **INTER-LIBRARY LOAN LOGS OR OTHER SIMILAR RECORDS.**

Destroy when 4 years old.

5. **TECHNICAL PUBLICATIONS LIBRARY (TPL) RECORDS**. Files consist of publications designated as Code 4 publications in the Navy (forms and publications supply system and other similar non-Communications Material System (CMS)-distributed publications and accumulated by commands and by other naval activities and offices.

a. Transaction Files. Copies of all correspondence pertaining to the handling of the TPL publications, including local memoranda, allowance lists, and change entry certification forms.

Destroy when 2 years old.

b. Custody Record Files. Files of TPL catalog cards for each basic publication under control in the TPL.

Destroy 2 years after publication is transferred, lost or destroyed.

c. Change Entry Certification Forms. Upper portion of form used as receipt for change. (See also SSIC 5070, para. 5a.)

Destroy when date of change entry is made on TPL catalog card.

d. Inventory Reports of TPL Material on board.

Destroy when 2 years old.

SSIC 5080

CIVIL AFFAIRS, MILITARY GOVERNMENT, RECORDS

1. THE U.S. ARMY HAS LEAD RESPONSIBILITY FOR THE DOD CIVIL AFFAIRS AND MILITARY GOVERNMENT PROGRAM.

Apply Army Regulation (AR) 25-400-2 for descriptions of records and disposal authorities.

SSIC 5090

GENERAL ENVIRONMENTAL PROTECTION RECORDS

1. DRINKING WATER RECORDS. Forms and correspondence documenting results of tests, analyses, and measurements.

a. Bacteriological Results.

Destroy when 5 years old.

b. Chemical/Physical Results.

Destroy when 10 years old.

2. HAZARDOUS WASTE RECORDS.

a. Manifests and Copies of Reports Submitted to Environmental Protection Agency (EPA).

Destroy when 3 years old.

b. Test Results or Waste Analyses.

Destroy 3 years after waste is sent to a Treatment Storage Disposal (TSD) facility.

c. Transporter Records. Copies of manifests signed by the generator, transporter and TSD facility owner/operator.

Destroy 3 years from date of acceptance by original transporter.

d. Inspection and Maintenance Records of PCB Transformers or Electromagnets.

Destroy 3 years after disposal of transformer/electromagnet.

e. PCB Inventory, Validation and Accountability Records.

Destroy when 3 years old.

3. HAZARDOUS SUBSTANCE RECORDS. Includes reports and other records required by the Comprehensive Environmental Response Compensation Liability Act.

Retire to nearest FRC 3 years after completion of response action. Destroy when 50 years old.

a. Management Plans and support documentation.

Destroy when superseded or obsolete whichever is later.

4. GENERAL ENVIRONMENTAL REPORTS AND DOCUMENTATION NOT COVERED ELSEWHERE IN THIS INSTRUCTION. Includes environmental assessments; environmental impact statements; life-cycle analyses; documentation of compliance/noncompliance; documentation required by the Army Corps of Engineers; site inspections; communications with non-DOD Federal, State, Local and Foreign environmental authorities; and all other documentation required by law, regulation, and executive order, including reports to the EPA. Records include the affect of activities on air quality; tideland and fresh water wetland resources; wildlife; protected threatened, and endangered species; woodland resources; coastal and contiguous zone waters; noise levels; farm land; private property; land/property of historical/archeological value; and toxic waste sites. Note: current edition of OPNAV INSTRUCTION 5090.1 contains up-to-date lists of current laws, executive orders, regulations, and directives.

Retire to nearest FRC when 5 years old. Destroy when 30 years old.

SSIC 5100

SAFETY AND OCCUPATIONAL HEALTH RECORDS

THE RECORDS DESCRIBED IN THIS PARAGRAPH ARE ACCUMULATED THROUGHOUT THE DON BY ACTIVITIES AND OFFICES CONCERNED WITH SAFETY MATTERS FOR MILITARY AND CIVILIAN PERSONNEL. (See SSIC 6200, para. 2.)

**1. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES AND OTHER ORGANIZATIONAL UNITS CONCERNED WITH SAFETY MATTERS RELATING TO CIVILIAN AND MILITARY PERSONNEL.**

Destroy when 2 years old.

**2. SAFETY ENGINEERS REPORTS OF INSPECTION AND RELATED CORRESPONDENCE AND PAPERS REFLECTING RECOMMENDATIONS AND RESULTS.**

**a. Naval Activities.**

Destroy when 3 years old or upon discontinuance of facility, whichever is earlier.

**b. Privately Owned Facilities Assigned Security Cognizance by DON.**

Destroy when 4 years old or security cognizance is terminated, whichever is earlier.

**3. REPORTS OF INJURIES. (Exclude copies filed in the OPF and copies submitted to the Department of Labor.)**

**a. Reports of Injury or Occupational Disease. Files contain detailed information relating to each injury or occupational disease case resulting in loss of time.**

Destroy when 5 years old.

**b. Supervisor Reports of Injuries Submitted to the Local Safety Office.**

(1) When no compensation claim is involved.

Destroy when 5 years old.

(2) When compensation claim is involved.

Cut off and transfer to WNRC upon settlement of claim. Destroy 75 years after transfer.

**4. ACCIDENT DATA AND ANALYSIS REPORTS.**

**a. Monthly Injury Data Reports. Files showing monthly accident statistics, classified by types of injuries and classes of employees involved.**

Destroy when 5 years old.

**b. Statistical Analyses and Summaries of Accidents. Files include analyses of causes classified by nature of**

**accident (such as Accident Cause Analysis Report and Motor Vehicle Accident Summary).**

Destroy 6 years after case is closed.

**c. Annual Accident Compilations. Summaries of statistical data relating to accident experience accumulated by CNO (N09F).**

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

**5. INJURY COMPENSATION FORMS AND CORRESPONDENCE.**

Destroy when 2 years old.

**6. DISPENSARY PERMITS PREPARED BY SUPERVISORS FOR EACH ACCIDENT AND USED AS OFFICIAL NOTIFICATION TO DISPENSARIES TO GIVE TREATMENT.**

Destroy when 1 year old.

**7. VEHICLE OPERATOR'S EXAMINATION OF TEST RECORDS. Examination or test forms for drivers operating naval vehicles. (Exclude the copy of the Operator's Qualifications and Record of Examination filed on the temporary side of the OPF.)**

Destroy when 3 months old.

**8. STATISTICAL REPORTS RELATING TO NAVAL MOTOR VEHICLE ACCIDENTS, INCLUDING MOTOR VEHICLE SUMMARIES.**

Destroy when 3 years old.

**9. SAFETY AWARD RECORDS.**

Retain records under SSIC 12450.

**10. FIRE PROTECTION AND FIRE FIGHTING RECORDS.**

Retire records under appropriate subsection of SSIC 11320.

**11. SAFETY INSTRUCTIONS AND REGULATIONS.**

Destroy when cancelled or superseded.

**12. LOCAL RECORDS OF SAFETY EQUIPMENT ISSUED (SUCH AS PROTECTIVE SHOES, RESPIRATORS, GOGGLES, ETC.).**

Destroy when equipment is returned or inventoried.

**SSIC 5102**

**ACCIDENT INVESTIGATION AND REPORTING RECORDS**

1. **REPORTS AND FORMS.** Files which deal with various aspects of personal injury, death, and property damage. These reports and forms are developed through investigative findings into such occurrences and are provided to NAVSAFCEN, as required, where the information is stored on a computer tape for long-term retention, or until no longer needed for research.

Forward to NAVSAFCEN, as required, where the information is stored on computer tape and retained until no longer needed for research, then destroy. Submit SF 115 to NARA for authorization to destroy.

a. **Personal Injury Files.**

- (1) Activity files.

Destroy when 5 years old.

- (2) NAVSAFCEN files.

Destroy when no longer needed for research.

b. **Motor Vehicle Accidents.**

- (1) Activity files.

Destroy when 2 years old.

- (2) NAVSAFCEN files.

Destroy when no longer needed for research.

**SSIC 5104**

**INDUSTRIAL RADIOLOGICAL SAFETY AND CONTROLS RECORDS**

1. **RECORDS CONCERNING ALL IONIZING RADIATION SOURCES USED BY NAVY AND MARINE CORPS EXCEPT THE SOURCES ASSOCIATED WITH NAVAL NUCLEAR PROPULSION, MEDICAL AND DENTAL, NUCLEAR WEAPONS AND NAVAL RESEARCH LABORATORY.** Items covered include radioisotope and x-ray radiography sources; electro microscopes; calibration and check sources; supply items; analytical x-ray equipment; depleted uranium; and radioluminescent material.

a. **Records Documenting the Establishment, Development, Significant Transactions and Accomplishments of the Industrial Radiological Safety and Controls Program at Naval Sea Systems Command Headquarters.**

Permanent. Retire to WNRC when no longer required for program management. Transfer to NARA when 30 years old.

b. **Records Documenting the Establishment, Management, and Maintenance of Industrial Radiological Safety and Controls Program at Field Activities.**

Retire to nearest FRC when no longer required for program management. Destroy when 30 years old.

**SSIC 5110-5119**

THE RECORDS IN THIS (5110-5119) SERIES ARE RELATED TO MAIL AND POSTAL AFFAIRS AND INCLUDE POLICIES, REGULATIONS, LIAISON, TRANSPORTATION, LOSSES AND CLAIMS, COMPLAINTS, EQUIPMENT, CUSTOMS AND CONTRABAND, AND POSTAL OPERATIONS RECORDS.

**SSIC 5110**

**MAIL AND POSTAL AFFAIRS RECORDS**

1. **GENERAL CORRESPONDENCE FILES, REPORTS, AND OTHER RELATED DOCUMENTS PERTAINING TO THE OPERATION AND ADMINISTRATION OF MAIL AND POSTAL AFFAIRS.** Include records of all naval offices or units responsible for mail and postal services.

a. **Headquarters Mail Management/Postal Affairs Program Managers.**

Destroy when 10 years old.

b. **Other Mail and Postal Affairs Offices.**

Destroy when 2 years old.

2. **MESSENGER SERVICE RECORDS.** Records relating to internal messenger service, such as daily logs, assignment records, route schedules, delivery receipts, and other similar or related records.

Destroy when 2 months old, superseded, or cancelled, whichever is earlier.

**3. RECEIPTS OR OTHER RECORDS OF MAIL OR PACKAGES SENT THROUGH THE OFFICIAL MAIL AND MESSENGER SERVICE OR BY GUARD MAIL. (Exclude classified mail delivery records covered by SSIC 5110, para. 5)**

Destroy when 6 months old.

**4. MAIL AND CORRESPONDENCE (INCLUDING MESSAGES) LOGS OR OTHER RECORDS OF INCOMING AND OUTGOING MAIL (OTHER THAN REGISTERED AND CLASSIFIED MAIL). Records used to facilitate the finding of material in correspondence files.**

Destroy when 1 year old.

**5. CLASSIFIED AND REGISTERED MAIL LOGS, INDEXES AND OTHER RECORDS OF INCOMING AND OUTGOING REGISTERED AND CLASSIFIED MAIL (CORRESPONDENCE, MESSAGES, PACKAGES, ETC.), INCLUDING MICROFILM, PHOTOSTATS, OR EXTRA COPIES OF CORRESPONDENCE. Records used to facilitate the findings of material in correspondence files should be handled in the same manner as the correspondence files.**

Destroy when 1 year old.

**6. RECEIPTS FOR CLASSIFIED MAIL. Files include messages, etc., (other than receipts for outstanding material where reports of destruction or other accounting are required and other than receipts for registered publications).**

Destroy when 2 years old.

**7. CERTIFICATES OR LETTER REPORTS OF DESTRUCTION OF NONREGISTERED CLASSIFIED MATERIAL.**

Destroy when 2 years old.

**8. RECORDS OF REMITTANCES (CHECKS, CASH, AND MONEY ORDERS) AND OTHER ENCLOSURES RECEIVED THROUGH THE MAIL ROOM IN INCOMING MAIL.**

Destroy when 2 years old.

**9. PRODUCTION REPORTS OF MAIL HANDLED AND WORK PERFORMED WITH COMPILATIONS. Include statistical reports of outgoing mail (priority mail, registered, etc.).**

Destroy when 2 years old.

**10. POSTAL RECORDS. Files consisting of U.S. Postal Service forms and supporting or similar records (see SSIC 5119 for copies held by Navy post offices); records of received or dispatched registered mail pouches, applications for postal registrations and certificates of declared value of matter subject to postal surcharges; receipts and other records of incoming and outgoing registered, insured and special delivery mail; reports of the loss, rifling, delay, wrong delivery, or other improper treatment of mail matters; and statements of readings of metered registers.**

Destroy when 2 years old.

**11. REQUISITIONS FOR STAMPS. (Exclude copies used as supporting documents to payment vouchers.)**

Destroy when 6 months old.

**12. NOTICES TO RECEIVE MAIL AND RELATED CARDS OR OTHER CONTROL RECORDS**

Destroy 5 months after individual is transferred or separated or when notice becomes obsolete, whichever is earlier.

**13. APPOINTMENT RECORDS FOR UNIT MAIL CLERKS OR MAIL ORDERLIES.**

a. Logs or Other Local Records of Appointments Issued.

Destroy when 2 years old.

b. Appointment Forms.

Destroy when appointment is withdrawn.

#### SSIC 5119

#### POSTAL OPERATIONS RECORDS

**1. MONEY ORDER RECORDS. Daily military post office reports of money order business.**

Destroy when 2 years old.

**2. U.S. POSTAL SERVICE RECORDS ACCUMULATED BY NAVY POST OFFICES.**

Apply current edition of OPNAVINST 5112.6 (Department of the Navy Postal Instructions).

SSIC 5120

UNITED STATES SAVINGS BONDS RECORDS

**1. PAYROLL SAVINGS AUTHORIZATIONS AND RECORDS OF PAYROLL SAVINGS.**

Destroy 3 years after superseded by new card or separation or transfer of employee.

**2. REGISTRATION STUBS OR MICROFILM COPIES OF SAVINGS BONDS.**

Destroy when 2 years old.

**3. BOND STATUS OR ISSUE LISTING.**

Destroy when 2 years old.

**4. SAVINGS BOND OPERATIONS SUMMARIES AND OTHER REPORTS OF BOND ISSUING OPERATIONS MADE TO THE ASSTSECNAV (FM&C).**

Destroy when 3 years old.

**5. RECORDS RELATING TO RECEIPT FOR AND TRANSMITTAL OF BONDS AND CONTROL RECORDS FOR BONDS PLACED IN AND RELEASED FROM SAFEKEEPING.**

Destroy when 3 months old.

**6. OTHER RECORDS.** Files prepared for local controls or administrative purposes, including punched cards, microfilm, or type records used to accumulate local savings bond operations data.

Destroy when purpose is served.

**7. ACCOUNTABILITY (DISBURSING) RECORDS OF SAVINGS BONDS ISSUED AND ISSUING AGENTS, INCLUDING REPORTS OF DEPOSITS AND PURCHASES OF BONDS.**

Destroy when 3 years old.

**8. MARINE CORPS' RECORDS AND CORRESPONDENCE FROM INDIVIDUAL MARINES RELATING TO RECEIPT FOR AND TRANSMITTAL OF BONDS PLACED IN OR RELEASED FROM SAFEKEEPING.**

Destroy when 3 months old.

SSIC 5130

NAVY COMPONENT OF THE DEFENSE COURIER SERVICE RECORDS

**1. GENERAL RECORDS OF THE NAVY COMPONENTS OF THE DEFENSE COURIER SERVICE.** Records consist of correspondence, messages, reports, and publications in subject and serial files that record or reflect the mission, functions, plans policies, doctrines, billets, personnel management, and administration of the operations of the unit.

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

**2. COURIER SERVICE OPERATIONS RECORDS.** Records consist of sender receipts, pouch listings, courier designations, delivery receipts, receipts for controlled equipment, allowance lists, shipment lists, Courier Station inventories, identification cards, channel and cost reports, and similar records used in day to day operations.

Destroy records as directed in approved schedules contained in Director Defense Courier Service Directives.

SSIC 5140

BAND RECORDS

**1. BAND PRIMARY PROGRAM RECORDS.** Primary program records and general correspondence files that reflect the establishment of policies, plans, procedures, and significant accomplishments of Navy and Marine Corps Bands. Records consist of correspondence, administrative histories, reports, commendations received for special concerts and events, press clippings, printed programs, photographs, promotional materials, and records relating to conducting conferences and clinics.

Destroy when no longer required for reference and at least 5 years old.

**2. OPERATIONS AND ADMINISTRATION FILES.** Records relating to routine administration and daily activities. Includes administrative support for program activities. Exclude Primary Program Records filed under SSIC 5140.1

a. Records maintained by the United States Navy Band, Washington, DC and the United States Marine Band.

Retire to WNRC when 2 years old. Destroy when 5 years old.

**b. Records maintained by other Navy and Marine Corps Bands.**

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

**3. TECHNICAL PROFICIENCY REPORTS of bands and musicians.**

Destroy 1 year after next inspection.

**SSIC 5141**

**MILITARY MUSIC**

**1. ORIGINAL COMPOSITIONS.** Library copies of music written by band personnel for use in official performances. Exclude copyright material.

Maintain in band library. Destroy when no longer required.

**2. OFFICIAL MUSIC RECORDS.** Documents relating to the arrangement of music for official use. Included are scores, licensing agreements, correspondence, and related documents.

Destroy when no longer required for band's mission.

**3. MUSIC REVIEW RECORDS.** Documents relating to the review of musical compositions submitted from other sources to band activities. Included are scores, approvals, disapprovals, and related documents.

Destroy when 2 years old.

**4. BROADCAST QUALITY AUDIO AND VIDEO PRODUCTS.** Records consist of master recording or duplicate master, one reference copy, and appropriate licensing agreements.

Permanent. Transfer to NARA when 20 years old.

**5. AUDIO AND VISUAL RECORDING OF SPECIAL EVENTS AND CONCERTS.**

**a. Records maintained by Navy Bands.**

Retire to nearest FRC when 5 years old. Destroy when 30 years old.

**b. Records maintained by Marine Corps Bands.**

Destroy when no longer required for band's mission, and upon specific approval of band director.

**SSIC 5142**

**MUSICAL INSTRUMENTS, EQUIPMENT AND SUPPLIES**

**1. EQUIPMENT AND SUPPLY.** Documents relating to band instruments, hardware and supplies, instrument repair and supplies, budget and fiscal plans and requirements, inventory, and supplies. Includes purchase of non-expendables (library sheet music, publications) and expendables (reeds, repair supplies, manuscript paper). Also includes documents relating to inspections conducted to determine serviceability of equipment.

Destroy when 7 years old, or, in the case of instruments, 2 years after disposal of instrument.

**SSIC 5200-5299**

**MANAGEMENT PROGRAMS AND TECHNIQUES RECORDS**

**SSIC 5200**

**GENERAL MANAGEMENT PROGRAMS AND TECHNIQUES RECORDS**

**1. GENERAL CORRESPONDENCE FILES.** Records concerning management programs and techniques.

Destroy when 2 years old.

**2. WORKING PAPERS.** Files containing project background records such as studies, analyses, notes, drafts, and interim reports.

**a. Final Action on Report Completed.**

Destroy 6 months after final action.

**b. No Action Resulted on Report.**

Destroy 3 years after completion of the report.

**SSIC 5210**

**RECORDS MANAGEMENT PROGRAM RECORDS**

**1. FILES PERTAINING TO PROGRAMS, PLANS, POLICIES, AND PROCEDURES FOR MANAGING AND IMPROVING RECORDS MANAGEMENT.**

a. SECNAV, CNO and CMC Files.

Destroy 10 years after program is cancelled, superseded, or no longer needed for reference.

b. All Other Commands/Activities Files.

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

SSIC 5211

FILINGS, MAINTENANCE, RETRIEVAL, AND PRIVACY ACT SYSTEMS RECORDS

1. FILING, MAINTENANCE AND RETRIEVAL SYSTEMS. Files consisting of policies and procedures pertaining to file maintenance and retrieval systems.

a. SECNAV, CNO and CMC Files.

Apply SSIC 5210.

b. All Other Commands/Activities Files.

Apply SSIC 5210.

2. PRIVACY ACT RECORDS.

a. Privacy Act Request Files. Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of the reply, and all related supporting documents, which may include the official copy of records requested.

(1) Correspondence and supporting documents. (Exclude the official file copy of the records requested.)

(a) Granting access to all the request records.

Destroy 2 years after date of reply.

(b) Responding to requests for nonexistent records, to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

1. Requests not appealed.

Destroy 2 years after date of reply.

2. Requests appealed.

Apply appropriate subitem from SSIC 5211, para. 2b.

(c) Denying access to all or part of the records requested.

1. Requests not appealed.

Destroy 5 years after date of reply.

2. Requests appealed.

Apply appropriate subitem from para. 5211, para. 2b.

(2) Official file copy of requested records.

Dispose of in accordance with approved agency disposition instructions for the related records or with the related Privacy Act request, whichever is later.

b. Privacy Act Amendment Case Files. Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3), and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

(1) Requests to amend agreed to by DON. Files include individual's request to amend and/or to review refusal to amend, copies of agency's replies, and related materials.

Dispose of in accordance with the approved disposition instructions for related record or 4 years after DON's agreement to amend, whichever is later.

(2) Requests to amend refused by DON. Files include individual's request to amend and to review refusal to amend, copies of agency's replies, statement of disagreement, agency justification for refusal to amend a record, and related materials.

Dispose of in accordance with the approved disposition instructions for related record or 3 years after final adjudication by courts, whichever is later.

(3) Appealed requests to amend. Files created in response to appeals under the Privacy Act for refusal by DON to amend a record.

Dispose of in accordance with the approved

disposition instructions for related record or 3 years after final adjudication by courts, whichever is later.

**c. Privacy Action Accounting of Disclosed Files.**

Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

Dispose of in accordance with approved disposition for related record or 5 years after the disclosure for which the accountability was made, whichever is later.

**d. Privacy Act Control Files.** Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.

**(1) Registers or listings.**

Destroy 5 years after date of last entry.

**(2) Other files.**

Destroy 5 years after final action by the Navy or final adjudication by courts, whichever is later.

**e. Privacy Act Report Files.** Recurring reports on one-time information requirement relating to agency implementation, excluding annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems.

**(1) Annual reports at department or agency level.**

Permanent. Offer to NARA with related Navy records approved for permanent retention or when 15 years old, whichever is earlier.

**(2) Other reports.**

Destroy when 2 years old.

**f. Privacy Act General Administration Files.**

Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.

Destroy when 2 years old or sooner if no longer needed for administrative use, whichever is earlier.

**SSIC 5212**

**RECORDS DISPOSITION PROGRAM (INCLUDES TRANSFER, RETIREMENT, STORAGE AND DESTRUCTION) RECORDS**

**1. OFFICE OF THE SECNAV FILES.** One copy of each DON instruction or other documents which issue DON policy and procedures for disposition of records with DON, together with supporting documentation.

Permanent. Transfer to NARA when 20 years old.

**2. ALL DON COMMANDS/ACTIVITIES/OFFICES FILES.** Copies of records disposition-related forms such as Standard Form (SF) 135s and other documentation sufficient to identify the disposition/location/status of the command's records until their final disposition has been accomplished.

Destroy upon final disposition of the records referred to in the forms/documentation.

**SSIC 5213**

**FORMS MANAGEMENT (INCLUDE FORMATS) RECORDS (EXCEPT MARINE CORPS)**

**1. FORMS MANAGEMENT CASE FILES.** Activity case files of forms it requires, including copy of form, requiring directives, background material, justifications, usage data, and other supporting papers.

Place in inactive file when form is cancelled. Destroy inactive file when 5 years old.

**2. COMMANDANT OF THE MARINE CORPS.**

**a. NAVMC, NAVMC HQ, AND DD (MC) blank forms.**

Transfer annually to the WNRC. Records will be recalled from the WNRC and folders will be destroyed 10 years after form(s) become obsolete or use discontinued by the Marine Corps.

**3. NON-MARINE CORPS FORMS.**

Destroy 10 years after the form is superseded, cancelled or use discontinued.

**SSIC 5214**

**REPORTS MANAGEMENT RECORDS**

1. REPORTS MANAGEMENT CASE FILES.

a. Activity Case Files of Reports It Requires. Files include requiring directives, background material, justifications, usage data, and other supporting papers.

(1) Headquarters level office files.

Place in inactive file when report is discontinued.  
Destroy 2 years after report is superseded, cancelled or discontinued.

(2) All other activity and office files

Place in inactive file when report is discontinued.  
Destroy inactive file when 2 years old.

b. Submitting (Preparing) Activity Files. One copy of each report that an activity or office is required to prepare and submit to other field activities or offices, to departmental bureaus or offices, or to others.

Destroy when 2 years old.

SSIC 5215

ISSUANCE SYSTEMS (INCLUDE DIRECTIVES) RECORDS

1. DIRECTIVES FILES.

a. Official Case Files of the Offices of SECNAV, CNO, CMC, USCINCPAC AND USACOM. Files contain the official green copy (or other designated official copy) of the basic directive (containing clearance initials or names) and the original or copy containing the actual signature or other authentication. The official green copy and/or signature copy (or other designated official copy) of any change, cancellation, cross-reference sheet or revision of the basic directives.

Permanent. Retire to WNRC when cancelled or inactive. Transfer to NARA in 5-year blocks when 20 years old.

b. All Echelon 2 Activities Official Case Files (See Above). Note System Commands retire directives as primary program records under appropriate chapters of this instruction.

Destroy 5 years after directive is cancelled, superseded or no longer needed for reference.

c. All Other Commands/Activities. Official copy of each directive originated by an activity.

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

SSIC 5216

CORRESPONDENCE MANAGEMENT RECORDS

FILES CONSISTING OF POLICIES AND PROCEDURES PERTAINING TO CORRESPONDENCE MANAGEMENT.

Destroy when cancelled or superseded.

SSIC 5217

EFFECTIVE WRITING (INCLUDE DRAFTING AND REVIEW) RECORDS

FILES CONSISTING OF POLICIES AND PROCEDURES PERTAINING TO EFFECTIVE WRITING.

Destroy when cancelled or superseded.

SSIC 5219

PUBLISHING MANAGEMENT RECORDS

PAMPHLETS, REPORTS, LEAFLETS, FILE MANUALS, OR OTHER PUBLISHED OR PROCESSED DOCUMENTS, OR THE LAST MANUSCRIPT REPORT, IF NOT PUBLISHED, RELATING TO MANAGEMENT PROJECTS.

1. FILES WITH THE SUPPORTING PAPERS WHICH DOCUMENT THE INCEPTION, SCOPE, AND PURPOSE OF THE PROJECT.

Retire to FRC upon completion of project. Destroy when 10 years old.

2. WORKING PAPERS AND BACKGROUND MATERIALS.

a. Final Action on Report Completed.

Destroy 6 months after final action.

b. Final Action on Report Not Completed.

Destroy 3 years after completion of report.

3. PUBLICATIONS AND PUBLICATIONS REFERENCE FILES. Publications issued by the Department of Defense (DOD) or naval activity or office,

and publications issued by other government agencies or non-government organizations. They include instructional and informational manuals, catalogs, and other similar published materials.

a. Issuing Office Master Copy. One copy of each publication issued by the originating naval activity.

Permanent. Forward to FRC when superseded or obsolete. Offer to NARA when 20 years old.

b. All Other Copies. Maintained for reference purposes on a need-to-know basis and consisting of publications essential to operations. These are arranged in a manner that will best serve reference requirements, generally by source.

Destroy when no longer required.

(1) Communications Security Material Systems (CMS) Material.

(a) General correspondence files pertaining to registered publications, transactions, administrative procedures defective publications, destruction of publications, clearances, discrepancies in inventories, audits, and related subjects.

Destroy when 2 years old.

(b) Reports relating to registered publications including transfer reports, destruction reports, inventory reports, issuing office's reports, and flyleaf reports.

Destroy when 2 years old.

(c) Logs of transaction numbers.

Destroy when 2 years old.

(d) Copies of messages relating to CMS-distributed publications or CMS policy maintained by CMS offices.

Destroy when 18 months old.

(e) Ledger records for superseded publications.

Destroy when 2 years old.

(f) Local custody receipts for publications transferred or destroyed.

Destroy when 2 years old.

(g) Transfer orders and stock requests and logs or other records of shipment numbers.

Destroy when 1 year old.

(h) Replaced Section V pages of custodian's records or CMS-distributed publications, issuing office's inventories of non-registered publications, and quarterly activity reports.

Destroy when 1 year old.

(i) Receipts for office messenger mail and for courier service mail.

Destroy when 1 year old.

(2) Current and usable publications.

Return to nearest publications supply office for reissue when no longer needed.

SSIC 5220-5229

WORKLOAD/PERFORMANCE MEASUREMENT RECORDS

THE RECORDS IN THIS (5220-5229) SERIES ARE RELATED TO WORKLOAD/PERFORMANCE MEASUREMENT RECORDS AND INCLUDE ADMINISTRATIVE WORKLOAD MANAGEMENT; OFFICE TECHNIQUES, METHODS, AND PROCEDURES; MANAGEMENT STUDIES, ANALYSES, AND REVIEWS; AND MANAGEMENT IMPROVEMENT PROGRAMS, PROCEDURES, AND ACHIEVEMENTS RECORDS.

SSIC 5220

WORKLOAD/PERFORMANCE MEASURE RECORDS

1. WORK MEASUREMENT FILES. Statistical records and analyses used in compiling workload, work measurement, machine utilization, work production, or work performance reports or data; work measurement cards or listings; weekly, monthly, or other periodic workload or production reports used to compile summary reports; copies of statistical work measurement or performance reports that are duplicated in activity or command files; workload data; related papers; administration workload management; office techniques, methods, and procedures; management studies, analysis, and review; and management improvement program

procedures and achievements. (Exclude summary records described in SSIC 5220, para. 2.)

Destroy when 1 year old, or when abstracted, or consolidated, whichever is earlier.

**2. PERFORMANCE AND WORK MEASUREMENT RECAPITULATIONS AND SUMMARY REPORTS, GRAPHS, AND CRITERIA.**

Destroy when 5 years old.

SSIC 5230

AUTOMATIC DATA PROCESSING AND INFORMATION SYSTEMS RECORDS

**1. PRIMARY PROGRAM RECORDS.** Files of the Offices of SECNAV, CNO, CMC, and Naval Information Systems Management Center (NISMC) which document their primary mission responsibilities for the development, establishment, and accomplishment of automatic data processing (ADP) management plans, programs, and procedures.

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

**2. GENERAL CORRESPONDENCE FILES.** Records of activities and offices relating to ADP programs and operations.

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

**3. OFFICIAL RECORD COPIES OF MAGNETIC OR PUNCHED TAPE RECORDS.** Records created/used in the accumulation of operating and reporting data concerning the functions of activities and offices.

Disposition not authorized. Submit SF 115 to NARA.

**4. ADP APPLICATIONS DATA TAPES.** Tapes used to introduce data into or through the system.

**a. Input Tapes.** Include raw data, source document data, and general input data extracted or connected from unit record facilities that have been verified.

Destroy when 6 days old or after 3 generations, whichever is earlier.

**b. Working Tapes.** Tapes that have been verified and used to move data into/through a system from one

step to the next.

Destroy when 3 days old.

**c. Interim Master Transaction Tapes.** Tapes containing detailed/summary transaction data through the latest update/merge process.

Destroy after preparation of a third generation approved and verified tape. (Minimum retention period is 6 days or 3 generations, whichever is earlier.)

**d. Final Master Transaction Tape.** Not used for independent analysis. Tapes containing detailed/summary data or cumulative transactions for a program, account, etc.

Destroy when all reports reflecting data contained on the tape have been produced, verified, and approved. (Minimum retention period is 1 month or 10 generations for dailies, 5 generations for weeklies, and 3 generations for others.)

**e. Printing Tapes.** Include source data print tapes used to produce printed output.

Destroy when printouts are prepared and approved (minimum retention period is 3 days).

SSIC 5231

DATA SYSTEMS DEVELOPMENT RECORDS FOR SYSTEMS SCHEDULED AS TEMPORARY

**1. RECORDS PROVIDING GUIDANCE FOR THE DESIGN AND DEVELOPMENT OF AUTOMATED SYSTEM.**

Destroy when no longer valid or current.

**2. PROCEDURAL DOCUMENTATION FOR ADP SYSTEM REQUIREMENTS.** (Exclude hardware or systems software specifications covered in SSIC 5236.)

Destroy when no longer valid or current.

**3. LIFE CYCLE MANAGEMENT DOCUMENTATION.** Records in support of Automated Information systems projects.

Destroy 2 years after termination of a fielded system or 2 years after termination of a project not fielded.

SSIC 5232

EVALUATIONS AND REVIEW RECORDS

1. OFFICE OR ACTIVITY RECORDS CONCERNING READINESS REVIEWS, PERFORMANCE EVALUATIONS, ETC.

Destroy when no longer valid or current.

SSIC 5233

INSTALLATION MANAGEMENT RECORDS

1. OFFICE OR ACTIVITY DOCUMENTATION STANDARDS, INSTRUCTIONS, AND GUIDELINES.

Transfer to nearest FRC when 2 years old or no longer current, whichever is later. Destroy when 15 years old.

2. ACTIVITY OR OFFICE PROCEDURES AND REPORTS. Files concerning performance monitoring, installation organization, personnel management, and all other aspects of installation management not specifically identified under another SSIC.

Retire to the nearest FRC when 3 years old. Destroy when 5 years old.

SSIC 5234

SOFTWARE STANDARDS RECORDS

1. OFFICE OR ACTIVITY PROCEDURES, REPORTS AND ANY OTHER MATERIALS RELATING TO THE USE OF STANDARD HIGHER LEVEL LANGUAGES.

Destroy when 2 years old or no longer current, whichever is later.

2. OFFICE OR ACTIVITY PROCEDURES, REPORTS AND ANY OTHER MATERIALS RELATING TO THE RELEASE OF SOFTWARE AND SOFTWARE INVENTORIES. (Software acquisition is covered in SSIC 5236 and software sharing in SSIC 5237.)

Destroy when 2 years old or no longer current, whichever is later.

SSIC 5235

DATA ELEMENTS AND CODES RECORDS FOR RECORDS SCHEDULED AS TEMPORARY

1. OFFICE OR ACTIVITY DOCUMENTS AND OTHER RELATED GUIDANCE ON STANDARD DATA ELEMENT, CODE IDENTIFICATION, AND USE.

Destroy when 2 years old or no longer current, whichever is later.

2. DATA ELEMENT DICTIONARY AUTOMATED FILES ON TAPES, DISKS CARDS, OR OTHER ADP MEDIA.

Destroy when 2 years old or no longer current, whichever is later.

SSIC 5236

PROCUREMENT OF ADP RESOURCES RECORDS

1. OFFICES OR ACTIVITY DOCUMENTS AND GUIDELINES. Files concerning requirement specifications, selection, and acquisition criteria for ADP equipment (ADPE), software ADP services, and ADP supplies procured by contract.

Destroy when 2 years old or no longer current, whichever is later.

2. ACTUAL REQUIREMENTS SPECIFICATION, SELECTION CRITERIA DOCUMENTS, AND ACQUISITION DOCUMENTATION FOR ADPE SOFTWARE, ADP SERVICES, AND SUPPLIES PROCURED BY CONTRACT.

Destroy when 3 years old.

SSIC 5237

REUTILIZATION AND SHARING RECORDS

1. ACTIVITY OR OFFICE GUIDELINES. Files concerning ADPE reutilization and sharing and any operating documentation for correspondence related to that subject.

Destroy when no longer valid or current.

SSIC 5238

RESOURCES ACCOUNTING RECORDS

1. ACTIVITY OR OFFICE DOCUMENTS AND GUIDELINES ON PREPARING STATISTICAL AND COST REPORTS CONCERNING ADP.

Destroy when 3 years old.

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**2. STATISTICAL AND COST ANALYSIS REPORTS ON ADP AND ADP BUDGETING AND FINANCIAL MANAGEMENT.**

Destroy when 3 years old.

SSIC 5239

DATA TRANSMISSION AND PROTECTION RECORDS

**1. ALL ACTIVITY OR OFFICE DOCUMENTS, GUIDELINES, REFERENCE MATERIALS, AND ANY OTHER MATERIALS RELATED TO DATA COMMUNICATIONS AND TRANSMISSION.**

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

**2. ALL ACTIVITY OR OFFICE DOCUMENTS, GUIDELINES, REFERENCE MATERIALS, AND ANY OTHER MATERIALS RELATED TO DATA PROTECTION AND SECURITY.**

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

SSIC 5240

INDUSTRIAL METHODS RECORDS

**1. INDUSTRIAL CORRESPONDENCE FILES, INSTRUCTIONS TECHNICAL REPORTS, STATUS, SAVINGS, ECONOMIC REPORTS, AND STUDIES. Also, procedures and guidelines for manufacturing equipment, machinery, etc.**

a. Reports.

Destroy when 5 years old.

b. General Correspondence Files.

Destroy when 5 years old.

c. Instructions and Notices.

Destroy when superseded or cancelled.

SSIC 5250

GENERAL MANAGEMENT SCIENCES RECORDS

**1. GENERAL RECORDS. Reports, studies, tasking orders, and similar records generated by analysis of an**

organization and its management and/or command systems. Reports are usually informal and unpublished. Records may be generated at all activities. Exclude Operations Analysis/Operations Research Records filed under SSIC 5280.

Destroy when 5 years old.

SSIC 5270-5279

GENERAL OFFICE INFORMATION SYSTEMS PROGRAM MANAGEMENT RECORDS

THE RECORDS IN THIS (5270-5279) SERIES ARE RELATED TO GENERAL OFFICE INFORMATION SYSTEMS PROGRAM MANAGEMENT RECORDS AND INCLUDE INFORMATION RESOURCES AND AUTOMATED OFFICE SYSTEMS RECORDS.

SSIC 5270

GENERAL OFFICE INFORMATION SYSTEMS PROGRAM MANAGEMENT RECORDS

RECORDS CONCERNING MANAGEMENT PROGRAMS AND TECHNIQUES.

Destroy when 2 years old.

SSIC 5280

OPERATIONS ANALYSIS/OPERATIONS RESEARCH RECORDS

**1. RECORDS GENERATED AS A RESULT OF ANALYZING THE OPERATIONS OF PLANS, POLICIES, PROCEDURES, TECHNIQUES, SYSTEMS, WEAPONS, EQUIPMENT, OR ORGANIZATIONS. Records consist of formal reports and studies produced by the Center for Naval Analysis (CNA) and Marine Corps Operations Analysis (OA) Activity. Exclude Lessons Learned Publications, Tactical Memos and Notes, Operational Tactical Guides, Revisions to Naval Warfare Publications (NWP's), and other issuances filed under SSIC's 3510-3516.**

PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old. Send second copy to Defense Technical Information Center, 8725 John J. Kingman Road, Ft. Belvoir, VA 22060-6218 immediately after publication.

SSIC 5290-5291

VISUAL INFORMATION (VI) RECORDS

STILL AND MOTION MEDIA ARE AN INTEGRAL PART OF NAVY AND MARINE CORPS OFFICIAL DOCUMENTATION; THEIR PHYSICAL CHARACTER MAKES THEM NO LESS OFFICIAL THAN DOCUMENTATION IN OTHER FORM. THEY, AS OTHER NAVAL RECORDS, ARE EVALUATED AND DISPOSED OF ON THE BASIS OF THEIR CONTENT, PURPOSE, ORIGIN, AND USE, AND IN ACCORDANCE WITH DISPOSAL AUTHORITY PROVIDED IN THIS (5290) SERIES.

SSIC 5290

VI MANAGEMENT, GENERAL AND PRIMARY PROGRAM AND RELATED ADJUNCT RECORDS

1. CNO, CMC, COMMANDER NAVAL MEDIA CENTER AND COMMANDING GENERAL, MARINE CORPS COMBAT DEVELOPMENT COMMAND POLICY, PLANNING AND PROGRAM RECORDS.

Primary program records. Files and records documenting development and execution of imaging (VI) plans, policies, programs, and procedures that implement the Naval Imaging Program. Records documenting the authorization of Navy and Marine Corps Visual Information Activities.

Permanent. Cut off annually. Transfer to WNRC, 4205 Suitland, Rd., Suitland, MD 20409, when 7 years old. Offer to NARA when 25 years old.

2. NAVY AND MARINE CORPS VISUAL INFORMATION ACTIVITY'S GENERAL MANAGEMENT AND OPERATIONS RECORDS. THE ACTIVITIES HAVE A DEPARTMENT OF DEFENSE VISUAL INFORMATION ACTIVITY NUMBER (DVIAN).

a. Records documenting the management and operation of Navy and Marine Corps VI Activities. Order logs or similar management records.

Destroy when 2 years old.

b. Logs of still picture negatives and motion picture film. (Exclude shelf lists, indexes, and other records that can be used as finding aids.)

Destroy when 5 years old.

c. DD 2054/1 Visual Information (VI) Annual Activity Report and DD 2054/2 Audiovisual (AV) annual Production and Library Report.

Destroy when 2 years old.

SSIC 5291

VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS

THESE FILES INCLUDE VI MATERIALS AND THE DOCUMENTS SUPPORTING THEIR CREATION. THE VI MATERIALS CONSIST OF STILL MEDIA; GRAPHIC ARTS; MOTION MEDIA; AND AUDIO; RECORDINGS, AND MATERIALS. THIS SCHEDULE DOES NOT COVER: (1) CARTOGRAPHIC RECORDS, (2) REMOTE SENSING IMAGERY RECORDED ON FILM OR MAGNETIC TAPE, (3) MICROFORM COPIES OF TEXTUAL RECORDS, (4) RESEARCH AND DEVELOPMENT SOURCE DATA, (5) DIGITIZED IMAGERY, OR (6) COMBAT CAMERA OPERATIONS (SEE SSIC 3104).

The schedule is divided into three parts as follows:

1. Paragraph 1 covers the records that may be of continuing general or historical interest to the Navy or Marine Corps.

2. Paragraph 2 specifically covers category 2 and 3 VI (audiovisual) production records of film and video programs that are available for service-wide, DOD-wide, or public use.

3. Paragraph 3 covers the records that have no continuing general or historical interest that may be disposed of by Navy and Marine Corps activities including that of local use only.

1. VI MATERIALS (FILMS, TAPES, DISCS OR GRAPHIC ARTS) RECORDED BY NAVY AND MARINE CORPS ACTIVITIES NOT DUPLICATED ELSEWHERE AND DETERMINED TO HAVE CONTINUING GENERAL OR HISTORICAL INTEREST TO THE NAVY OR MARINE CORPS.

a. Still Media. Black-and-white and color negative photography: the original negative, a captioned print, and, for color negative photography, in addition a duplicate negative if one exists. Black and white and color still video imagery: the original diskette and a captioned print for each image. Black and white and color transparency photography: the original and a duplicate. Slide sets or filmstrips and accompanying audio recordings or scripts: 2 copies.

(1) Created at Navy and Marine Corps activities.

Accompany with caption data sheet. Transfer within 90 days of initial use to: (a) Navy activities - Naval

Media Center, Washington, DC 20374-1681 or (b) Marine Corps activities - Marine Corps Combat Development Command (TE 32TSP), Quantico, VA 22134-5001.

(2) Held by Naval Media Center and the Marine Corps Combat Development Command.

Transfer periodically to the DOD Still Media Records Center, Washington, DC.

(3) Held by the DOD Still Media Records Center.

Permanent. Transfer to NARA when 10 years old or earlier if no longer needed for current operations along with related shelf lists and other indexes (including video disks and other automated finding aids).

b. Graphic Arts. Posters distributed Navy-wide or to the public and original artwork of unusual or outstanding merit. Posters: 2 copies. Original art: original and photographic copy if one exists.

(1) Posters (Navy and Marine Corps).

Permanent. Transfer 2 copies of each poster to the National Archives when produced by adding the National Archives to distribution lists (mail to: National Archives & Records Administration (NNSP), Washington, DC 20408).

(2) Original artwork of unusual or outstanding merit.

Offer to National Archives when no longer needed (artwork not accepted for transfer by NARA will be destroyed per GRS 21, Item 6).

c. Motion Media. Navy and Marine Corps-sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording, and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described.

(1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials.

(a) Created at Navy and Marine Corps activities.

Transfer within 120 days following initial use with accompanying caption data sheet to: (a) Navy activities - Naval Media Center, Washington, DC 20374-1681 or (b) Marine Corps activities - Marine Corps Combat Development Command (TE 32TSP), Quantico, VA 22134-5001.

(b) Held by Naval Media Center and the Marine Corps Combat Development Command.

Transfer periodically to the DOD Motion Media Records Center.

(c) Held by the DOD Motion Media Records Center.

(2) UNEDITED MATERIALS that meet the following criteria are TEMPORARY and will be destroyed when no longer needed.

(a) redundant, defective, or purely local and/or transitory;

(b) document routine award, promotion, change of command, and similar ceremonies (except Medal of Honor award ceremonies; change of command ceremonies ashore for admirals or Marine Corps generals; and afloat for vice admirals or above; and those in which the President, Vice President, Secretary of Defense, or Secretary of the Navy was a participant);

(c) pertain to routine basic and advanced training activities such as drills, marches, classroom activities, etc., whether aboard ship or ashore (except for selected items retained to illustrate Navy or Marine Corps life);

(d) document routine and/or repetitive activities undertaken in connection with recurring

peacetime operations and training exercises (except for selected items retained to illustrate Navy or Marine Corps life);

(e) document the appearance, use, or operation of equipment widely used in the civilian arena

and employed by Navy or Marine Corps in the same manner and for the same purposes;

(f) redundant imagery or recordings pertaining to the development, testing, use, operation, and maintenance of military equipment and material (except for the introduction of new weapons or technology);

(g) scenic photography or wild sound without any documentary value as to time, place, or historical condition;

(h) outtakes (supplements) to Navy motion pictures (MN's) that do not document combat operations;

(i) audiovisual items originated by the Army or Air Force;

(j) most launchings, christenings, or commissioning of ships (except those of aircraft carriers (CV), battleships (BB), atomic submarines (SSN), and the first of each class of submarines, cruisers, and destroyers);

(k) out of focus or poor photography, or poor quality audio (except when related to combat operations).

(3) AUDIOVISUAL PRODUCTIONS, I.E., COMPLETED OR EDITED FILMS OR TAPES, that meet the following criteria are TEMPORARY and will be destroyed when no longer needed.

(a) redundant, defective, or purely local and/or transitory;

(b) show routine managerial and personnel training activities;

(c) show lectures, panel discussions, classroom training sessions or briefings lacking in substantive pictorial or aural information;

(d) productions originated by other Government agencies;

(e) illustrate routine installation, assembly,

maintenance, testing and repair of individual components of a larger weapons system or piece of equipment (as opposed to productions that pertain to a weapons system or piece of equipment in its entirety);

(f) illustrate only limited aspects of the overall operation and use of a weapons system or piece of equipment (e.g., productions that deal only with its assembly and installation, as opposed to all aspects of its operation);

(g) highly technical or instructional training productions that support or repeat information, techniques, or procedures described in other sources such as textbooks, manuals, or other publications.

(4) All other audiovisual products will be offered to the National Archives when 10 years old or earlier if no longer needed for current operations. (Any products not accepted by the National Archives will be destroyed when no longer needed by the Navy or the Marine Corps).

(5) Documentation project and imagery records.

(a) Created at Navy and Marine Corps activities.

Transfer within 120 days following initial use with accompanying caption data sheet to: (a) Navy activities - Naval Media Center, Washington, DC 20374-1681 or (b) Marine Corps activities - Marine Corps Combat Development Command (TE 32TSP), Quantico, VA 22134-5001.

(b) Held by Naval Media Center and the Marine Corps Combat Development Command.

Transfer periodically to the DOD Motion Media Records Center.

(c) Held by the DOD Motion Media Records Center.

Apply SSIC 5291.1c(1)(c)(1) or 5291.1c(1)(c)(2) or 5291.1c(1)(c)(3), as appropriate.

(6) Category 1 film and video programs available for use within one major command and/or by the public that are intended for training, information, education, and recruiting.

(a) Created at Navy and Marine Corps activities.

Transfer within 120 days following initial use with accompanying caption data sheet to:  
(a) Navy activities - Naval Media Center, Washington, DC 20374-1681 or (b) Marine Corps activities - Marine Corps Combat Development Command (TE32TSP), Quantico, VA 22134-5001.

(b) Held by Naval Media Center and the Marine Corps Combat Development Command.

Transfer periodically to the DOD Motion Media Records Center.

(c) Held by the DOD Motion Media Records Center.

Apply SSIC 5291.1c(1)(c)(1) or 5291.1c(1)(c)(2) or 5291.1c(1)(c)(3), as appropriate.

d. Sound recordings of significant events.

(1) Created at Navy and Marine Corps activities.

Transfer within 30 days following initial use with accompanying caption data sheet to: (a) Navy activities - Naval Media Center, Washington, DC 20374-1681 or (b) Marine Corps activities - Marine Corps Combat Development Command (TE 32TSP), Quantico, VA 22134-5001.

(2) Held by Naval Media Center and the Marine Corps Combat Development Command.

Transfer periodically to the DOD Still Media Records Center, Washington, DC.

(3) Held by the DOD Motion Media Records Center.

Apply SSIC 5291.1c(1)(c)(1) or 5291.1c(1)(c)(2) or 5291.1c(1)(c)(3) as appropriate.

2. VI MATERIALS (FILMS, TAPES, DISCS OR GRAPHIC ARTS) AND THEIR ACCOMPANYING RECORDS OF PRODUCTION, OF NAVY-AND MARINE CORPS-SPONSORED CATEGORY 2 AND 3 FILM AND VIDEO PROGRAMS THAT ARE AVAILABLE SERVICE-WIDE, DOD-WIDE OR TO THE PUBLIC AND ARE INTENDED FOR TRAINING, INFORMATION, EDUCATION AND RECRUITING. These programs have been approved through the use of DD 1995, and a record of their production has been entered into the data base of the Defense Automated Visual Information System (DAVIS). They include motion media produced internally or under contract.

Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording. Video recordings: the original or earliest generation of recording, and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording. Outtakes and unedited film or video: the original negative or color original, work print, an intermediate positive or duplicate negative if one exists, or a video recording appropriately arranged, labeled, and described. Contract produced and in-house production records: DD 1995, approvals for script, interlock final answer print, script as recorded, Public Exhibition Clearance for script and production, talent releases, music rights, location of stock footage rights, contract with all amendments if commercially produced or commercial (off-the-shelf) product, definite evaluation and final budget, legal opinions concerning Government's proprietary rights, documents pertaining to contract acquisition, documentation project and photography records.

(a) Created at Navy and Marine Corps activities.

Transfer within 120 days following initial use with accompanying DD 1995 to: (a) Navy activities - Naval Media Center, Washington, DC 20374-1681 or (b) Marine Corps activities - Marine Corps Combat Development Command (TE 32TSP), Quantico, VA 22134-5001.

(b) Held by Naval Media Center and the Marine Corps Combat Development Command.

Transfer periodically to the DOD Motion Media Records Center.

(c) Held by the DOD Motion Media Records Center.

Apply SSIC 5291.1c(1)(c)(1) or 5291.1c(1)(c)(2) or 5291.1c(1)(c)(3) as appropriate.

3. OTHER VI MATERIALS ACCUMULATED BY NAVY AND MARINE CORPS ACTIVITIES INCLUDING THAT OF LOCAL USE ONLY, THAT HAVE NO CONTINUING GENERAL OR HISTORICAL INTEREST TO THE NAVY OR MARINE CORPS.

a. Still Photography. Black-and-white, color negative, color transparency photography; and slide sets and filmstrips and accompanying audio recordings or scripts. Covering:

(1) Routine award ceremonies, social events, and activities of purely local interest.

Destroy when 1 year old or when no longer needed.

(2) Internal personnel and administrative training filmstrips and slides that do not reflect the mission of the Navy or Marine Corps or the mission of the activity.

Destroy 1 year after completion of training program.

(3) Negatives from which prints have been submitted with reports.

Retain as needed for up to 2 years and destroy.

(4) Negatives and prints which are valueless due to faulty photography, or because of similarity, are considered to be duplications.

Destroy when no longer needed.

(5) Still photographic work requests and related papers, used to schedule work, document workload, materials used, and man-hours used, and to prepare reports.

Retain 12 months after end of FY in which work is accomplished, then destroy.

b. Graphic Arts. Posters: 2 copies. Original art: original and photographic copy if one exists.

(1) Viewgraphs.

Destroy 1 year after final publication or when no longer needed.

(2) Routine artwork for handbills, flyers, posters, letterhead and other graphics.

Destroy 1 year after final publication or when no longer needed.

(3) Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.

Destroy when no longer needed for publication or reprinting.

c. Motion Pictures, Including Category 1 Programs. Navy- and Marine Corps-sponsored films: original negatives or color originals and separate sound

tracks, intermediate master positives or duplicate negatives plus optical sound tracks, and sound projection prints or video recordings. Acquired films: projection prints or one projection print and a video recording. Unedited footage: original negatives or color originals, work prints, and an intermediate positive or duplicate negatives.

(1) Films acquired from outside sources for personnel and management training.

Destroy 1 year after completion of training program.

(2) Films acquired from outside sources for personnel entertainment and recreation.

Destroy when no longer needed.

(3) Routine surveillance footage.

Destroy when no longer needed.

(4) Routine scientific, medical or engineering footage.

Destroy when 2 years old or when no longer needed.

c. Video Recordings, Including Category 1 Programs. The original or earliest generation of recording, and a dubbing if one exists.

(1) Programs acquired from outside sources for personnel and management training.

Destroy 1 year after completion of training program.

(2) Programs acquired from outside sources for personnel entertainment and recreation.

Destroy when no longer needed.

(3) Rehearsal or practice tapes.

Destroy immediately.

(4) Internal personnel and administrative training programs that do not reflect the mission of the Navy. (These include "role-play" sessions, management and supervisory instruction, etc.)

Destroy 1 year after completion of training program.

(5) Routine surveillance recordings.

Destroy when no longer needed.

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(6) Routine scientific, medical or engineering recordings.

Destroy when 2 years old or when no longer needed.

(7) Recordings that document routine meetings and award presentations.

Destroy when no longer needed.

(8) Duplicate dubbings and pre-mix elements in excess of those elements required for preservation, duplication, and reference by CFR 101-11.411-4.

Destroy when no longer needed.

d. Sound Records of Transitory Information.

Erase or destroy when purpose has been served.

SSIC 5300-5399

SSIC 5300

GENERAL MANPOWER/PERSONNEL (USE FOR OVERALL CIVILIAN AND MILITARY PERSONNEL MATTERS) RECORDS

Delete this SSIC.

File under SSICs 1000.1 and 12000.

SSIC 5305

INCENTIVE AWARDS (MILITARY/CIVILIAN) RECORDS

1. REPORTS PERTAINING TO THE INCENTIVE AWARD PROGRAM.

Destroy when 3 years old.

SSIC 5310

MANPOWER RECORDS

Delete this SSIC.

File under SSICs 1000.1 and 12000.1.

SSIC 5311

REQUIREMENTS RECORDS

1. PUBLICATIONS AND PUBLICATION

**REFERENCE FILES.** Manpower instructions and standards issued by CNO. These are maintained in organized collections and include informational documents and associated materials.

a. Issuing Office Master Copy. One copy of each publication issued by CNO.

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

b. All Other Copies. Maintained on a needed-to-know basis for informational purposes.

Destroy when superseded or cancelled.

SSIC 5312

UTILIZATION RECORDS

1. VARIOUS RECORDS/REPORTS ADDRESSING THE UTILIZATION/EMPLOYMENT OF PERSONNEL, INCLUDING, BUT NOT LIMITED TO, DISTRIBUTION OF PERSONNEL TO ACTIVITY TYPE, DISTRIBUTION OF PERSONNEL BY GEOGRAPHIC AREA, AND PERSONNEL REQUIREMENTS BY PAY GRADE/RATING/SPECIALTY/OFFICER COMMUNITY/ETC.

Destroy when no longer needed for reference.

SSIC 5314

STATISTICS RECORDS

1. VARIOUS REPORTS/RECORDS ADDRESSING MANPOWER/PERSONNEL STATISTICS BY PAYGRADE/RATING/SPECIALTY/OFFICER COMMUNITY/ETC. Files include demographic breakdowns of personnel inventory and personnel statistics by paygrade/rating/specialty/officer community/etc.

Destroy when no longer needed for reference.

SSIC 5320

ORGANIZATIONAL MANNING AND BILLETS RECORDS

1. COMPLEMENT AND ALLOWANCE RECORDS FOR MILITARY PERSONNEL, INCLUDING MARINE CORPS TABLES OF ORGANIZATIONS (T/Os).

a. Bureau of Naval Personnel Master Case Files.

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

b. Marine Corps Record Copies of T/Os.

Forward to MCCDC (TFS) when 4 years old.

c. All Other Files.

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

SSIC 5321

ORGANIZATIONAL ALLOWANCE, ALLOCATIONS, AND CEILINGS RECORDS

1. NON-PERMANENT FILES PERTAINING TO QUALITATIVE AND QUANTITATIVE INFORMATION FOR MANPOWER REQUIREMENTS.

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

SSIC 5330

HOURS OF WORK/DAILY ROUTINE RECORDS

Delete this SSIC.

File under SSIC 12610.

SSIC 5340

CONTRIBUTIONS, SOLICITATIONS, AND COLLECTIONS RECORDS

Delete this SSIC.

File under SSIC 12950.

SSIC 5350

HUMAN GOALS RECORDS

1. GENERAL CORRESPONDENCE AND CASE FILES RELATING TO HUMAN GOALS PROGRAMS.

Destroy when 2 years old.

SSIC 5351

LEADERSHIP AND MANAGEMENT RECORDS

1. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES RELATING TO THE LEADERSHIP AND MANAGEMENT EDUCATION AND TRAINING (LMET), AND OTHER LEADERSHIP MANAGEMENT PROGRAMS.

Destroy when 2 years old.

SSIC 5352

OVERSEAS DIPLOMACY RECORDS

1. GENERAL CORRESPONDENCE OF ACTIVITIES AND OFFICES RELATING TO OVERSEAS DIPLOMACY PROGRAMS.

Destroy when 2 years old.

SSIC 5353

ALCOHOL ABUSE CONTROL RECORDS

1. DOCUMENTATION OF ALCOHOL AND DRUG ABUSE AND TREATMENT OF MILITARY PERSONNEL, DEPENDENTS, RETIREES AND CIVILIANS. THE RECORDS DESCRIBED IN THIS SECTION RELATE TO SUPERVISORY NOTES, COMMAND CORRESPONDENCE AND COUNSELINGS, AND CLINICAL DOCUMENTATION BY NON MEDICAL UNITS OR COMMANDS INCLUDING MARINE CORPS TABLES OF ORGANIZATION. SOME EXCEPTIONS TO DISPOSAL STANDARDS ARE NECESSARY. REGARDLESS OF AUTHORIZATION HEREIN, RECORDS DIRECTLY RELATING TO MATTERS LISTED BELOW WILL NOT BE DESTROYED UNTIL FINAL CLEARANCE OR SETTLEMENT OF THE CASE:

- Incomplete investigation,
- Incomplete Non-Judicial Punishment (NJP), Court Martial and other disciplinary action, including appeals procedure, or
- Incomplete medical boards or administrative actions.

a. Fleet and Shore Activities.

Destroy when last file entry date is 2 years old or 1 year after member's Permanent Change of Station (PCS), whichever is later.

b. Alcoholism Case Files for Level I and II Treatment at Afloat and Ashore Counseling and Assistant Centers. Individual records of outpatient evaluation,

therapy, and other care for the disease of alcoholism performed by Counseling and Assistance Centers. Records consist of standard, Federal, and DOD forms approved for use in the program by the Chief of Naval Personnel (CINAVPERS).

Retire to nearest FRC when 2 years old. Destroy when 7 years old.

c. Alcoholism Case Files for Level III Treatment at Naval Alcohol Rehabilitation Centers. Individual records of multidisciplinary residential therapy for DOD military personnel, dependents, and retired personnel conducted at Naval Alcohol Rehabilitation Centers (NARC). Records consist of standard, Federal, and DOD forms approved for program use by the CINAVPERS as well as recommendations for after care.

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

d. Bureau of Naval Personnel (BUPERS) Waiver Requests and Replies.

Destroy case file on 2 year anniversary date of most recent message or correspondence.

2. ALCOHOL AND DRUG MANAGEMENT INFORMATION TRACKING SYSTEM (ADMITS). Database management system used to track information about individuals treated at Navy nonmedical facilities for abuse of drugs or alcohol.

a. Central database records maintained at BUPERS (PERS 63).

DISPOSITION NOT AUTHORIZED.

b. All versions of documentation for central database records maintained at BUPERS (PERS 63).

DISPOSITION NOT AUTHORIZED.

c. Database records maintained at individual facilities and transferred to the central database at BUPERS (PERS 63).

Delete when no longer needed for local reference when records have been transferred to the central database at BUPERS (PERS 63) and verified.

d. All versions of documentation for database records maintained at individual facilities.

Delete when superseded and no longer needed for

reference purpose.

3. ALCOHOL ABUSE CONTROL FOR MILITARY PERSONNEL, INCLUDING MARINE CORPS TABLES OF ORGANIZATION.

a. Master Case Files at BUPERS.

Destroy when 2 years old.

b. All Other Files.

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

4. BUPERS RECORDS OF SCREENING BOARDS.

Destroy when 3 years old.

SSIC 5354

EQUAL OPPORTUNITY RECORDS

1. GENERAL CORRESPONDENCE FILES. Records of activities and offices relating to equal opportunity in Navy programs.

Destroy when 2 years old.

2. REPORTS, COMPLAINTS, AND INVESTIGATIONS. Records of formal equal opportunity, discrimination, and sexual harassment complaints involving DON personnel. These reports may be submitted by an individual, a command, or by any division of the DON for reply or action as required.

Retire to nearest FRC upon final resolution of the case or incident, destroy 3 years after retirement.

3. SEMI-ANNUAL OFF-BASE HOUSING REFERRAL REPORT. Reports submitted by every command with a housing referral office under its jurisdiction.

a. Navy Summary Report.

Retire to FRC when no longer needed. Destroy when 20 years old.

b. All Other Reports.

Destroy when 3 years old.

4. QUARTERLY NAVY-WIDE DEMOGRAPHIC DATA. Statistics issued quarterly to display (by ethnic code and by sex) end strength percentages of officers by

designator, end strength percentages of officers by designator, end strength percentages of enlisted personnel by rating, retention/re-enlistment, and administrative discharges.

a. In House.

Destroy when 30 years old or no longer needed for reference, whichever is earlier.

b. Fleet Activities.

Destroy when 2 years old.

5. QUARTERLY (OR AS REQUESTED) AFFIRMATIVE ACTION PLAN (AAP) IMPLEMENTATION STATUS REPORTS FROM 2ND ECHELON COMMANDERS. These reports describe milestone attainments as directed in the Navy AAP, and are utilized in the Annual CNO Equal Opportunity Brief.

Destroy when 2 years old.

SSIC 5355

DRUG ABUSE CONTROL RECORDS

1. DOCUMENTATION OF DETECTION OF DRUG ABUSE BY MILITARY PERSONNEL, INCLUDING MARINE CORPS TABLES OF ORGANIZATION. SOME EXCEPTIONS TO DISPOSAL STANDARDS ARE NECESSARY. REGARDLESS OF AUTHORIZATION HEREIN, RECORDS DIRECTLY RELATING TO MATTERS LISTED BELOW WILL NOT BE DESTROYED UNTIL CLEARANCE OR SETTLEMENT OF THE CASE:

- Incomplete investigation,
- Incomplete NJP, Court Martial and other disciplinary action, including appeals procedure, or
- Incomplete medical boards or administrative actions.

a. Fleet and Shore Activities.

Urinalysis Collection Documentation. Urinalysis ledger, any copies of Urine Sample Custody Document (OPNAV 5350/2), and any computer diskettes containing urinalysis collection information.

Transfer to National Personnel Records (NPRC) Military Personnel Records (MPR), 9700 Page Blvd., St. Louis, MO 63132 when 2 years old. NPRC destroy when 75 years old.

b. Navy Drug Laboratories.

Urinalysis Analysis Documentation.

Retain on board for 5 years. Transfer to NPRC. Destroy when 75 years old.

(1) Negative results.

Destroy when 3 years old.

(2) Positive results.

Destroy when members separated from the service or when 10 years old whichever is sooner.

2. DRUG ABUSE CASE FILES FOR LEVEL I AND II TREATMENT AT AFLOAT AND ASHORE COUNSELING AND ASSISTANCE CENTERS.

Individual records of outpatient evaluation, therapy, and other care for drug abuse/dependency performed by Counseling and Assistance Centers. Records consist of standard, Federal, and DOD forms approved for use in the program by the Chief of Naval Personnel.

Retire to nearest FRC when 2 years old. Destroy when 7 years old.

3. DRUG ABUSE CASE FILES FOR LEVEL III TREATMENT AT NAVAL ALCOHOL

REHABILITATION CENTERS. Individual records of multidisciplinary residential therapy for DOD military personnel, dependents, and retired personnel conducted at Naval Alcohol Rehabilitation Centers (NARC).

Records consist of standard, Federal, and DOD forms approved for program use by the Chief of Naval Personnel as well as recommendations for after care.

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

SSIC 5357

CAREER MOTIVATION RECORDS

Delete this SSIC.

Refer to SSIC 1040.

SSIC 5360

DEATH AND FUNERAL RECORDS

1. DECEDENT AFFAIRS PROGRAM RECORDS.

Death record jackets accumulated and filed by fiscal year

at Bureau of Medicine and Surgery (BUMED); CNO area coordinators; and at naval medical treatment facilities. Records consist of individual case files, reports, forms, correspondence, and related records pertaining to persons for whom DON is responsible.

Cut off annually. Retire to NPRC (MPR) when 4 years old. Disposition not authorized.

2. **ELECTRONIC DEATH AND FUNERAL RECORDS.** Electronic records containing information about deceased individuals maintained by the Office of Mortuary Affairs in BUMED, the Naval Medical Information Management Center, BUPERS (PERS 66), the Marine Corps Casualty Office, and other activities that maintain databases of Navy and/or Marine Corps-wide records of deaths.

a. Electronic Records.

Permanent. On an annual basis transfer copies of all records that are 5 years or older to NARA.

b. Documentation for electronic records.

Permanent. On an annual basis transfer documentation for the records in 2a (above) to NARA.

NOTE: All transfers of data and documentation will be done in accordance with 36 CFR 1228.

SSIC 5370

STANDARDS OF CONDUCT RECORDS

1. **STANDARDS OF CONDUCT.** Documents relating to procedures to assure that all personnel fully understand the standards of conduct and ethics. For example, procedures requiring each individual to periodically read applicable directives and receiving training in this subject area and documentation of compliance with these requirements.

Destroy after the next periodic application of the procedures, 1 year after obsolescence of the procedure, or on discontinuance of the office, whichever is earlier.

SSIC 5371

STANDARDS OF CONDUCT RELATING TO PROCUREMENT RECORDS

Destroy after the next periodic application of the

procedures, 1 year after obsolescence of the procedure, or on discontinuance of the office, whichever is earlier.

SSIC 5380

SERVICES RECORDS

1. **RECORDS OF MORALE, WELFARE, AND RECREATION CLUBS, ASSOCIATIONS, AND FACILITIES AND OTHER PERSONNEL SERVICE ACTIVITIES FINANCED FROM NON-APPROPRIATED FUNDS.**

a. General Records of Morale, Welfare, and Recreation Facilities and Other Personnel Service Activities, Boards, and Councils Operating with Non-appropriated Funds. Records include correspondence; minutes of meetings; inspection reports and other general operating reports; by-laws, charters, or constitutions; and other related papers.

(1) By-laws, charters, and constitutions.

Destroy 3 years after supersession or cancellation.

(2) All Other Navy Records.

Destroy when 3 years old.

(3) Marine Corps Activities.

Apply SSIC 1746, para. 1.

b. Income Tax Withholding Records.

(1) Exemption certificates.

Destroy 4 years after supersession or 4 years after the close of the calendar year in which individual leaves activity's employment, whichever is earlier.

(2) Statements for personnel and reports of federal taxes withheld.

Destroy when 10 years old.

c. Civilian Employee Personnel Records of Non-appropriated Fund Activities.

(1) Employee's official personnel file.

Retire records under SSIC 4066, para.2a of this instruction.

d. Other Civilian Employee Records. (Records not covered in SSIC 5380, para. 1c.)

Destroy when purpose is served.

e. Financial Accounting Records. (See SSIC 7010, para. 1.)

Apply SSIC 7010, para. 1.

## 2. PERSONAL AFFAIRS AND SERVICES RECORDS FOR MILITARY PERSONNEL.

Apply SSIC 1700-1799.

## 3. EMPLOYEE RELATIONS AND SERVICES RECORDS FOR CIVILIAN PERSONNEL.

Apply SSIC 12700-12799.

## 4. FUND RAISING CAMPAIGN RECORDS.

Correspondence, records of receipts, and related records and informational material used in conducting and controlling campaigns for the collection of monies for fund-raising drives of charitable, health, welfare and other similar community or naval organizations.

Destroy when 1 year old, or upon completion of next equivalent campaign, whichever is earlier.

### SSIC 5381

## BANKING FACILITIES AND CREDIT UNIONS RECORDS

Apply appropriate sub-items from SSICs 1700 and 5380.

### SSIC 5400-5499

## ORGANIZATION, FUNCTIONS, AND STATUS RECORDS

### SSIC 5400

## GENERAL ORGANIZATION, FUNCTIONS, AND STATUS RECORDS

1. ORGANIZATIONAL AND FUNCTIONAL CHARTS, MANUALS, OR OTHER RECORDS DEPICTING THE INTERNAL ORGANIZATION, RELATIONSHIPS, FUNCTIONS, AND STATUS OF NAVAL ACTIVITIES AND OFFICES AND CHANGES.

a. Executive part of the DON (includes offices of the SECNAV, CNO, CMC, CHNAVPERS and Chief

BUMED. One official copy of each document originated or approved.

Permanent. Retire with activity's permanent correspondence files.

b. Echelon 2 Shore Commands and Operating Forces. One copy of each document originated within the command headquarters.

Permanent. Retire with activity's permanent correspondence files.

c. Other Activities and Offices. One copy of each document originated within the activity or office.

File one copy of each with activity's general correspondence (program) files. Dispose of with correspondence files in accordance with appropriate functional subject series throughout this manual.

d. Copies Filed as Supporting Documents to Other Records.

Destroy with related records.

e. Other Copies.

Destroy when superseded or no longer needed for reference.

2. ORGANIZATION, FUNCTIONS, AND STATUS REFERENCE FILES. Copies of records documenting the history of the organization, its primary functions, procedures, essential transactions, and other policy matters. These are maintained for reference. (See SSIC 5750 for permanent history records.)

Destroy when no longer needed for reference or activity is disestablished.

### SSIC 5401

## ORGANIZATIONAL CONCEPTS AND PRINCIPLES RECORDS

1. INSTRUCTIONS, ORDERS, AND CORRESPONDENCE. Files that establish concepts and principles for and document delegation of authority and succession of command chains established within the DON.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA in 5-year blocks when 20 years old.

SSIC 5402

DELEGATION/SUCCESSION OF AUTHORITY RECORDS

1. INSTRUCTIONS, ORDERS, AND CORRESPONDENCE. Files that establish concepts and principles for and document delegation of authority and succession of command chains established within the DON.

a. Those documents which delegate command responsibilities to subordinate staffs or naval commanders for action and control.

Destroy when 4 years old.

b. Those documents which establish the chain of succession at all levels.

(1) Offices of the SECNAV, CNO, CMC, CINAVPERS, Commanders of Echelon 2 Shore Commands, and Operating Forces.

Permanent. Retire to appropriate FRC when 4 years old. Transfer to NARA in 5-year blocks when 20 years old.

(2) Other activities and offices.

(a) One copy.

File one copy of each with activity's general correspondence program files. Dispose of with correspondence files.

SSIC 5410

DEPARTMENT OF DEFENSE AND INTERSERVICE RECORDS

1. REFERENCE FILES APPLICABLE TO NAVY, DOD, OTHER SERVICES, AND COULD INCLUDE CIVILIAN AGENCIES OF THE FEDERAL GOVERNMENT. Examples may include, but are not limited to: Federal Executive Boards, emergency relocation plans, and administrative and logistic supports.

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

SSIC 5420

BOARDS, COMMITTEES, COUNCILS, AND GROUP RECORDS

1. COMMITTEES SPONSORED OR ESTABLISHED BY THE DON.

a. Federal Advisory Committees. The Federal Advisory Committee Act, P.L. 92-463, defines records as the reports, transcripts, appendices, working papers, drafts, studies, agenda, or other documents which were made available to or prepared for or by each advisory committee. Personnel documentation related to membership on Federal Advisory Committees (e.g., DD 1555s, SF-50 and SF-52, and other personnel appointment records) are not considered as records subject to the provisions of the Federal Advisory Committee Act. Each of these personnel appointment records are subject to separate disposition guidance as provided in this Manual.

Permanent. Subject to section 552, title 5, U.S.C. (the Sunshine Act), or P.L. 92-463 requires that such records be available for public inspection and copying at a single location in the agency to which the advisory committee reports until the advisory committee ceases to exist. Upon disestablishment of the committee, dispose of with the activity's permanent correspondence files. Transfer to NARA in 5-year blocks when 20 years old.

b. Interagency, International, Operational, and Joint DOD Committees. Official files of such committees should contain agenda, minutes, reports, and working papers made available to, or prepared by or for, the committee.

Apply appropriate disposition instruction for Primary Program Files or General Correspondence Files relating to the specific subject matter involved.

c. Intra-Navy Committees. Official files of such committees should contain agenda, minutes, reports and working papers made available to, or prepared by or for, the committee.

Apply appropriate disposition instruction for Primary Program Files or General Correspondence Files relating to the specific subject matter involved.

2. PARTICIPATION OF DON MEMBERS ON COMMITTEES NOT SPONSORED OR ESTABLISHED BY THE DON. Official files of such committee participation should include a copy of the charter or precept and document which designates the DON member(s), information which clearly indicates why representation is necessary, and complete information concerning Navy participation in such committees.

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

SSIC 5440

OPERATING FORCES RECORDS

1. **OFFICIAL RECORDS.** Files, data of Navy and USMC operating forces. Chronologies, synopses and

pertinent directives regarding routine peacetime operations as well as periods of conflict.

Apply SSIC 3503.

SSIC 5441

STATUS OF VESSELS RECORDS

Apply SSIC 3503.

SSIC 5442

STATUS OF AIRCRAFT RECORDS

1. **RECORDS PREPARED UNDER THE AIRCRAFT ACCOUNTING SYSTEM (CURRENT VERSION OF OPNAVINST 5442.2).**

a. Copies of Aircraft Custody/Status Change Report (OPNAV 5442-1 (MIN: Considered)).

Destroy when 6 months old.

b. Copies of Aircraft Accounting Audit Report (OPNAV 5442-6 (MIN: Considered)).

Destroy when 6 months old.

c. Copies of Aircraft Record "A" (OPNAV 5442/9).

Destroy 1 year after aircraft is transferred from unit custody or is stricken from the list of naval aircraft.

SSIC 5450

SHORE ESTABLISHMENT RECORDS

REFERENCE FILES CONCERNING MANAGEMENT MATTERS OF COMMANDS AND ACTIVITIES UNDER THE COMMAND OF THE CNO AND OTHER COMPONENTS OF THE EXECUTIVE PART OF THE DEPARTMENT OF THE NAVY (SEE ALSO SSIC 5400, PARA. 1A.)

1. **ORGANIZATIONAL AND FUNCTIONAL CHARTS, MANUALS, OR OTHER RECORDS.** Records depicting the internal organization, relationships, functions, and status of naval activities and offices and changes.

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

2. **ORGANIZATIONAL BACKGROUND.** Records of management of shore activities connected with reviewing for establishment or disestablishment of shore activities, or modification, including modification of manpower levels, both military and civilian.

Destroy when no longer needed for reference.

3. **INSPECTION AND AUDIT REPORTS OR REVIEWS OF COMMANDS AND ACTIVITIES BASED ASHORE.**

Destroy when no longer needed for reference.

4. **INDOCTRINATION AND DEBRIEFING/TERMINATION STATEMENTS FROM NAVY COMBINED SERVICES SUPPORT PROGRAM (CSSP).**

Transfer annually to the Department of the Air Force (Program Executive Agent).

SSIC 5451

AVIATION SHORE ESTABLISHMENT RECORDS

1. **ORGANIZATIONAL AND FUNCTIONAL CHARTS, MANUALS OR OTHER RECORDS DEPICTING THE INTERNAL ORGANIZATION, RELATIONSHIPS, FUNCTIONS AND STATUS OF NAVAL ACTIVITIES AND OFFICES, AND CHANGES.**

Apply appropriate sub-item from SSIC 5400.

SSIC 5452

AIR TRAINING COMMANDS RECORDS

1. **ORGANIZATIONAL AND FUNCTIONAL CHARTS, MANUALS, OR OTHER RECORDS DEPICTING THE INTERNAL ORGANIZATION, RELATIONSHIPS, FUNCTIONS, AND STATUS OF NAVAL ACTIVITIES AND OFFICES AND CHANGES.** (See also SSIC 5400, para. 1c and 2.)

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

SSIC 5500-5599

SECURITY RECORDS

SSIC 5500

GENERAL SECURITY RECORDS

THESE RECORDS PERTAIN TO SECURITY AND RELATED MATTERS AND ARE ACCUMULATED THROUGHOUT THE DON.

1. **PRIMARY PROGRAM RECORDS.** Files, reports, and other records of OPNAV (Office of the Special Assistant for Investigative Matters and Security (N09N)) and Offices of Assistant SECNAV documenting their responsibilities for the development, execution, and direction of plans, policies, programs, and procedures for security matters, including information, personnel, facilities, and industrial security.

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

2. **SECURITY OFFICES GENERAL CORRESPONDENCE FILES.** Records of activities and offices relating to the operation and administration of their security functions, including the security of physical plans and personnel protection, security investigations, safeguarding of classified and unclassified matter, and providing of proper authorization for the movements of military and civilian personnel, other than material of a continuing controversial nature and policy making criteria. (Exclude primary program records covered in SSIC 5500, para. 1.)

Destroy when 2 years old.

3. **ACTIVITIES SECURITY GUARD FORCE RECORDS.** Correspondence and related records pertaining to the employment of Marine Corps security guard forces at activities of the naval shore establishments, including records relating to strength and distribution assignments and requirements.

a. Ledger Records.

Destroy when 3 years old.

b. Requests, Analyses, Reports, Change Notices, and Other Papers Relating to Post Assignments and Strength Requirements.

Destroy when 2 years old.

4. **DUTY OFFICER LOGS OR OFFICER-OF-THE-DAY LOGS.** Entrance and exit logs and building guard and other guard books or records. (Exclude medical and dental officer-of-the-day logs covered in SSIC 6010, para.1.)

a. Marine Corps Sergeant of the Guard Report Books.

Destroy 1 year after last entry.

b. All Other Logs, Books, or Records.

Destroy when 2 years old or 2 years after last entry, whichever is later.

5. **DUTY OFFICER NIGHT ORDER BOOKS.**

Destroy 2 years after book is filled.

6. **MILITARY SECURITY SURVEY AND INSPECTION RECORDS.**

Retire records under SSIC 5522.

7. **SECURITY VIOLATION REPORTS AND RELATED RECORDS OF ALLEGED SECURITY VIOLATIONS.** (Exclude reports supporting continuing cases or felonies, papers placed in OPF, and records covered in SSIC 5500, para. 8.)

Destroy 2 years after completion of final corrective or disciplinary action.

8. **MISSING, LOST, STOLEN, OR RECOVERED GOVERNMENT PROPERTY (MSLR).** An operational system which provides the CNO and Naval Criminal Investigative Service (NCIS) with information concerning firearms, explosives, ammunition, and property which has been reported missing, lost, stolen, or recovered in the Navy.

Retain updated master file until no longer required then destroy.

SSIC 5510

INFORMATION SECURITY RECORDS

1. **RECORDS REQUIRED BY THE DON INFORMATION SECURITY PROGRAM REGULATION (OPNAVINST 5510.1 CURRENT VERSION).**

Destroy when 2 years old.

SSIC 5511

CLASSIFIED MATERIAL CONTROL RECORDS

**1. CLASSIFIED DOCUMENT RECEIPT RECORDS.**  
Records of receipt, transfer, or issuance of classified documents.

Destroy when 2 years old.

**2. RECORDS RELATING TO DISCLOSURE RECEIPT OF TOP SECRET INFORMATION.**  
Registers maintained at control points to indicate accountability over top secret documents reflecting the receipt, dispatch, or destruction of the documents.

Destroy 5 years after documents shown on the form are downgraded, transferred, or destroyed.

**3. RECORDS RELATING TO THE DESTRUCTION OF CLASSIFIED DOCUMENTS, SUCH AS DESTRUCTION CERTIFICATES.**

Destroy when 2 years old.

**4. LOGS, REGISTERS, LEDGERS, OR OTHER SIMILAR RECORDS USED AS INVENTORY OR CONTROL RECORDS OF CLASSIFIED DOCUMENTS.**

Destroy when 2 years old.

**5. RECORDS RELATING TO CONTROL OF CMS MATERIAL.**

Apply SSIC 5219, para. 3b(1).

SSIC 5512

IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS

THESE RECORDS RELATE TO AN INDIVIDUAL'S ACCREDITATION OR IDENTIFICATION AND TO THE ISSUANCE OF IDENTIFICATION CARDS, PERMITS, BADGES, AND PASSES.

**1. RECORDS RELATING TO APPLICATIONS FOR AND ISSUANCE OF PERMANENT IDENTIFICATION BADGES, CARDS, AND PASSES.**

**a. Badges and Passes.**

Destroy 3 months after return to issuing office.

**b. Records of Issuance.**

Destroy 6 months after new accountability system is established or 1 year after final disposition of each issuance record is entered in retention log or similar record, whichever is earlier.

**2. RECORDS AND CORRESPONDENCE RELATING TO APPLICATIONS FOR AND ISSUANCE OF TEMPORARY PERSONNEL BADGES, CARDS, AND PASSES.**

**a. Records of Admission to Special (Maximum Security) Areas.**

Destroy when no longer needed.

**b. All Other Records.**

Destroy 1 year after surrender of badge, card, or pass.

**3. CARDS OR SIMILAR RECORDS USED TO VERIFY IDENTITY OF NEW EMPLOYEES AND REQUESTS OR ORDERS FOR BADGES OR PASSES.**

Destroy when verification is accomplished or badge or pass has been prepared and delivered.

**4. EMPLOYEE PICTURE AND FINGERPRINT FILES USED FOR IDENTIFICATION PURPOSES.**

Destroy 1 year after separation of employee.

**5. MILITARY DEPENDENTS IDENTIFICATION RECORDS.**

**a. Applications for Identification Cards or Tags and Related Papers.**

Destroy when 2 years old.

**b. Identification Cards or Tags.**

Destroy when superseded or cancelled.

**6. RECORDS RELATING TO VISITS AND TO APPLICATIONS FOR AND ISSUANCE OF VISITORS PASSES OR VEHICLE ENTRY PERMITS.**

**a. Records Relating to Admission to Maximum Security Areas.**

Destroy 5 years after final entry or 5 years after date of document, whichever is later.

- b. All Other Visit or Admission Records.  
Destroy 2 years after final entry or 2 years after date of document, whichever is later.
- 7. IDENTIFICATION RECORDS OF EMPLOYEES OF PRIVATE FIRMS UNDER NAVY CONTRACT AND OF CONTRACTOR AND OTHER EMPLOYEES WORKING ABOARD THE NAVAL ACTIVITY.
  - a. Registers or Logs Used to Record Names of Outside Contractors Admitted to Maximum Security Area.  
Destroy 5 years after final entry or 5 years after date of document, whichever is later.
  - b. All Other Registers or Logs.  
Destroy 2 years after final entry or 2 years after date of document, whichever is later.
- 8. PROPERTY PASSES. Personal and public property passes and property pass books.
  - a. Personal Property Passes Authorizing the Removal of Property or Material.  
Destroy 3 months after expiration.
  - b. Government or Public Property Passes.  
Destroy when property is returned or inventoried.
- 9. APPLICATIONS FOR EXCHANGE PERMITS.  
Destroy 2 years after application is cancelled.
- 10. PERSONNEL EFFECTS TAGS. Identification tags for effects stored. (Exclude copy filed in patient's clinical record when used as a signed receipt for clothing returned to a hospital patient upon discharge.)  
  
Destroy when effects have been returned to individual or otherwise inventoried.
- 11. BAGGAGE TAGS AND HOLD BAGGAGE TAGS.  
  
Destroy after delivery of baggage to destination.
- 12. BAGGAGE RECORD CARDS.  
  
Destroy when 6 months old.
- 13. EMERGENCY MEDICAL TAGS. Medical

identification tags.

Destroy when 6 months old.

14. RECORDS RELATING TO ACCOUNTABILITY FOR PROPERTY LOST OR STOLEN. Files such as building guards' records of lost and found property.

a. Loss Statements, Receipts, Reports, and Other Similar Records Relating to Lost and Found Articles.

Destroy when 1 year old.

b. Ledger Records Reflecting Accountability.

Destroy when 3 years old.

15. MOTOR VEHICLE OPERATORS' PERMITS. Operating permits, such as U.S. Government Operator's Permit and Motor Vehicle Operator's Permit.

Destroy 3 months after expiration or renewal of permit. (GRS 11.4a)

16. BOAT REGISTRY RECORDS. Records of permits or licenses granted civilians for navigation in waters under the jurisdiction of a station or command.

Destroy 6 months after permit lapses.

17. NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS) INVESTIGATOR BADGE, CREDENTIAL AND PROTECTIVE SERVICE PIN CONTROLS RECORDS. Information showing the issue and control of badges, credentials and pins naming NCIS civilian and military personnel. Included are receipts, log books, loss/recovery reports, inventories, inspections, destruction lists and related documents. (N1-NU-98-2, pending) \*NOTE: Electronic version of records created by electronic mail and word-processing applications may be deleted when file copy is generated or when no longer needed for reference or updating.

a. Logbooks (paper or electronic):

(1) At Field Offices:

Destroy (delete entry) after 5 years.

(2) At NCISHQ:

Retain on board. Destroy 75 years after last entry. Paper copy records that have been converted to electronic records:

(a) **Paper Copy:** Destroy upon verification that the record copy information has been fully and accurately converted to electronic format.

(b) **Electronic record:** Delete entry when 75 years old.

b. Receipts and credentials by persons to whom badges, credentials and or pins are issued upon their: (\*See above)

(1) **Departure:** Destroy 90 days after final surrender of credentials.

(2) **Retirement:** Credentials of persons meeting NCIS criteria may be given to agent upon request after annotated "RETIRED" and encased (at individual's expense).

c. Other receipts, inventories, inspections, etc: (\*See above)

Destroy after next inventory or inspection if all items are accounted for.

SSIC 5513

DON SECURITY CLASSIFICATION GUIDANCE RECORDS

1. GENERAL CORRESPONDENCE FILES PERTAINING TO THE ADMINISTRATION OF SECURITY CLASSIFICATIONS.

Destroy when 2 years old.

2. CLASSIFICATION GUIDELINES ISSUED BY CNO (N09N2). Files consist of directives issued to establish DON security classification guidance, changes and supporting correspondence for each guide. (N1-NU-97-3)

a. Record Copy.

Permanent. Apply SSIC 5215, paragraph 1a.

b. All copies and supporting correspondence.

Destroy when cancelled, superseded, or no longer needed for current operations.

SSIC 5514

CENSORSHIP RECORDS

1. MANUALS, DIRECTIVES, PLANS, REPORTS,

AND CORRESPONDENCE. Files reflecting policies and procedures developed in the administration of censorship.

Destroy when superseded, obsolete, or no longer needed for reference or information in connection with activity's mission, whichever is earlier.

SSIC 5520

PERSONNEL SECURITY RECORDS

Apply SSIC 5500, paras. 1 and 2.

SSIC 5521

NAME CHECK AND PERSONNEL CLEARANCES RECORDS

1. SECURITY CLEARANCE/ACCESS INFORMATION (CASE) FILES. Includes information concerning requests for investigations, clearance and access; records of investigations, clearance and access; reports of disqualifying/derogatory information; records of clearance of individual personnel to critical-sensitive, noncritical-sensitive, and non-sensitive positions as well as accreditation of personnel for access to classified information requiring special access authorization (e.g., SIOP-ESI, SCI, NATO, etc.); associated briefing and debriefing statements; and other related records supporting the Personnel Security Program. (This description does not include completed investigation case files, counterintelligence cases files, or clearance and access information filed in the official personnel folder.) (N1-NU-97-1)

a. Case Files.

Destroy when employee/service member is separated or departs the command, except for:

b. Access determinations not recorded in official personnel folder.

Destroy 2 years after person departs command.

2. PERSONNEL SECURITY CLEARANCE SUSPENSE OR STATUS FILES. Cards, lists, or extra copies of clearance requests accumulated by security offices or units or by other activities as a suspense or control record of the status of personnel security clearances or as a record of clearance status of individuals on board.

a. Case Files.

Destroy upon transfer or separation of employee.

b. Lists or Rosters.

Destroy when superseded or obsolete.

3. **CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENTS.** Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, and DD 1847-1, SCI Nondisclosure Agreement, and their predecessor forms signed by civilian, contractor, and military personnel with access to information that is classified under standards put forth by Executive Orders governing security classification. These forms should be maintained separately from civilian personnel security clearance files. Agreements from civilian employees working for elements of the intelligence community must be maintained separately from the official personnel folder. For all other persons, these forms may be filed in the individual's official military personnel folder (for uniformed military personnel) or on the right side of the official personnel folder (for civilian employees). (N1-NU-97-1)

a. If maintained separately from the individual's official personnel folder.

Destroy when 70 years old.

b. If maintained in the individual's official personnel folder.

Apply the disposition for the official personnel folder.

SSIC 5522

INSPECTIONS RECORDS

1. **MILITARY SECURITY SURVEY AND INSPECTION PROGRAM RECORDS.** Survey and reinspection reports conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents and to safeguard information and facilities against sabotage and unauthorized entry. Include correspondence and papers relating to military security and training of security personnel. (Exclude primary program records covered in SSIC 5500, para. 1.)

Destroy when 3 years old or upon discontinuance of facility, whichever is earlier.

SSIC 5527

INVESTIGATIONS RECORDS

1. **NAVAL CRIMINAL INVESTIGATIVE SERVICE**

(NCIS) **PERSONNEL SECURITY INVESTIGATIVE CASE FILES.** Files include personnel security data on members of the Armed Forces, DOD civilian, contractor, nonappropriated fund employees, USO personnel, Red Cross volunteers and staff, and U.S. Coast Guard military and selected civilian personnel under the Defense Industrial and Personnel Security Programs. For criminal and counterintelligence investigative and operational records previously under this SSIC, see SSICs 3850 and 5580 respectively. (N1-NU-98-2, pending) \*NOTE: Electronic version of records created by electronic mail and word-processing applications may be deleted when file copy is generated or when no longer needed for reference or updating.

a. Routine Investigations. Files relating to personnel security investigations of a favorable nature on persons who are considered for affiliation with DOD and other investigations of a minor nature impacting on the suitability of a person to possess a security clearance. Files include personnel security information on persons who are considered for affiliation with DOD. (\*See above)

(1) Case files.

Cut off at case closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy 15 years after the date of last action, except:

(2) When affiliation with DOD is not completed.

Destroy after 1 year if affiliation is not completed.

(3) Other copies.

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

b. Significant Incidents or Adverse Actions. Files relating to personnel security investigations resulting in an adverse personnel action, court-martial or other investigation required for long term administrative or legal use. (\*See above)

(1) Case Files.

Cut off at case closure. Retire to NCIS Record Management Division. If space is not available, retire to WNRC. Destroy 25 years after the date of last action.

(2) Other copies.

Destroy 1 year after case closure or when no longer needed, whichever is earlier.

2. CIVIL DISTURBANCE. Use SSIC 5580, para. 7.

3. NCIS INVESTIGATIONS OF SPECIAL ACTIVITIES. \*NOTE: Electronic version of records created by electronic mail and word-processing applications may be deleted when file copy is generated or when no longer needed for reference or updating.

a. Agent Applications for Positions with NCIS. Information concerning DOD-affiliated and non-DOD-affiliated applicants. (\*See above)

(1) Applicants not hired by NCIS.

(a) DOD-affiliated.

Cut off at case closure. Retire to NCIS Records Management Division. Destroy when 5 years old.

(b) Non-DOD-affiliated.

Destroy when 90 days old.

(2) Applicants who are accepted.

Cut off at case closure. Retire to NCIS Records Management Division. Destroy 10 years after release, separation, transfer, retirement or resignation.

b. Internal Personnel Inquiries. Case files relating to inquiries/investigations regarding NCIS personnel to include Special Agents and key military and civilian personnel. (\*See above)

Cut off at case closure. Retire to NCIS Records Management Division. Destroy 25 years after the date of the last action or 10 years after termination of employment, whichever is later.

c. Limited Inquiries. Limited inquiries used to determine suitability of military and non-special Agent civilian personnel for duty with NCIS. (\*See above)

Cut off at inquiry closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy after 15 years.

SSIC 5528

SECURITY EDUCATION RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to security education. (See SSIC 2200 for policy files.)

Destroy when 2 years old.

SSIC 5529

CLEARANCE ADJUDICATIONS RECORDS

DEPARTMENT OF THE NAVY (DON) CENTRAL ADJUDICATION FACILITY CREATED CASE FILES THAT INCLUDE PERSONNEL SECURITY CLEARANCE AND ACCESS DATA ON MEMBERS OF THE DON, DOD CIVILIANS, CIVILIAN CONSULTANTS, NONAPPROPRIATED FUND EMPLOYEES, USO PERSONNEL, RED CROSS VOLUNTEERS AND STAFF, AND U.S. COAST GUARD MILITARY AND SELECTED CIVILIAN PERSONNEL UNDER THE DEFENSE INDUSTRIAL AND PERSONNEL SECURITY PROGRAMS. (N1-NU-97-2)

1. ROUTINE ADJUDICATION ACTIONS. Files relating to security clearance adjudicative actions of a generally favorable nature on persons requiring access to classified information. Files may include information of minor adverse action reports that result in a favorable adjudicative action. Also included are polygraph examination results and other adjudication documentation used in arriving at security clearance and access determinations.

a. Case files.

Cut off at case closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy 15 year after the date of last action except:

b. When affiliation with DOD is not completed.

Destroy when 1 year old.

c. Other copies.

Destroy 1 year after closure or when no longer needed, whichever is later.

2. SIGNIFICANT INCIDENTS OR ADVERSE ACTIONS. Files containing significant adverse action reports or relating to personnel security clearance adjudicative decisions of a significant or potentially disqualifying nature and subsequent adjudicative and access determinations and associated information such as

polygraph examination results. Also included is information from Defense Hearings and Appeals (DOHA) proceedings.

a. Case Files.

Cut off at case closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy 25 years after the date of last action, except:

b. Files from (a) above that are precedent setting or have widespread public or Congressional interest.

Permanent. Transfer to NARA after 25 years.

(a) Paper records that have been converted to microform:

1 Paper copy: Destroy upon verification that record copy information has been fully and accurately converted to microform.

2 Microform copy: NCIS will convert file to archival medium acceptable at the time of transfer.

(b) Paper copy and microform records that have been converted to electronic/optical images:

1 Paper copy and microform images: Destroy upon verification that the record copy information has been fully and accurately converted to electronic/optical images.

2 Electronic/optical images: NCIS will convert file to archival medium acceptable at the time of transfer.

c. Other copies.

Destroy 1 year after case closure or when no longer needed, whichever is later.

SSIC 5530

PHYSICAL SECURITY RECORDS

1. RECORDS RELATING TO THE ISSUANCE OF AND ACCOUNTABILITY FOR KEYS.

a. Maximum Security Areas.

Destroy 3 years after turn-in of key.

b. Other Areas.

Destroy 6 months after turn-in of key.

2. CARDS RECORDS, LISTS, FORMS, OR OTHER RECORDS OF INDIVIDUALS KNOWING SAFE OR PADLOCK COMBINATIONS AND OTHER SIMILAR DATA USED TO CONTROL ACCESS TO CABINETS OR OTHER CONTAINERS OF CLASSIFIED MATERIAL.

Destroy 1 month after superseded or cancelled by new form or new lists or by turn-in of container.

3. RECORDS RELATING TO ADMISSIONS TO SECURITY AREAS.

a. Records Relating to Admissions to Special (Maximum Security) Areas.

Destroy 5 years after final entry or 5 years after date of document, whichever is later.

b. Records and Authorizations Relating to Admission to Classified Files and Other Security Areas.

Destroy 2 years after authorization expires.

SSIC 5531

INDUSTRIAL SECURITY RECORDS

THIS SERIES COVERS INDUSTRIAL SECURITY RECORDS ACCUMULATED BY ALL NAVAL ACTIVITIES AND OFFICES, EXCEPT FOR PERMANENT RECORDS MAINTAINED AT THE DEPARTMENTAL LEVEL BY THE NAVAL FACILITIES ENGINEERING COMMAND (NAVFACENGCOM) (NAVY DEPARTMENT) AND OFFICE OF THE ASN (M&RA). ADDITIONAL SECURITY RECORDS, SUCH AS CENTRAL INDEX FILES OF ALL INDUSTRIAL PERSONNEL AND FACILITIES SECURITY CLEARANCES MAINTAINED BY THE INDUSTRIAL SECURITY BOARD OF THE DOD ARE PERMANENT RECORDS.

1. REQUESTS FOR PROPOSALS AND PROPOSED OR BID INVITATIONS.

a. Contract.

File in contract file.

b. No Contract.

Destroy 6 months after recovery or 6 months after recovery or 6 months after date that disposition of

classified matter has been accomplished.

**2. SECURITY REQUIREMENTS CHECK LISTS.**  
Copies maintained by contracting offices.

File in contract file.

**3. RECORDS OF DESTRUCTION.** Records such as classified matter destruction reports or declassification of classified records furnished private individuals or facilities. (See also SSIC 5511.)

Destroy when 2 years old.

**4. REPORTS OF SURVEYS OF SUBCONTRACTORS, LOCATED IN OTHER AREAS, PREPARED UPON REQUEST OF LOCAL CONTRACTORS.**

File in contract file.

SSIC 5532

FACILITIES SECURITY RECORDS

**1. CENTRAL INDEX FILE (CIF) CARDS.** Facility records of industrial facilities security clearances. (Duplicated in retained central index file of the Industrial Security Board, DOD.)

Destroy 6 months after superseded or termination of facility.

**2. CARD RECORDS OF FACILITY CLEARANCE STATUS.** Files indicating security clearance required for access to the facility.

Retain on board. Destroy upon disestablishment of the activity.

**3. FACILITY CLEARANCE STATUS REPORTS (LISTS) OF SUBCONTRACTORS.** These are furnished to prime contractors upon request.

Destroy when 6 months old.

**4. FACILITY CLEARANCE CASE FILES.** Records of facilities having security clearances, consisting of copies of facility security clearance surveys, security agreements, letters of consent, letters of notification of facility security clearance, and other similar and related papers.

a. Case Files. Files include security clearances

administratively terminated in accordance with para. 2-110.0 of the Armed Forces Industrial Security Regulations (AFISR) or withdrawn or revoked in accordance with para. 2-111 of AFISR. (See SSIC 5532, para. 4b for special handling of letters of consent.)

Destroy 3 years after clearance is terminated, withdrawn or revoked.

b. Letters of Consent.

(1) When letters of consent cover interim clearances.

Destroy when final clearance is issued.

(2) In case of death or termination of employment or security clearance. (See also SSIC 5521, para. 2.)

Remove letter of consent from the case file and destroy immediately after the CIF card has been forwarded to the CIF.

**5. INDUSTRIAL DEFENSE SURVEY RECORDS.** Industrial defense surveys and check lists and other survey and resurvey reports and related correspondence and other papers concerning the DOD Industrial Security Program for physical protection of and national facilities assigned to the cognizance of the Navy and national and departmental reserve plants under Navy security cognizance. (Exclude primary program records maintained by the ASN (M&RA) and the NAVFACENCOM. Master files are retained by the Assistant Secretary of Defense.)

Destroy 2 years after superseded or 1 year after facility has been deleted from key facility list, whichever is earlier.

**6. INDUSTRIAL SECURITY INSPECTION CHECKLIST FOR CONTRACTORS' FACILITIES.** Form is completed by DON, Army, and Air Force for facilities under their cognizance and the cognizant security office maintains official permanent files.

Destroy when superseded.

**7. VISIT RECORDS.** Visit request cards, correspondence, and other papers.

Apply appropriate sub-item from SSIC 5512, para. 6.

SSIC 5540

**COMMERCE AND TRAVEL RECORDS**

**1. SECURITY POLICY AND TRAVEL BUDGET FILES.**

Destroy when 2 years old.

**SSIC 5560**

**TRAFFIC CONTROL AND PARKING RECORDS**

**1. RECORDS RELATING TO APPLICATIONS FOR AND ISSUANCE OF CAR PARKING PERMITS.**

Destroy 3 months after permit lapses or returned to issuing office.

**2. RECORDS RELATING TO APPLICATIONS FOR ISSUANCE OF TEMPORARY VEHICULAR PASSES.**

**a. Special Security Areas.**

Destroy 5 years after final entry.

**b. All Other Cases.**

Destroy 1 year after pass is surrendered.

**3. RECORDS RELATING TO THE ISSUANCE OF AUTOMOBILE PLATES.**

Destroy 5 months after plates are returned.

**SSIC 5570**

**SAFEGUARDING UNCLASSIFIED MATTER RECORDS**

**1. RECORD ACCESS FILES.** Documents received or prepared by an office that show name, grade, and other identification of individuals authorized access to official records, particularly classified material. Included are requests for access and the approvals, rosters of individuals authorized access, and similar documents.

Destroy on supersession or obsolescence of the authorization document or on transfer, separation, or relief of the individual concerned, whichever is earlier.

**2. SECURITY CONTAINER RECORD FILES.** Forms placed on safes, cabinets, or vaults containing security or classified documents and used as a record of entry into the containers.

**a. Forms Involving an Investigation.**

Destroy after completion of investigation.

**b. Other Files.**

Destroy 1 day following the last entry on the form.

**3. SECURITY CONTAINER INFORMATION FILES.**

Up-to-date records of all office safe and padlock combinations, together with other information necessary to identify and locate the safes or containers and the individuals having knowledge of the combinations.

Destroy when superseded.

**SSIC 5580**

**LAW ENFORCEMENT RECORDS** (N1-NU-98-2, pending) \*NOTE: Electronic version of records created by electronic mail and word-processing applications may be deleted when file copy is generated or when no longer needed for reference or updating.

**1. INCIDENT/COMPLAINT REPORTS (ICR).** Files created during maintenance of discipline, law and order and include information such as arrest reports, receipts for offenders, sobriety tests, patrol officer reports, sworn statements, arrest and disposition reports, offense reports, and other papers relating to incidents, arrest or detention. This also includes records previously collected under SSIC 1630, para. 3.

**a. Original of DON law enforcement reports pertaining to categories of investigations/reports under the jurisdiction of the Naval Criminal Investigative Service (NCIS).**

Transfer to Dir, NCIS. (For disposition, see SSIC 5580, para. 4c).

**b. Copies of SSIC 5580, para. 1a and all other reports.** (\*See above)

Destroy when 2 years older or as otherwise indicated.

**2. SECURITY DEPARTMENTS OPERATIONAL/ADMINISTRATIVE RECORDS AND REPORTS.**

Destroy when 2 years old.

**3. COMMAND MISSING, LOST, STOLEN OR RECOVERED GOVERNMENT PROPERTY REPORTS.**

Destroy when 3 years old or as otherwise indicated.

**4. NCIS CRIMINAL INVESTIGATIVE RECORDS.**

Files relating to law enforcement information and criminal investigative cases.

a. **Criminal Investigative Reports.** Investigative reports of matters of alleged violations of laws, regulations, and directives in which NCIS has jurisdiction and responsibility. This includes requests for and results of polygraph and forensic laboratory examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material. Also included are criminal investigations completed by USMC CID and Grand Jury material. (\*See above)

(1) Case files.

Cut off at case closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy 25 years after the date of case closure except:

(2) Controlled death investigations.

Destroy 75 years after date of case closure.

(3) Files (except Grand Jury material which is to be destroyed at the time of transfer) from a(1) or (2) determined to be of historical value based on widespread public interest, notoriety of the individual(s) and or the seriousness of the alleged offenses.

Transfer to NARA 25 years after date of last action.

(a) Paper copy records that have been converted to microform:

1 Paper copy: Destroy upon verification that the record copy information has been fully and accurately converted to microform.

2 Microform copy: NCIS will convert file to archival medium acceptable at the time of transfer.

(b) Paper copy and microform records that have been converted to electronic/optical images:

1 Paper copy and microform images: Destroy upon verification that the record copy information has been fully and accurately converted to electronic/optical images.

2 Electronic/optical images: NCIS will convert file to archival medium acceptable at the time of transfer.

(4) Other copies.

Destroy 1 year after case closure, or when extended retention is required, when no longer needed.

b. **Topical Files (Title Under Name of Ship, Installation, Company or Subject Code).** Files contain investigations of the type mentioned in SSIC 5580, para. 4a when a logical suspect is not developed. If a logical suspect is developed within 5 years of the initiation date for any of these investigations, the investigative reports are pulled from the topical file and retained with the pertinent name dossier. After 5 years, the remaining topical file material is of no substantive value for investigative, historical, or other research; and or is other-agency originated documents.

(1) Case files.

Cut off at case closure. Retire to NCIS Records Management Division. Destroy when 5 years old except:

(2) Weapons cases. Cases when weapons have a known serial number and are entered in the FBI National Crime Information Center (NCIC).

Cut off at case closure. Retire to NCIS Records Management Division. Destroy when NCIC entry is deleted.

(3) Files from 4b(1) and (2) determined to be of historical value based on widespread public interest, notoriety of the incident or the seriousness of the allegation.

Permanent. Transfer to NARA 5 years after case closure. Apply SSIC 5580, para. 4a(3).

c. **Incident Compliant Reports (ICR).** Copies of Marine Corps and Navy base security law enforcement reports created under SSIC 5580, para. 1 and forwarded to NCIS. (\*See above)

(1) Significant case files.

Cut off at case closure. Retire to NCIS Records management Division. If space is not available, retire to WNRC. Destroy when 25 years old.

(2) All other cases.

Destroy when no longer needed.

d. Non-Investigative Reports. Consists of reports concerning non-investigative issues such as criminal intelligence and information reports, protective operations, law enforcement briefings, and sources administration. (\*See above)

(1) Criminal intelligence operations. Reports concerning information generated from formalized program targeting persons or organization whose criminal activities significantly affect the naval establishment, or of those activities designed to gain information of a criminal intelligence nature for law enforcement purposes.

(a) Group 1:

Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy 15 years after closure.

(b) Group 2:

Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy 5 years after closure.

(2) Protective Operations. Protective details of distinguished persons. Reports and related material pertaining to protection of distinguished persons.

(a) Threat or attempted threat materializes.

Cut off at case closure. Retire to NCIS Records Management Division. If space is not available, transfer to WNRC. Destroy when 25 years old.

(b) All other cases.

Destroy when 5 years old.

(3) Law Enforcement Briefings. Consists of requests for, records and copies of law enforcement briefings pertaining to topics such as fraud awareness, crime prevention.

Destroy after 1 year or when no longer current, whichever is longer.

(4) Sources. Information containing data about personnel who have been used as sources of criminal information by the Navy; the details on use or activities of source that are necessary to confirm operational use as source, or future claims against Navy by source or heirs

of source. Included are agreements, contracts, information and financial reports, audiovisual products and related information. Also included in information on individuals considered for use, but rejected.

(a) Case files.

Cut off at case closure and retire to NCIS Records Management Division. Destroy 15 years after date of last action.

(b) Other copies.

Destroy 1 year after case closure or when no longer needed, whichever is earlier.

(5) Information Reports. Reports of incidental information impacting on the security or discipline of commands or of interest to other law enforcement elements. (Reports where no individual is identified as subject will be filed under SSIC 5580, para. 4b)

Destroy when 25 years old.

e. Wire Electronic and Oral Interceptions Index Records. Index contains to the extent known: name, citizenship and social security number and date/place of birth, if known, of each identifiable person whose communications were intercepted; telephone numbers or radio telephone call signs involved; case number; address of the location of each interception; inclusive dates of each interception and other information deemed appropriate to comply with Department of Defense and DON guidelines. The majority of names are for individuals overheard in the monitored conversations and are phonetic spellings. The index includes coverage since June 19, 1968.

(1) Electronic copy: Delete the automated index entry upon destruction or transfer to the National Archives of the case file containing intercepted information. Transfer or disposal dates are governed by the disposition instructions applicable to the individual case file. (Apply applicable portion of SSIC 3850, paragraph 2 or 5580, paragraph 4, as appropriate.) (N1-NU-98-3, pending)

(2) Paper copy: Destroy upon verification that the indexing information has been fully and accurately entered into the electronic index. (N1-NU-98-3, pending)

5. EVIDENCE LOGBOOKS AND EVIDENCE CUSTODY FILES. Information created by the NCIS and Base Security/Provost Marshal Offices worldwide and used by criminal investigators and crime

laboratories. It consists of information showing the description, receipt, and disposition of physical property held as evidence for potential use in military or civil court proceedings. Included are evidence custody documents (ECD), statements of destruction, logbooks (e.g., OPNAV 5527), related information. (\*See above)

a. Evidence logbook.

Retain on board. Destroy 5 years after all items of evidence have been disposed of.

b. Evidence custody information.

Retain on board. Destroy information 5 years after final disposition of evidence.

6. **RECIPROCAL INVESTIGATIVE FILES.** Files related to requests from other Federal (Federal Bureau of Investigation, Drug Enforcement Agency, etc.), state and local agencies for investigative assistance. The basis for the request is a criminal investigative matter regarding individuals or organizations under the investigative jurisdiction of the requesting agency.

Apply appropriate sub-item from SSIC 5580, paragraphs 4a-c.

7. **CIVIL DISTURBANCE FILES.** The Attorney General is the chief civilian officer in charge of coordinating all Federal government activities relating to civil disturbances. Upon specific prior authorization of the Secretary of Defense or his designee, information may be acquired which is essential to meet operational requirements flowing from the mission assigned to DOD to assist civil authorities in dealing with civil disturbances. Such authorization will only be granted when there is a distinct threat of civil disturbance exceeding the law enforcement capabilities of state and local authorities. Records consist of information on investigative and other activities authorized in connection with civil disturbance responsibilities within the United States, District of Columbia, Commonwealth of Puerto Rico, and United States territories and possessions.

a. Open Source Listing of Federal, State, and Local Officials. Listings of those who have official responsibilities related to control of disturbances which are obtained prior to commitment of Federal troops and routinely maintained for planning purposes. (\*See above)

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

b. Open Source Physical Data on Vital Public or Private Installations, Facilities, Highways, and Utilities. Data which may be necessary to carry our missions assigned are obtained prior to commitment of Federal troops and routinely maintained for planning purposes. (\*See above)

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

c. Data Which Pertains to Early Warning of Incidents, Potential Threats, and Situation Estimates. Data obtained from federal, state or local investigative or law enforcement agencies (which duplicates files maintained by the originating agency) prior to commitment of Federal troops and subject to evaluation to determine pertinency with no DOD file being created or no DOD information generated. (\*See above)

Destroy 60 days after termination of the specific situation or incident.

d. Data Collected or Developed by DOD Components During a Period When Field Acquisition, Reporting, or Processing Activities have been Specifically Authorized by the Secretary of Defense. Data includes unconfirmed, fragmentary, routine, or transitory material not included as background data in SSIC 5580, paragraph 5c. (\*See above)

Destroy 60 days after termination of the civil disturbance.

e. Documents Prepared by Military Departmental Staffs, Agency Headquarters, or Task Force Element. Those which are engaged in quelling a civil disturbance, including background data, after action reports, and historical summaries. Such after action reports and historical summaries will avoid references to non-affiliated persons and organizations by name to the greatest extent possible. (\*See above)

Permanent. Transfer to NARA 25 years after the situation or event terminates.

(a) Paper copy records that have been converted to microform:

1 Paper copy: Destroy upon verification that the record copy information has been fully and accurately converted to microform.

2 Microform copy: Convert file to archival medium acceptable at the time of transfer.

(b) Paper copy and microform records that have been converted to electronic/optical images:

1 Paper copy and microform images: Destroy upon verification that the record copy information has been fully and accurately converted to electronic/optical images.

2 Electronic/optical images: NCIS will convert file to archival medium acceptable at the time of transfer.

This information is only collected during period of civil disturbance requiring the involvement of DOD activities.

**8. FILES RELATING TO NON-DOD AFFILIATED U.S. CITIZENS, ORGANIZATIONS OR FOREIGN NATIONALS. INFORMATION CONTAINED IN THESE FILES, TO THE INTENT THAT IT CONCERNS U.S. PERSONS, IS COLLECTED IN ACCORDANCE WITH THE EXECUTIVE ORDER 12333, DATED 4 DECEMBER 1981, OR FOR FORCE PROTECTION PURPOSES.**

a. Activities or Events Posing One of the Following Types of Continuing Threats to DOD Military and Civilian Personnel and Defense Activities and Installations: Demonstrated hostility--activities in which an actual example of violent or criminal hostility has been carried out within the previous year; threatened hostility--activities which during the previous year have explicitly threatened DOD functions; potential hostility--activities whose continuing hostile nature in the vicinity of DOD installations provides a significant potential source of harm or disruption of the installation or its function; dissidence activities--activities during the previous year which have involved actively encouraging violation of law, disobedience of lawful order or regulation, or disruption of military activities.

(1) Information which falls in the above categories that is originated by and received or acquired from, agencies outside the DOD. (\*See above)

Destroy no later than 1 year after acquisition unless validated for retention for another year when it is determined during the annual verification review by the Secretaries of the Military Departments that a continued threat exists.

(2) Files or other documents created within DOD which contains significant analytical comments, value judgements, or recommendations pertaining to information received or acquired from agencies outside the DOD. (\*See above)

Retain on board for a period not to exceed 1 year after acquisition unless validated on an annual basis for continued retention. When DOD-originated information is not validated for continued retention, these files will be offered to NARA for a determination of their historical value.

(a) Paper copy records that have been converted to microform:

1 Paper copy: Destroy upon verification that the record copy information has been fully and accurately converted to microform.

2 Microform copy: Convert file to archival medium acceptable at time of transfer.

(b) Paper copy and microform records that have been converted to electronic/optical images:

1 Paper copy and microform images: Destroy upon verification that the record copy information has been fully and accurately converted to electronic/optical images.

2 Electronic/optical images: Convert file to archival medium acceptable at time of transfer.

b. Activities or Events Not Posing a Continuing Threat. Information originated by, and received or acquired from, agencies outside the DOD during the course of routine investigative or liaison activity which after receipt is subsequently determined to fall outside the area of interest of the DOD, or which is determined not to pose a threat to DOD personnel, property, or functions and no DOD file is created or DOD information generated. (\*See above)

Destroy immediately after an evaluation determines a threat does not exist or not later than 90 days following acquisition, whichever is earlier.

c. Special Investigations/Operations. Files or other documentation originated by DOD components pertaining to those activities of non-DOD affiliated organizations/individuals which potentially or actually threaten DOD functions, property, or personnel and files or other documentation relating to Defense Investigative Review Council (DIRC)-approved measures to quell or counter these activities.

Permanent. Retain on board. Offer to NARA 25 years after date of last action. (Apply SSIC 3850, paragraph 3a(2) for disposal guidance.)

**d. Base Access for Organizations/Individuals Servicing DOD Installations.** Investigative information on organizations/individuals providing commercial services, engaged in contracts, or otherwise engaged in contracts or business enterprises on DOD installations. (\*See above)

(1) If the contract is in dispute.

Destroy 1 year after final payment or other settlement.

(2) If information contains significant derogatory information.

Destroy after 5 years.

(3) All other cases.

Destroy after 1 year or for commercial organizations/individuals, 1 year after the service is discontinued.

**e. Requests for DOD Personnel to Attend or Officiate at Meetings, Ceremonies, etc., as Representatives of DOD.** Information concerning the organization/individual making the request, the nature of the event, and any other details describing the occasion. (\*See above)

Destroy no later than 1 year after the event.

**f. One-Time Requests for Admittance to Installations (Speakers, Bands, Drill Teams, Tours, etc.).** Information concerning the organization/individual requesting admittance to the installations. (\*See above)

Destroy no later than 1 year after the event.

**g. Inquiries from members of the Public to DOD for Information Relating to DOD Functions or Units, Unit Insignias, Signatures, or Photos of Senior Commanders, etc.** Information concerning the collectors of such items. (\*See above)

Destroy when 1 year old or no longer determined pertinent by an annual review, whichever is earlier.

**h. Unsubstantiated Reports to DOD Components from Members of the Public Alleging Imminent Invasion, Plots and Similar Events of a Delusional Nature, and Assorted "Crank" Letters.** Information concerning the organization/individual providing such details. (\*See above)

Destroy when 1 year old or no longer determined

pertinent by an annual review, whichever is earlier.

## 9. POLYGRAPH EXAMINATION RECORDS (CRIMINAL INVESTIGATIONS).

**a. Polygraph Examination Conducted in Support of Criminal Investigations (Crim Packages).** Copies of examination records created in support of criminal investigations. Includes statistical and technical data sheets, question sheets, charts, numerical evaluation forms, subject statements, consent forms, medical waivers, interview logs, personal data sheets and related documents. (\*See above)

Retain on board until completion of final quality assurance review. Incorporate into associated criminal investigation file. Dispose of in accordance with guidance for investigative file.

**b. Polygraph Examiner Certification Records.** Polygraph examiner certification information, including applications, recommendations, approvals, disapprovals and related information. (\*See above)

Retain on board. Destroy 10 years after separation or retirement of examiner.

## 10. NATIONAL CRIME INFORMATION CENTER (NCIC) RECORDS. Consists of NCIS controlled Department of Navy entries into FBI's NCIC.

**a. Policy guidance and correspondence pertaining to operations of NCIC.** (\*See above)

Destroy when superseded, rescinded, or no longer needed.

**b. Backup information on terminal entries into the computer.** (\*See above)

(1) Paper copy.

Destroy after related entry is removed from the computer or paper copy has been fully and accurately converted to microfiche.

(2) Microfiche/indices.

Retain on board. If space is not available, retire to WNRC. Destroy when all cases on fiche are cleared from NCIC.

**c. FBI validation listings.** (\*See above)

Destroy when superseded.

**11. NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS) REGIONAL FORENSIC LABORATORY RECORDS.**

**a. NCIS REGIONAL FORENSIC LABORATORY REPORTS.** Retained information such as copies of laboratory reports and case notes and data collected during forensic examinations. (\*See above)

(1) Sensitive cases such as internal security, terrorism, death investigations and kidnappings.

File with case file.

(2) All others:

Destroy after 5 years.

**b. NCIS LABORATORY REPORTS OF EXAMINATIONS CONDUCTED FOR NON-NCIS LAW ENFORCEMENT AGENCIES.** Laboratory results described in SSIC 5580, para. 11a from non-NCIS law enforcement agencies. (\*See above)

(1) Return requested by submitter.

Return to submitter.

(2) All others.

Destroy after 5 years except:

(3) Sensitive cases such as internal security, terrorism, death investigations and kidnapping.

Destroy after 25 years.

**c. LABORATORY FINGERPRINT CARD FILES.** Consists of original fingerprint cards submitted with evidence or taken by DON designated law enforcement officials and submitted to NCIS Regional Forensic Laboratory for quality review in support of criminal investigations. Also includes indices and other related correspondence.

(1) Fingerprint card set 1.

Forward to Federal Bureau of Investigations.

(2) Fingerprint card set 2.

Retain on board. Destroy when 75 years old.

(3) Fingerprint card indices and related correspondence. (\*See above)

Destroy when all administrative needs have expired.

**d. MILITARY WORKING DOGS NARCOTIC TRAINING AIDS RECORDS.** Listings of narcotic training aids, testing records and other information associated with the controlled substance training aids for the Military Working Dog Program. (\*See above)

(1) When required as evidence.

Apply SSIC 5580, paragraph 5b.

(2) All other.

Destroy 2 years after training aid is destroyed.

**12. POLICY PROPERTY FILES.** Files include location of offenses and name index and reflect the receipt and release of property that is found, impounded, seized as contraband, prohibited, or safeguarded for detained personnel. This includes logs, receipts, releases and disposal and related information. (\*See above)

Destroy 2 years after return, release or disposal of property.

**13. MARINE CORPS CRIMINAL INVESTIGATION DIVISION (CID) CRIMINAL INVESTIGATIVE REPORTS.** Information on any person, civilian or military, or firm involved in or reporting possible criminal activity affecting the U.S. Marine Corps' interests, property, and personnel. This may include information on persons or firms; letters, messages, case notes, or reports on investigations containing witness statements, subject statements, and technical investigative data; requests for and results of polygraph and forensic laboratory examinations; indices containing codes for the type of crime, and agencies, firms, DON, and DOD organizations that were the subject of criminal investigations.

**a. CID Filed offices.** (\*See above)

(1) Initial, status and final reports.

Transfer original to Dir, NCIS upon case adjudication.

(2) Other copies.

Destroy 2 years after date of final report or when no longer needed, whichever is later.

**b. NCISHQ:**

Apply SSIC 5580, paragraph 4a.

SSIC 5585

MILITARY WORKING DOGS (LAW ENFORCEMENT AND PHYSICAL SECURITY FUNCTIONS) RECORDS

1. **DOG HISTORIES.** Includes quarterly reports, training records, utilization, and so forth.

Retain on board until death of the dog at which time records are transferred to program manager (NISCOM) for disposition.

2. **VETERINARY RECORDS.** Includes autopsy reports, DD 1834, and death certificates upon the demise of the animal.

Retain on board until death of the dog at which time records are transferred to the DOD Dog Center, Lackland Air Force Base, San Antonio, TX 78236.

3. **NARCOTICS TRAINING AIDS.**

Destroy when 2 years old or until disposed of in accordance with Drug Enforcement Administration regulations and guide-lines.

4. **TRAINING SCHOOL QUOTA REQUESTS.**

Destroy in 1 year or after entered in the Navy Integrated Training Resources and Administration Subsystem.

SSIC 5600-5699

MICROGRAPHICS PUBLICATIONS, PRINTING, DUPLICATING, AND REPRODUCTION RECORDS

THE RECORDS IN THIS (5600-5699) SERIES ARE RELATED TO GENERAL MICROGRAPHIC PUBLICATIONS, PRINTING, DUPLICATING, AND DISTRIBUTION RECORDS AND INCLUDE PREPARATION, PRODUCTION, PROCUREMENT, DISTRIBUTION, COMPUTER OUTPUT TO MICROFORM (COM), CAMERA OUTPUT TO MICROFORM, AND EQUIPMENT RECORDS. THE RECORDS PERTAIN TO PUBLICATIONS AND PUBLISHING AND PRINTING MATTERS, INCLUDING THE PREPARATION, PRODUCTION, PROCUREMENT, AND DISTRIBUTION OF PUBLICATIONS, FORMS, AND OTHER PRINTED MATERIALS AND PRODUCTS, AND MATERIALS PRODUCED BY OR FROM THE PROCESSES OF REPRODUCTION. THEY ARE ACCUMULATED BY

THE DEFENSE AUTOMATED PRINTING SERVICE FORT BELVOIR, VA; BY OTHER NAVY AND MARINE CORPS DEPARTMENTAL AND FIELD PUBLICATIONS AND PRINTING ACTIVITIES (INCLUDING DAPS DIVISIONS, OFFICES AND THEIR BRANCH OFFICES; BY ACTIVITIES OR ORGANIZATIONAL UNITS PERFORMING PRINTING, PUBLICATIONS, AND/OR DUPLICATING FUNCTIONS; AND BY ACTIVITIES AND OFFICES PERFORMING REPRODUCTION AND MICROUBLISHING FUNCTIONS); AND BY ACTIVITIES PREPARING PUBLICATIONS.

SSIC 5600

GENERAL MICROGRAPHICS PUBLICATIONS, PRINTING, DUPLICATING, AND REPRODUCTION RECORDS

1. **PROGRAM RECORDS.** Files and other records of the DAPS, Ft. Belvoir, VA, and other departmental offices having assigned overall publications and printing or other reproduction program responsibilities, and that document the development, establishment, and execution of overall plans, policies, programs, and procedures pertaining to publications, printing, and other reproduction matters and to the operations of DAPS.

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

2. **GENERAL CORRESPONDENCE FILES OF PUBLICATIONS AND PRINTING SERVICE OFFICES AND OF ACTIVITIES AND OFFICES AND OTHER OPERATING UNITS CONCERNED WITH PUBLICATIONS, PRINTING, AND RELATED MATTERS.** Correspondence, reports, and other records of the organizational unit relating to its internal operation and administration, including production planning and scheduling, processing, procurement, and distribution functions. Include reports not specifically covered elsewhere in this series. (Exclude primary program records covered in SSIC 5600, para. 1.)

Destroy when 2 years old or no longer part of ongoing multi-year hardware procurements, whichever is later.

3. **REPORTS TO THE JOINT COMMITTEE ON PRINTING (JCP), CONGRESS OF THE UNITED STATES.** These reports (JCP Report Form 1-7) are required by Congress to be submitted periodically and relate to printing plant operations and inventories. These reports include production data, cost of operation data, commercial printing data, power collator acquisition

data, map and chart production data, plant equipment inventories, stored equipment inventories, and excess equipment.

a. Master Copy of Each Report Retained by the DAPS, Ft. Belvoir, VA.

Destroy when no longer required for reference.

b. Navy Activity Copies.

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

c. Marine Corps Activity Copies.

Destroy when 5 years old.

4. **PUBLICATIONS FILES.** Master files of naval publications maintained by printing plants or other production units and/or by issuing activity--one copy of each publication, poster, chart, regulation, directive, booklet, speech, form, press release, and similar material. (This item does not cover copies and related program material retained in originating office.)

Return publication copies to originator upon completion of job.

5. **REFERENCE FILES OF PUBLICATIONS.**

Destroy when obsolete, cancelled, or no longer needed for reference. (Return current and usable publications no longer needed to appropriate Cog I stocking segment of the Navy Supply System.)

6. **EXCESS TECHNICAL PUBLICATIONS BINDERS SUITABLE FOR REISSUE.**

a. Aviation Technical Publications Binders.

Forward to Naval Air Technical Services Facility (NATSF), 700 Robbins Avenue, Philadelphia, PA 19111-5097

b. Other Binders.

Forward to appropriate Cog I stocking segment of the Navy Supply System.

SSIC 5602

PREPARATION RECORDS

1. **SOURCE FILES OF ARTICLES, STORIES, AND**

**OTHER MATERIALS.** Records submitted for official naval publications and related correspondence and papers.

a. "Unplaceable" (Rejected or Unused) Magazine Articles, Stories, Etc.

Return to author whenever possible. When not returnable, destroy 1 year after story or article has been rejected.

b. Other Source Files.

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

2. **PUBLICATION REPRODUCIBLES OR COPY MATERIAL.** Original art work, charts or graphics, negatives, and other reproducibles such as manuscript

copies of publications or other printed material. (See also SSIC 5603, para. 3.)

Destroy when publication is superseded or obsolete, or it has been determined that art work, negatives, or other material or reproducibles are no longer usable or needed for further reproductions.

3. **BACKGROUND MATERIAL, DRAFTS, AND OTHER PAPERS USED IN DEVELOPING AND PREPARING PUBLICATIONS.**

Destroy when publication is completed and published or purpose is served, whichever is earlier.

SSIC 5603

PRODUCTION RECORDS

1. **PRINTING OFFICE SUPERINTENDENTS (OR OTHER SIMILAR OFFICES) CORRESPONDENCE FILES AND RELATED PAPERS PERTAINING TO PRODUCTION AND RELATED MATTERS.**

Destroy when 2 years old.

2. **LOGS, REGISTERS, OR OTHER CONTROL RECORDS OF INCOMING JOBS OR WORK REQUISITION.**

Destroy 1 year after close of fiscal year in which compiled or 1 year after filing of register, whichever is earlier.

**3. JOB JACKET (CASE OR PROJECT) FILES.**

Papers accumulated by publications and printing service offices or similar activities for each printing, binding, or reproduction job. Files consist of such papers as copies of job requests or orders, material withdrawal requisitions, pricing schedules, job cost reports, samples of jobs produced, receipts for completed work, specifications, and other related papers. (See also SSIC 5602, para. 2.)

**a. Marine Corps Activities.**

Destroy 1 year after completion of the job.

**b. Navy Activities.**

Destroy when publication is superseded or obsolete and no longer required for reference.

**4. DELIVERY UNIT COPIES OF SIGNED RECEIPTS FOR COMPLETED WORK.**

Destroy when 6 months old.

**5. PRODUCTION PLANNING AND SCHEDULING RECORDS.**

**a. Production Control or Progressing Records.** Control stubs, tickets, or other local forms used as job status records or for posting to pricing schedules.

Destroy when 3 months old.

**b. Production Reports or Other Records.** Files relating to work production breakdowns, such as estimated number of units of productions per job in each cost process. Files include planning copies of requisitions.

Destroy when 6 months old.

**6. PRODUCTION COST RECORDS AND REPORTS.**

**a. Time Reports.** Daily military musters, daily time reports, and other similar records (prepared daily by each employee); summary time reports; and overtime reports.

- (1) Summary and overtime reports.

Destroy when 1 year old.

- (2) Daily reports.

Destroy when 1 year old.

**b. Work-in-Process Inventories.** Tabulated or other listings of work-in-process at end of the month and requisition check lists.

Destroy when 1 year old.

**c. Cost Reports.** Monthly labor cost reports, reports of accrued annual salaries and wages, monthly recapitulation work sheets and reports, and other similar labor or material summary cost reports, records of units produced and billed.

Destroy when 1 year old.

**d. Statistical Data.** Tabulated listings and work papers (such as job cost reports, social security retirement costs, travel requests, etc.) used for compiling data for periodic financial and cost statements and for estimated cash budget reports.

Destroy when 1 year old.

**7. PRODUCTION INVENTORY AND SUPPLY RECORDS.** Records relating to printing or other reproduction supplies and equipment of printing offices, such as material inventory control and usage records (issue and receipt cards or other similar records of paper and other supplies, equipment, and repair parts received and issued); copies of withdrawal requisitions used to post issue and receipt cards; periodic inventory reports; and copies of requisitions, including partial receiving reports and copies of loading reports.

Destroy when 1 year old.

**8. INDUSTRIAL ACTIVITIES FINANCIAL STATEMENTS OR REPORTS OF DAPS.**

**a. Quarterly Estimated Cash Budgets.**

Destroy when 1 year old.

**b. Financial and Cost Statements.** Statements submitted by publications and printing service industrial-type activities to the ASN (FM&C) and/or other higher authorities, and annual operating budgets.

Apply SSIC 7630.

**c. Accounting Registers.** Registers used to record and accumulate financial and cost data on a monthly basis for posting to the general and subsidiary ledger: cash receipts and disbursement registers' materials on order registers, accounts receivable and payable registers, labor and material distribution registers, journal

vouchers, and other similar registers.

Destroy when 4 years old.

d. General and Subsidiary Ledgers.

Apply SSIC 7640.

9. OTHER FINANCIAL MANAGEMENT RECORDS.

Apply appropriate 7000 series SSICs.

SSIC 5604

PROCUREMENT RECORDS

1. REQUISITIONS, PURCHASE REQUESTS, AND OTHER SIMILAR REQUISITION OR PROCUREMENT DOCUMENTS.

See Defense Acquisition Regulations (DAR).

2. OTHER SUPPLY AND PROCUREMENT RECORDS.

Apply appropriate sub-item from SSIC 4000.

SSIC 5605

DISTRIBUTION RECORDS

1. FORMS INDICATING THE ISSUANCE, RECEIPT, AND DELIVERY OF PUBLICATIONS BY DIVISIONS OF SUPPLY CENTERS AND OTHER OFFICES.

Destroy when 1 year old.

2. PUBLICATIONS AND FORMS REQUISITIONS AND SHIPPING ORDER FILES. Copies of requisitions, shipping orders, transfer requests, and related papers accumulated by publications supply activities and by activities and offices requisitioning publications and forms from stock.

Destroy when 6 months old.

3. DISTRIBUTION LISTS.

Apply SSIC 5900, para. 5.

4. INDEXES, CHECK LISTS, AND OTHER RECORDS OF CURRENT PUBLICATIONS.

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

5. RECORDS RELATING TO DISTRIBUTION OF CODE 4 PUBLICATIONS IN THE NAVY SUPPLY SYSTEM.

Apply appropriate sub-item from SSIC 5070.

SSIC 5700-5799

EXTERNAL AND INTERNAL RELATIONS RECORDS

THE RECORDS DESCRIBED IN THIS (5700-5799) SERIES ARE RELATED TO PUBLIC, LEGISLATIVE, AND EXECUTIVE RELATIONS, LIAISON AND PROGRAMS, TO NAVY'S PARTICIPATION IN POLITICAL MILITARY AFFAIRS, AND TO HISTORICAL MATTERS. THEY INCLUDE RECORDS ACCUMULATED IN CONNECTION WITH INTERNATIONAL RELATIONS, PUBLIC RELATIONS (INCLUDING INFORMATIONAL SERVICES), COMMUNITY RELATIONS AND MEDIA RELATIONS. THEY ALSO ARE ACCUMULATED IN CONNECTION WITH THE CONDUCT OF OUR RELATIONS WITH EXTERNAL (PRIVATE) ORGANIZATIONS.

SSIC 5700

GENERAL EXTERNAL AND INTERNAL RELATIONS RECORDS

1. PRIMARY PROGRAM RECORDS.

a. Files and Other Records of the SECNAV, CHINFO, Chief of Legislative Affairs, and the Office of the CNO. Records document the development and execution of plans, policies, programs, and procedures regarding external relations of the Navy Department including international affairs, public relations, and congressional and legislative matters.

Permanent. Retire to WNRC or other authorized storage area when 4 years old or files become inactive. Transfer to NARA when 20 years old.

b. Files of the CMC and Other Departmental Bureaus and Offices. Records document the overall accomplishment of assigned external relations program responsibilities and are not duplicated or essentially documented in the files covered in SSIC 5700, para. 1a.

Permanent. Retire to WNRC when 4 years old or files become inactive. Transfer to NARA when 20 years old.

c. Files of CNO Area Coordinators, Fleet

Commands, and Other Major Shore-Based Commands. Records document policy decisions or other unusually significant or important local transactions of a highly controversial nature.

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

2. **GENERAL CORRESPONDENCE FILES.** Files relate to the routine internal operation and administration of activities and offices performing external relations functions.

Destroy when 2 years old.

SSIC 5711

STANDARDIZATION PROGRAMS AND AGREEMENTS RECORDS

Apply SSICs 5700.

SSIC 5720

EXTERNAL PUBLIC AFFAIRS (INCLUDING FREEDOM OF INFORMATION) RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Files include reports of activities and offices pertaining to external relations or information matters, guests cruises, community relations or media relations, public affairs guidance, and reserve programs. (Exclude primary program records covered in SSIC 5700, para. 1.)

a. CNO Area Coordinators' Records.

Destroy when 4 years old.

b. Other Records.

Destroy when 2 years old.

2. **INFORMATION RELEASES.** Press releases, publications, transcripts of press conferences, official speeches, or other presentations, including graphics or exhibits, television or radio scripts, and other formally presented publicity or informational material.

a. Master Files of the CHINFO, Washington, DC. (One copy of each document, together with related index.)

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

b. Master Files of Other Officially Designated Public Information Offices. One copy of each formally released document that is not forwarded to or duplicated in the files of CHINFO, Navy Department, or other higher authority. Include any related index records. (Exclude publicity material that is important or useful in documenting the history of the organization and that relates to especially significant or historically noteworthy events which should be handled as provided in SSIC 5720, paras. 1 and 3.

Destroy when 4 years old or when no longer needed.

c. Copies of Press Releases, Speeches, Presentations, Exhibits, Communiques, and Other Public Relations Material.

(1) Related indexes, check lists, or bibliographies.

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

(2) All other files.

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

3. **PUBLIC RELATIONS SERVICES PROJECT (CASE) FILES.** Correspondence, background material, and other papers. (Exclude master files of formal information releases covered in SSIC 5720, para. 2.)

Destroy 1 year after completion of project.

4. **ARMED FORCES DAY RECORDS.**

Correspondence and other records relating to the local observance of Armed Forces Day.

Destroy when 1 year old.

5. **REQUESTS FOR INFORMATION.** Routine requests for information, material, or data of a nature that requires no special investigation, no special compilation or research, and involves no policy decisions and no administrative action.

a. Requests of a Less Routine Nature, but Involving no Policy Decisions or Matters of a Controversial Nature or no Unusually Important Transactions.

Destroy when 2 years old.

b. All Other Requests.

Destroy when 3 months old.

**6. ANONYMOUS LETTERS, LETTERS OF COMPLAINT OR CRITICISM, OR LETTERS CONTAINING SUGGESTIONS.** Include replies on which no investigation is made or administrative action taken.

Destroy when 3 months old.

**7. APPROVAL (AUTHORIZATIONS) FOR INFORMATIONAL (PRESS OR OTHER) RELEASES AND FOR THE RELEASE OF NAVAL FILMS, EXHIBITS, OR OTHER MATERIALS FOR PUBLIC VIEWING.**

Destroy when 1 year old.

**8. RESEARCH REFERENCE FILES.** Press clippings, newspapers, and other materials accumulated for reference articles, stories, etc., pertaining to or of interest to the Navy and Marine Corps.

Destroy when purpose is served.

**9. FREEDOM OF INFORMATION ACT RECORDS**

a. Files of the Offices of SECNAV, CNO, CMC and other components of the Executive Part of the DON. Files documenting the primary mission responsibilities for the development, establishment, and accomplishment of administrative and management plans, policies, and procedures for implementing the Freedom of Information Act (FOIA) program.

Permanent. Place in inactive file when policy is superseded. Retire to WNRC when no longer required for reference. Transfer to NARA 10 years after retirement.

b. FOIA Request Files. Files created in response to requests for information under the FOIA consisting of the original request, a copy of the reply, and all related supporting files which may include official file copy or copy of requested record.

(1) Correspondence and supporting documents. (Exclude the official file copy of the requested records covered in SSIC 5720, para. 9b(2)).

(a) Granting access to all the requested records.

Destroy 2 years after date of reply.

(b) Responding to requests for nonexistent records, to requestors who provide inadequate descriptions, and to those who fail to pay agency reproduction fees.

1. Request not appealed.

Destroy 6 years after date of reply.

2. Request appealed.

Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.

(c) Denying access to all or part of the records requested.

1. Request not appealed.

Destroy 6 years after date of reply.

2. Request appealed.

Apply SSIC 5720, para. 9c.

(2) Official file copy of requested records

Dispose of in accordance with approved agency disposition instruction for the related records or with the related FOIA request, whichever is later.

c. FOIA Appeals Files. Files created in responding to administrative appeals under the FOIA for release of information denied by the DON consisting of the appellant's letter, a copy of the reply, and related supporting documents which may include the official file copy or copy of records under appeal.

(1) Correspondence and supporting documents. (Exclude the official file copy of the records under appeal covered in SSIC 5720, para. 1c(2)).

Destroy 6 years after final determination by agency or 3 years after final adjudication by courts, whichever is later.

(2) Official file copy of records under appeal.

Dispose of in accordance with approved agency disposition instructions for the related records or with the related FOIA requests, whichever is later.

d. FOIA Act Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and

purpose of request, and name and address of requestor.

(1) Register or listing.

Destroy 6 years after date of last entry.

(2) Other files.

Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.

e. FOIA Report Files. Recurring reports and one-time information requirements relating to DON implementation of the FOIA, including annual reports to the Congress.

(1) Annual reports at DON or departmental level.

Permanent. Transfer to NARA when 15 years old.

(2) Other reports.

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

f. FOIA Administrative Files. Records relating to the general implementation of the FOIA, including notices, memoranda, routine correspondence, and related records. (Exclude policy files which are covered in SSIC 5720, para. 1a.)

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

g. Mandatory Declassification Review Files. Files created in response to requests from individuals and/or record depositories for the mandatory review of classified documents for the purpose of releasing declassified material to the public, as provided for under Executive Order 12065 (Section 3-5). Files contain original requests, copy of reply, and all related supporting documents, which may include copy of reply, and all related supporting documents, which may include the official file copy or copy of records requested.

(1) Correspondence and supporting documents. (Exclude the official file copy of the requested records covered in SSIC 5720.1g(1)(d).)

(a) Granting access to all the requested records.

Destroy 2 years after date of reply.

(b) Responding to requests for nonexistent records, to requestor who provides inadequate descriptions, and to those who fail to pay DON search and reproduction fees.

1. Request not appealed.

Destroy 2 years after date of reply.

2. Request appealed.

Destroy 3 years after final determination on appeal.

(c) Denying access to all or part of the records requested.

1. Request not appealed.

Destroy 5 years after date of reply.

2. Request appealed.

Destroy 3 years after final determination on appeal.

(d) Official file copy of requested records.

Dispose of in accordance with approved agency disposition instruction covering the records or with the related declassification request, whichever is later.

h. Mandatory Declassification Appeal Files. Files created in responding to administrative appeals under the Executive Order for release of information denied by DON consisting of the appellant's letter, a copy of the reply, and related supporting documents, which may include the official file copy or copy of records under appeal.

(1) Correspondence and supporting documents.

Destroy 3 years after final determination on appeal.

(2) Official file copy of records under appeal.

Dispose of in accordance with approved agency disposition instructions covering the records or with the related declassification request, whichever is later.

i. Mandatory Declassification Review Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requestor.

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- (1) Register or listing.

Destroy 5 years after date of last entry.

- (2) Other files.

Destroy 5 years after final action by the agency or final adjudication by higher authority, whichever is later.

j. Mandatory Declassification Review Report Files. Recurring reports and one-time information requirements relating to agency implementation, including annual reports to the Congress of the United States, the National Security Council, the Office of Management and Budget, and the Information Security Oversight Office. Also include inputs to DON reports.

Destroy upon submission of the next report.

k. Mandatory Declassification Review Administrative Files. Records relating to the general DON implementation of Executive Order 12065 (Section 3-5), including notices, memoranda, routine correspondence, and related records (exclude policy files).

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

#### SSIC 5721

### SPEECHES RECORDS

1. **UNCLASSIFIED SPEECHES GIVEN TO PUBLIC AND IN-HOUSE AUDIENCES.** Topics deal mainly with adversary threat, sea lanes of communication, and state of the Navy in general. Others include observance of patriotic holidays, changes of command, and graduations.

- a. Records of the Chief of Information.

Two copies of major speeches by senior officers and Navy and Marine Corps officials shall be forwarded to CHINFO or Director of Public Affairs (DirPA) for retention and use as a background material.

- b. All Other Activities.

Individual commands will retain copies of all speeches for minimum of 2 years and forward them to CHINFO or DirPA if of historical significance. Speeches delivered by the officer in command shall be retained for a minimum of 2 years beyond the time that officer is relieved. Additionally, commands shall forward copies of all

speeches delivered by personnel of the command to the speakers bureau of their superior in the chain.

#### SSIC 5723

### GUEST CRUISE PROGRAM RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Files include reports of activities and offices pertaining to guest cruises.

- a. Reports.

Destroy when 4 years old.

- b. Other Correspondence.

Destroy when 2 years old.

#### SSIC 5724

### FLEET HOME TOWN NEWS RECORDS

1. **FLEET HOME TOWN NEWS CENTER RECORDS.**

- a. General Correspondence Files.

(1) Correspondence and related records documenting the center's organizational history and its policies, programs, overall procedures, and essential transactions.

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

(2) Correspondence relating to the internal operations and administration of the center.

Destroy when 2 years old.

(3) Correspondence relating to the Fleet Home Town News Center submissions.

Destroy when 1 year old.

b. Photographic Prints Accumulated by the Fleet Home Town News Center.

- (1) Address of person portrayed is available.

Return prints to originator if known; otherwise destroy after 90 days.

#### SSIC 5725

**RESERVE PROGRAM RECORDS**

1. **PRIMARY PROGRAM RECORDS.** Files and other records of the Director of Naval Reserve, that document the development and execution of plans, policies, programs and procedures regarding Naval Reserve affairs, its mission and its organizational history.

Retire records under SSIC 1001.1.

2. **GENERAL CORRESPONDENCE FILES.** Files relating to the routine internal operation and administration activities and offices of the Director of Naval Reserve.

Retire records under SSIC 1001.2

**SSIC 5726**

**COMMUNITY RELATIONS RECORDS**

1. **GENERAL CORRESPONDENCE FILES.** Files include reports, with respect to maintaining liaison with commands afloat and ashore, non-government organizations, and national organized groups (other than media); coordinating Navy support of the Navy Flight Demonstration Squadron (Blue Angels); administering the SECNAV Guest Cruise Program and the Navy Guest Cruise Program; coordinating special orientation visits of individuals or groups to naval vessels and installations and Navy participation in civic events of regional, national, and international significance; coordination of Navy programs to enhance the reputation of the Navy at home and abroad; and directing the Navy combat art program and Navy Band.

Destroy when 2 years old.

2. **OFFICIAL CEREMONIES.** Keel layings, launchings/christenings, commissionings, decommissionings, dedications, changes of commands, establishment/disestablishment of installations. Master files of CHINFO, Washington, DC. (One copy of each document, together with related index or other records.)

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

3. **NON-GOVERNMENT NATIONALLY ORGANIZED GROUPS (OTHER THAN MEDIA, E.G., NAVY LEAGUE, NAVY RELIEF SOCIETY, FLEET RESERVE ASSOCIATION, NAVY WIVES CLUB OF AMERICA, ETC.)** Master files of the CHINFO, Washington, DC.

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

**SSIC 5727**

**MEDIA RELATIONS RECORDS**

1. **MEDIA CLIPPINGS.** Records, both press and broadcast, concerning subjects of Navy interest and Navy-related and DOD interest to include clipped articles appearing in print, wire story copy, and broadcast transcripts.

Destroy when 1 year old or no longer needed.

2. **MEDIA QUERIES.** Requests requiring research for information, materials, data, or related responses.

Destroy when 3 years old.

3. **SUBJECT REFERENCE FILES.** Files include fact sheets, related clipping media queries, and background information used for research and reference.

Destroy when purpose is served.

**SSIC 5728**

**PUBLIC AFFAIRS GUIDANCE RECORDS**

1. **GENERAL CORRESPONDENCE.** Files include reports of activities and offices pertaining to public affairs guidance.

a. **Reports.**

Destroy when 4 years old.

b. **Correspondence.**

Destroy when 2 years old.

**SSIC 5730**

**CONGRESSIONAL AND LEGISLATIVE LIAISON RECORDS**

1. **PRIMARY PROGRAM RECORDS.** Files and other records of the Office of Legislative Affairs and other departmental offices having primary program responsibilities for all phases of congressional and legislative liaison matters. These are records that document plans, policies, programs, procedures, accomplishments, and essential transactions.

Permanent. Retire to WNRC when 4 years old or files become inactive, whichever is later. Transfer to NARA when 20 years old.

2. **GENERAL CORRESPONDENCE FILES.** Files of activities and offices pertaining to the routine internal operation and administration of liaison activities between Congress and other Executive agencies. Include routine requests for information from members of Congress and replies. (Exclude primary program records covered in SSIC 5730, para. 1 and records documenting Navy or Marine Corps policy, plans, or highly important transactions, including official files relating to changes in location or status of naval facilities.)

Destroy when 2 years old.

SSIC 5740

CORRESPONDENCE WITH GOVERNMENT OFFICIALS

1. **GENERAL CORRESPONDENCE FROM U.S. AND STATE SENATORS, CONGRESSMEN, GOVERNORS, MAYORS, ETC.** Files relate to inquiries, complaints, etc., from constituents.

Destroy when 2 years old.

SSIC 5750

HISTORICAL MATTERS RECORDS

1. **PRIMARY PROGRAM RECORDS.**

a. Records of the Office of SECNAV, OPNAV, Headquarters USMC and other components of the Executive Part of the DON. Records consisting of reports, correspondence, or other documents accumulated or prepared in connection with historical and related functions and reflecting the administrative history of Navy and Marine Corps.

Permanent. Retire to WNRC when no longer needed. Transfer to NARA when 20 years old. Send Marine Corps records to CMC (HD) when 3 years old. CMC (HD) transfer to NARA when 20 years old.

b. Records of the Director of Naval History, Curator for the Navy. Reports, correspondence, and other documents prepared or accumulated in connection with conducting research and compilation of Naval Histories, writing and publishing official works on Naval History, providing historical information services, coordination of

Navy Libraries and Museums, supervising and supporting the operation of the USS CONSTITUTION, and other elements of Navy's Historical Program. This file is maintained primarily by the Director of Naval History (DNH) but may contain some program correspondence maintained by the Deputy Director and Senior Historian.

Permanent. Retire to WNRC when 4 years old or when records become inactive, whichever is later. Transfer to NARA when 30 years old.

c. Records of the Director of Marine Corps History (CMC (HD)). Reports, correspondence, and other documents prepared or accumulated in connection with directing the Marine Corps Historical Program.

Permanent. Retire to WNRC when 4 years old or when records become inactive, whichever is later. Transfer to NARA when 30 years old.

2. **RECORDS, NOT DESIGNATED PERMANENT ELSEWHERE IN THIS MANUAL, WHICH THE COMMANDER OR COMMANDING OFFICER DETERMINES TO BE OF UNUSUAL IMPORTANCE OR TO HAVE EXCEPTIONAL HISTORICAL SIGNIFICANCE OR INTEREST.** Records depicting important unique situations of continuing interest or important policy transactions or decisions, unusual noteworthy events, or summarize the organizational and functional history of the activity.

Permanent. Retire to nearest FRC when 3 years old. Transfer to NARA when 20 years old.

3. **GENERAL HISTORICAL RECORDS.** Naval Historical Center's Mailroom file of reference requests and responses.

Retire to WNRC when 10 years old. Destroy when 20 years old.

4. **LOCAL ACTIVITY OR OFFICE HISTORIES.** Locally prepared histories not required by nor submitted to higher authority.

a. Unified Commands Supported by SECNAV. Annual Command Histories and other histories prepared by Commander in Chief U.S. Atlantic Command (CINCUSACOM) and Commander in Chief U.S. Pacific Command (CINCPAC).

Permanent. Transfer annually to DNH. DNH transfer to NARA when 50 years old.

b. Navy activities. Including source files for Command histories.

Retire to nearest FRC when no longer needed for reference. Destroy when 20 years old.

c. Marine Corps activities.

Transfer to CMC (HD) when 3 years old. CMC (HD) destroy when no longer required.

## 5. ORAL HISTORY RECORDS.

a. Marine Corps Field Interviews. Interviews of Marine Corps active duty personnel or civilians in a duty status conducted at Marine Corps field commands by command personnel or by Marine Corps historians. Interviews concern current operations, important events or policies. Records are maintained by the Director of Marine Corps History and Museums.

(1) Sound Tapes. Formatted as specified in 36 CFR, ch 1232.4.

Permanent. Transfer to NARA when 30 years old. (N1-127-89-1)

(2) Transcripts.

Permanent. Transfer to NARA when 30 years old. (N1-127-89-1)

(3) Documentation Sheets. Sheets that each field officer is required to provide with each interview. Sheets contain the name, date, place of interview, and a brief synopsis.

Permanent. Transfer to NARA when 30 years old. (N1-127-89-1)

(4) Indexes to Field Interviews. Card index and/or listings of field interviews which have been published in Marine Corps Bulletins.

Permanent. Transfer to NARA when tapes are transferred. (N1-127-89-1)

b. Navy Oral History Program. Interviews of Navy officers and enlisted personnel involved in combat actions or in key operational supporting assignments during periods of armed conflict. Included also are interviews of former prisoners of war. Interviews are conducted by Naval Historical Center personnel and field historians as part of the Navy's Oral History Program.

(1) Sound Tapes.

Permanent. Transfer instructions to be determined at a later date

(2) Transcripts.

Permanent. Transfer to NARA when 50 years old.

(3) Indexes to Oral Histories.

Permanent. Transfer to NARA with transcripts.

c. Marine Corps Lectures. Sound tapes of lectures given by senior military commanders and high ranking civilian officials to students and faculty of the Marine Corps Command and Staff College, Quantico. Topics include strategy, Marine Corps operations, analysis by commanders, policy, and planning. These records are maintained by the Marine Corps Historical Center and are generally not transcribed.

Permanent. Transfer instructions to be determined at a later date.

SSIC 5751

## RESEARCH RECORDS

1. RECORD COPIES OF STUDIES AND CORRESPONDENCE. Files contain original research data that has continuing value.

Permanent. Transfer to NARA when no longer needed for reference or information in connection with the center's mission. Marine Corps activities transfer to CMC (HD) who will offer to NARA when no longer needed for reference.

2. NON-RECORD COPIES OF STUDIES AND CORRESPONDENCE. Files contain research data that are of transitory value.

Destroy when 2 years old.

SSIC 5752

## SHIPS HISTORY SOURCE FILE

1. RECORDS OF THE NAVAL HISTORICAL CENTER DOCUMENTING THE HISTORY OF U.S. NAVY SHIPS. Records include cruise books, builders brochures, clippings, photographs, and miscellaneous printed material. Exclude command histories (filed under SSIC 5757), name files (SSIC 5030), and Deck

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Logs.

Destroy when no longer needed for reference.

SSIC 5753

ARCHIVES RECORDS

1. NAVAL HISTORICAL CENTER, OPERATIONAL ARCHIVES HOLDING RECORDS. Records documenting the acquisition or transfer of Navy records maintained by the Naval Historical Center. Files include transfer documents, accessioning lists, certificates of origin, finding aids, indexes, and descriptions of the collection.

Permanent. Transfer to NARA when records are transferred.

SSIC 5754

ARTIFACTS AND PAINTINGS RECORDS

1. RECORDS OF THE CURATOR FOR THE NAVY AND THE MARINE CORPS HISTORICAL CENTER. Records documenting the donation or loan of historical properties to the Navy and documenting their origin and location of materials and accounting responsibilities.

Retain on board. Destroy when property is returned to lending activity.

SSIC 5755

MUSEUM RECORDS

1. RECORDS OF THE CURATOR FOR THE NAVY AND THE MARINE CORPS HISTORICAL CENTER.

a. Records Documenting accreditation of Navy and Marine Corps Museums, Eligibilities of Museums, and Accounting Responsibilities.

Destroy when no longer required.

b. Inquiries from Museums on Available Historical Naval Properties Without Subsequent Request for Materials.

Destroy when 3 years old.

c. Exhibit Files. Design, construction, and background records for exhibits at Navy museums.

Destroy when exhibit is dismantled.

SSIC 5756

AIRCRAFT RECORDS

1. RECORDS OF THE CURATOR FOR THE NAVY AND THE MARINE CORPS HISTORICAL CENTER. Records related to acquisition, loan, or donation of naval

aircraft; eligibility of recipients; history of aircraft; and accountability responsibilities.

Retire to WNRC when no longer needed for reference or in connection with the center's mission. Destroy when 20 years old.

SSIC 5757

COMMAND HISTORIES RECORDS

1. NAVY ACTIVITIES COMMAND HISTORIES. Annual history prepared by ships, aviation commands, other operating force commands, and shore activities in accordance with OPNAV INSTRUCTION 5750.12 current version. The history will include sections on command composition and organization, a chronology of significant events, a narrative account, and supporting documents.

a. Original maintained by the DNH (N09BII).

Permanent. NHC transfer to NARA when 50 years old.

b. Originator copy of shore activity Command Histories.

Permanent. Retire to nearest FRC when 10 years old. Transfer to NARA when 20 years old.

c. Originator copy of ships, and aviation commands histories.

Destroy when 10 years old.

2. MARINE CORPS COMMAND HISTORICAL SUMMARY FILE. File includes copies of certificate of lineage and honors; battle streamer entitlement; copies of past chronology reports; press clippings from local military and civilian newspapers; command press releases; unit history; and photographs judged to be of historical interest. Other operating force Command Histories. (NOTE: Marine Corps Command Chronology is filed separately under SSIC 3480 of this Manual.)

Permanent. USMC units transfer annually to CMC

(HD). CMC (HD) transfer to NARA when 20 years old.

SSIC 5758

HISTORICAL PLACES AND EVENTS RECORDS

Records filed under this SSIC should be retired under SSIC 5750.2.

SSIC 5760

ORGANIZATIONS, ASSOCIATIONS, SOCIETIES, INDIVIDUALS, AND COMMERCIAL ENTERPRISES RECORDS

1. GENERAL CORRESPONDENCE FILES OF A ROUTINE NATURE. Files relate to meetings, conventions, biographical records of officers and organizations, copies of reports and similar material.

Destroy when 2 years old.

SSIC 5770-5779

AMERICAN FORCES RADIO AND TELEVISION SERVICE (AFRTS) RECORDS

THE RECORDS IN THIS (5770-5779) SERIES ARE RELATED TO THE OPERATION OF THE NAVY AFLOAT AND ASHORE AFRT OUTLETS; LIAISON WITH DOD AND OTHER SERVICES ON AFRTS MATTERS; THE DEVELOPMENT, PROCUREMENT AND DISTRIBUTION OF AFRT EQUIPMENT TO NAVY AFRT OUTLETS OR WHERE NAVY IS EXECUTIVE AGENT; RELATIONS WITH AFRT LOS ANGELES REGARDING PROGRAMMING; RELATIONS WITH THE U.S. ARMY ELECTRONICS COMMAND TELEVISION-AUDIO SUPPORT ACTIVITY ON AFRTS MATTERS; LIAISON WITH THE BROADCAST INDUSTRY ON AFRTS-RELATED TOPICS, AND LIAISON WITH FOREIGN NATIONS REGARDING NAVY, OR NAVY EXECUTIVE AGENCY, AFRT OUTLETS. SECNAV-APPROVED ESTABLISHMENT OF THE NAVAL MEDIA CENTER, UNDER THE SUPERVISION OF CHINFO, WHO IS RESPONSIBLE FOR OPERATING AND MAINTAINING ALL ARMED FORCES RADIO AND TELEVISION (AFRT) OUTLETS UNDER NAVY JURISDICTION.

SSIC 5770

GENERAL AFRTS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files other than those specified below, including letters, memoranda, and messages, pertaining to the routine operations of Navy AFRTS Outlets or outlets where Navy is Executive Agent.

Destroy when 4 years old.

2. ACKNOWLEDGEMENT AND TRANSMITTAL FILES.

Destroy when 3 years old.

3. COMMENDATION AND COMPLAINT CORRESPONDENCE. Anonymous letters, letters of commendation, complaint, criticism, suggestions, and replies.

Destroy when 3 months old.

4. PROGRAM RECORDS OF THE ESTABLISHMENT/DISESTABLISHMENT OF NAVAL MEDIA CENTER DETACHMENTS AND OPERATING LOCATIONS.

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

5. AGREEMENTS WITH DOD, OTHER SERVICES, OTHER NAVY COMMANDS, AND FOREIGN NATIONS, REGARDING NAVY OR NAVY EXECUTIVE AGENT AFRT OPERATIONS.

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

SSIC 5771

ADMINISTRATION AND POLICY RECORDS

1. PRIMARY PROGRAM RECORDS.

a. SECNAV, CNO, CHINFO, and Naval Media Center. Files document the development and execution of plans, policies, programs, and procedures regarding AFRT relations of the DON including inter-national affairs, public relations and congressional and legislative matters or records which have research, legal, historical, scientific, or cultural values worthy of preservation.

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

b. CMC and Other Department Offices. Files document the overall accomplishment of assigned AFRTS

program responsibilities and that are not duplicated or essentially documented in the files covered in SSIC 5771, para. 1a.

Retire to WNRC when 4 years old or files become inactive. Destroy when 10 years old.

c. Fleet and Other Major Shore-Based Commands. Files document policy decisions or other unusually significant or important local transactions or transactions of a highly controversial nature.

Retire to WNRC when 4 years old or files become inactive. Destroy when 10 years old.

2. GENERAL CORRESPONDENCE FILES. Files of divisions, branches, or other organizational units not essentially duplicated or summarized in records covered in SSIC 5771, para. 1a.

Retire to WNRC when 2 years old or files become inactive. Destroy when 7 years old.

SSIC 5772

PROGRAMMING AND PRODUCTION RECORDS

1. GENERAL CORRESPONDENCE FILES. Files and other documents pertaining to the use and disposition of programming and production materials of AFRT operations.

Retire to nearest FRC when 2 years old or files become inactive. Destroy when 10 years old.

SSIC 5773

AFLOAT AFRT OPERATIONS RECORDS

Retire to nearest FRC when 2 years old. Destroy when 7 years old.

SSIC 5774

SHORE-BASED AFRT OPERATIONS RECORDS

1. SHORE ACTIVITIES/CONUS SUPPORTING AFRT OPERATIONS.

Retire to nearest FRC when 2 years old. Destroy when 7 years old.

2. SHORE ACTIVITIES/OUTSIDE CONUS CONDUCTING AFRT OPERATIONS.

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

SSIC 5775

ENGINEERING AND EQUIPMENT RECORDS

1. ENGINEERING AND EQUIPMENT MATTERS PERTAINING TO AFRT OPERATIONS.

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

SSIC 5776

LOGISTICS AND SUPPLY PROCEDURES RECORDS

1. LOGISTICS MATTERS AND SUPPLY PROCEDURES PERTAINING TO AFRT OPERATIONS.

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

SSIC 5777

BUDGETS RECORDS

1. BUDGETS/APPROPRIATED AND NON-APPROPRIATED FUNDS PERTAINING TO AFRT OPERATIONS.

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

SSIC 5778

MANPOWER RECORDS

1. MANPOWER (MILITARY AND CIVILIAN) MATTERS PERTAINING TO AFRT OPERATIONS.

Destroy when 5 years old.

SSIC 5779

REPORTS RECORDS

1. REPORTS PERTAINING TO AFRT OPERATIONS.

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

SSIC 5780

**INTERNAL PUBLIC AFFAIRS RECORDS**

**1. NAVAL MEDIA CENTER.**

a. Records Documenting the Naval Media Center's Organizational History and Its Policies, Programs, Overall Procedures, and Essential Transactions. Records accumulated by BUPERS activities. Exclude primary program records filed under SSIC 1000.

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

b. Correspondence Relating to the Internal Operation and Administration of the Activity.

Destroy when 2 years old.

**2. GENERAL CORRESPONDENCE FILES.** Files include reports of activities and offices pertaining to internal relations or information matters.

Destroy when 1 year old.

**3. SERVICE-WIDE PERIODICALS AND MAGAZINES.** All Hands magazines.

a. Master Files.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 10 years.

b. Photographic Prints and Negatives. Files accumulated in the production of periodicals and magazines.

Apply SSIC 5724, para. 1b.

**4. LOCAL STATION NEWSPAPERS, NEWSLETTERS, AND SIMILAR GENERAL INTEREST PERIODICALS.** Periodicals published at least monthly, approved by the issuing command, and containing articles/information concerning the installation, the local community, and military and civilian employees of the installation.

a. Station Newspapers from Navy and Marine Corps Bases, Air Stations, and major industrial facilities, e.g., naval shipyards, aircraft rework facilities, training centers, etc.

Offer to NARA Regional Archives upon closing of the base or installation. Long running publication series not needed for publication files should be offered to NARA in 5-year blocks when 20 years old.

b. All other activity newsletters/newspapers.

Destroy when 2 years old or no longer needed for local reference. Do not retire to FRC.

**5. STILL PHOTOGRAPHS OF NAVY AND MARINE CORPS INSTALLATIONS AND ASSIGNED PERSONNEL/EMPLOYEES.** Photography collections maintained by the local Public Affairs Office or history office. Include photos taken by assigned staff as well as official Navy photographs. Photographs accumulated only at major shore activities.

Offer to NARA Regional Archives upon closing of the base or installation. Rejected offers may be destroyed immediately.

SSIC 5800-5899

**LAW AND LEGAL MATTERS RECORDS**

THE RECORDS COVERED IN THIS (5800-5899) SERIES PERTAIN TO THE ADMINISTRATION OF LAW AND LEGAL MATTERS, INCLUDING ADMIRALTY LAW; MILITARY JUSTICE; THE PROVIDING OF LEGAL ASSISTANCE TO NAVAL PERSONNEL AND THEIR DEPENDENTS AND OTHER ELIGIBLE CLIENTS; THE ADMINISTRATION OF COURTS OF INQUIRY AND INVESTIGATIONS; THE ADMINISTRATIVE SETTLEMENT OF CLAIMS; THE HANDLING OF LEGAL PROCESSES; LEGAL DECISIONS; OPINIONS; MEMORANDA ON MATTERS RELATIVE TO LAWS; REGULATIONS; ADMINISTRATIVE DECISIONS; DIRECTIVES; PROCESSING AND HANDLING OF PATENT, COPYRIGHT, AND TRADEMARK MATTERS; AND OTHER RELATED FUNCTIONS. THESE RECORDS ARE ACCUMULATED BY THE OFFICE OF THE JUDGE ADVOCATE GENERAL (OJAG), THE OFFICE OF THE GENERAL COUNSEL (OGC), AND OTHER DEPARTMENTAL OFFICES RESPONSIBLE FOR THE DEVELOPMENT AND SUPERVISION OF LEGAL PLANS, POLICIES, AND PROGRAMS, AND FOR THE ADMINISTRATIVE REVIEW AND APPROVAL OF LEGAL PROCEDURES AND THE ESTABLISHMENT OF PROCEDURES; AND BY ACTIVITIES AND OFFICES ENGAGED IN PERFORMING LEGAL FUNCTIONS AND PROGRAMS.

SSIC 5800

**GENERAL LAWS AND LEGAL MATTERS RECORDS**

1. **PRIMARY PROGRAM RECORDS.** Records that reflect the overall development and accomplishment of plans, policies, programs, procedures, and legal processes governing all phases of assigned legal responsibilities.

a. Files Accumulated at the Departmental Level by JAG, the General Counsel (GC), and the Legal Staffs of All Other Departmental Offices Including the Judge Advocate and Legal Staffs of the Marine Corps.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old. Files with historical information required on a continuing basis may be retained as long as necessary before being retired to WNRC.

b. Files Accumulated by Branch Offices of OGC. (Files that are not duplicated in SSIC 5800, para. 1a.

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

c. Files Accumulated by the Legal Staffs of Naval District Washington, Area Coordinators, Fleet Commands, Other Shore Command Headquarters, and Navy Legal Service Offices. Fleet Marine Forces and all subordinate commands of the Marine Corps. (Files that are not duplicated in SSIC 5800, para. 1a and b.

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

2. **GENERAL FILES.** Reports and correspondence that relate to the routine internal operation and administration of the office. Files accumulated by departmental offices and bureaus, legal offices, and branch offices of the GC.

Destroy when 2 years old.

#### SSIC 5801

#### LEGAL ASSISTANCE RECORDS

1. **LEGAL ASSISTANCE CASE FILES.** Files compiled by individual legal assistance attorneys on behalf of clients consisting of interview notes, legal documents and instruments, correspondence and original letters, electronic data, memoranda, etc. Files accumulated and maintained by individual legal assistance attorneys concomitant with the attorney-client relationship.

a. Personal Papers.

Return to client, his/her civilian attorney, or his/her

designated representative or destroy 2 years after completion of legal services.

b. All Other Files.

Retain on board. Most files shall be destroyed 2 years after completion of legal services. Some files, due to the possibility of future dispute of litigation (e.g., wills) may be retained by the activity indefinitely.

2. **LEGAL ASSISTANCE CASE RECORD FORM (NAVJAG 5801/9) OR LOCAL EQUIVALENT FORM.** Form consists of record of client's visit to legal assistance office, brief description of problem, and attorney to whom referred. Files are accumulated and maintained by legal office receptionists for annual statistical reports and internal management purposes.

Destroy when 3 years old.

3. **LEGAL ASSISTANCE CARD FILES.** Manual and computer records designed to prevent representing multiple clients with conflicting interests (may include paragraph 2 above.)

Destroy when 2 years old, or later, to avoid conflict of interest.

4. **LEGAL ASSISTANCE PRODUCTIVITY REPORT.** Report consists of statistical information compiled from legal assistance case record forms or local equivalent and other sources. Reports are prepared annually by legal assistance attorneys either manually or through the JAG Management Information System (JAGMIS) in accordance with applicable regulations.

Field Offices: Retain on board. Destroy after submission of annual form report.

OJAG: Retain on board for statistical and management purposes. Destroy when no longer required.

5. **CHRONOLOGICAL FILE.** Monthly file compiled by individual legal assistance provider, not indexed by personal identifiers, of documents and correspondence prepared for clients.

Destroy after 1 year.

#### SSIC 5802

#### FIDUCIARY AFFAIRS RECORDS

1. **RECORDS OF CURRENTLY INCOMPETENT**

**MEMBERS FOR WHOM A TRUSTEE HAS BEEN APPOINTED.** Record consists of appointment of trustee, competency hearing record, interview of trustee record, annual accounting, statement of pay disbursed, discharge of trustee, final accounting, and miscellaneous correspondence. File accumulated by the OJAG.

Retire to WNRC 2 years after final action. Destroy 4 years after transfer.

SSIC 5810

MILITARY JUSTICE RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Files include reports (excluding records of trial and decisions rendered in Article 15, UCMJ (non-judicial punishment) appeals) relating to the internal administration of military justice accumulated by Commander, Naval Legal Service Offices and other shore and fleet activities.

Maintain on station.

2. **ELECTRONIC MILITARY JUSTICE CASE TRACKING AND REPORTING SYSTEMS.** Files accumulated by OJAG.

a. Input data disks and paper records.

Delete when data base has been transferred to master files and verified.

b. Files accumulated by OJAG.

(1) Master files and historical data tapes.

Permanent. Transfer annually to NARA when files are 1 year old.

(2) Systems documentation including but not limited to, user manuals, systems descriptions, data dictionaries, baseline requirements reports, report listings, and the record layout/file structure and codes for each data file. When available, the documentation for each data file will include any additional information about the content of the data file and/or the context in which the data file was created.

Permanent. Transfer the documentation to NARA on an annual basis with the files in 5810.2b(1).

(3) Output data and reports.

Retire records under SSIC 5800.1 or 5800.2 as

appropriate.

c. Electronic files maintained for statistical purposes.

Maintain at OJAG headquarters for as long as database is necessary for organizational analysis and planning.

NOTE: All Transfers of data and documentation will be in accordance with the provisions of 36 CFR 1228.

3. **OJAG QUARTERLY CRIMINAL ACTIVITY REPORTS.**

Permanent. Transfer the reports to NARA 4 years after collection.

SSIC 5811

PRETRIAL MATTERS RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Files relating to pretrial matters (military justice). Include

Article 32 investigations not resulting in General Courts-Martial.

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

SSIC 5812

COMMANDING OFFICER'S NONJUDICIAL PUNISHMENT RECORDS

1. **RECORDS SUCH AS UNIT PUNISHMENT BOOK PAGES.** Records relating to minor infractions of military discipline for which no judicial punishment is imposed.

Destroy when 2 years old.

SSIC 5813

COURTS-MARTIAL TRIAL RECORDS/ETHICS FILES

1. **ETHICS FILES.** Files maintained at OJAG Headquarters and office of the Director, Judge Advocate Division, Headquarters Marine Corps, regarding investigations, correspondence and court papers relating to complaints brought against attorneys.

Pending disposition.

Maintain minimum 2 years at OJAG. Destroy 10

years after final action.

## 2. COURTS-MARTIAL RECORDS.

a. GENERAL COURTS-MARTIAL CASES AND SPECIAL COURTS-MARTIAL CASES. Concerning an officer or involving a sentence to a punitive discharge

consisting of the original record of trial accumulated at OJAG.

Retire to WNRC 2 years after completion of appellate review. Disposition not authorized.

b. GENERAL COURTS-MARTIAL CASES AND SPECIAL COURTS-MARTIAL CASES. Cases concerning an officer or involving a sentence to a punitive discharge consisting of copies or the record of trial accumulated and maintained by convening authorities.

Destroy 2 years after completion of appellate review and case becomes final, except destroy extra or information copies when purpose is served, whichever is sooner. (Article 76, UCMJ, defines finality.)

c. SUMMARY AND SPECIAL COURTS-MARTIAL CASES NOT INVOLVING A PUNITIVE DISCHARGE NOR CONCERNING AN OFFICER (CONSISTING OF THE ORIGINAL RECORD OF TRIAL).

(1) Files Accumulated and Maintained by Shore Activities.

Retire to NPRC (MPR) 2 years after completion of appellate review. Destroy when 15 years old.

(2) Files Accumulated and Maintained by Fleet Activities, Including Fleet Air/Fleet Marine Force Authorities.

Retire to NPRC (MPR) 2 years after completion of appellate review. Destroy when 15 years old.

### SSIC 5814

## COURTS-MARTIAL REVIEW AND APPEALS RECORDS

1. GENERAL FILES. Files relating to courts-martial reviews and appeals accumulated by shore and fleet activities.

Destroy 4 years after completion of appellate review.

2. APPELLATE CASE TRACKING SYSTEM. This system is used to track the status of courts-martial cases reviewed by the Navy-Marine Corps court of criminal appeals and appealed to the U.S. Court of Appeals for the armed forces. Provides management and statistical information.

a. Master files and historical data tapes.

Permanent. Transfer annually to NARA when the files are 1 year old.

b. Systems documentation including but not limited to, user manuals, systems descriptions, data dictionaries, baseline requirements reports, report listings, and the record layout/file structure and codes for each data file. When available, the documentation for each data file will include any additional information about the content of the data file and/or the context in which the data file was created.

Permanent. Transfer the documentation to NARA on an annual basis with the files in 5814.2a.

c. Input data files and paper records.

Delete when data has been transferred to master files and verified.

d. Output data reports.

Retire records under SSIC 5800.1 or 5800.2 as appropriate.

e. Electronic files accumulated by OJAG Headquarters.

Maintain at Headquarters for as long as database is necessary for organizational planning and analysis.

NOTE: All transfer of data and documentation will be in accordance with the provisions of 36 CFR 1228.

### SSIC 5815

## SENTENCES RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to sentences (military justice) accumulated by shore and fleet activities.

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

### SSIC 5817

PERSONNEL OF COURTS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to personnel of courts (military justice) accumulated at shore and fleet activities. Include Biographies of Military Judges and JAG Corps officers.

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

SSIC 5819

MILITARY GRIEVANCE PROCEDURE RECORDS

1. COMPLAINTS OF WRONG SUBMITTED UNDER ARTICLE 138, UCMJ: REDRESS OF WRONG COMMITTED BY A SUPERIOR SUBMITTED UNDER ARTICLE 1150, U.S. NAVY REGULATIONS, 1990.

Files consist of original of the complaint or report, the investigation into the complaint or report, the action of the general court-martial authority, and action of SECNAV accumulated at OJAG.

Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.

SSIC 5820

JURISDICTION, MILITARY AND/OR CIVIL RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to jurisdictional matters, military and/or civil, accumulated by shore and fleet activities.

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

SSIC 5821

DELIVERY OF PERSONNEL RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to delivery of personnel accumulated by shore and fleet activities.

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

SSIC 5822

CIVIL COURTS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to civil courts (jurisdiction, military, civil)

accumulated by shore and fleet activities.

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

SSIC 5830

COURTS OF INQUIRY AND INVESTIGATIONS RECORDS

1. Investigations Conducted Per Manual of the JAG of the Navy (JAGMAN) Reports/Records/Case Files. Files consisting of reports of investigations and related records regarding investigations into incidents of death or injury to naval personnel, loss or significant damage to government property, or other vessels, aircraft, vehicles, or other significant incidents involving naval personnel, as required by the JAGMAN (other than courts-martial cases). This section applies to reports/records/case files maintained by field activities and the Office of the Judge Advocate General of the Navy.

Retain at activity for two years after all administrative actions are completed, then retire to WNRC. Destroy 75 years after all administrative actions are completed.

2. MISCELLANEOUS INVESTIGATIVE REPORTS. Files regarding investigations into accidents involving government vehicles or craft or other incidents involving personnel or naval activities (other than courts-martial cases and claims investigations) accumulated by fleet and shore activities. Include NAVJAG 5800 injury reports and line of duty/misconduct investigations.

Destroy 3 years after all administrative actions are completed.

SSIC 5840

TAXES, CUSTOMS, AND DUTIES RECORDS

1. TAXES, STATE AND LOCAL.

a. Files Accumulated at the Departmental Level by OGC as Applied to Navy and Navy Contractors.

Retire to the FRC when no longer required for reference. Destroy 10 years after transfer.

b. Files Accumulated by Branch Offices of the OGC.

Retire to the FRC when no longer required for reference. Destroy 10 years after transfer.

SSIC 5860-5863

OFFICE OF LEGISLATIVE AFFAIRS RECORDS

SSIC 5860

LEGISLATION AND CONGRESSIONAL ACTION RECORDS

1. PRIMARY PROGRAM RECORDS.

a. Office of Legislative Affairs (OLA). Files that document plans, policies, programs, procedures, and accomplishments relating to primary program responsibilities for congressional and legislative affairs. (Exclude records covered in SSIC 5860, para. 2 and SSIC 5730.

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

b. CNO, CMC, and Chief of Other Offices. Files that document essential or important policy transactions relating to legislative proposals and enactments, congressional investigations, and other congressional matters.

Permanent. Retire to WNRC when files become inactive. Transfer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES PERFORMING LEGISLATIVE OR CONGRESSIONAL LIAISON FUNCTIONS. Files relate to the routine internal operation and administration of the activity or office.

Destroy when 2 years old.

SSIC 5861

LEGISLATIVE PROPOSALS RECORDS

1. LEGISLATIVE PROPOSAL FILES. Drafts of proposed legislation and Executive Orders together with supporting papers and comments reflecting the DON position on proposed legislation or legislation already introduced in the Congress. Include related card index records. These are accumulated at the departmental level, principally by OLA.

Permanent. Transfer to WNRC when files become inactive. Offer to NARA when 20 years old.

2. LEGISLATIVE REFERENCE FILES. Copies of proposed legislation and of Executive Orders accumulated

for information. (Exclude files covered in SSIC 5861, para.1.)

Destroy when purpose is served.

SSIC 5862

LEGISLATIVE ENACTMENTS RECORDS

1. REFERENCE FILES OF COPIES OF LEGISLATIVE ENACTMENTS AND RELATED INDEX RECORDS.

Destroy when purpose is served.

SSIC 5863

CONGRESSIONAL INVESTIGATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES AND OTHER RECORDS OF OLA. Documenting its assigned

program responsibilities in regard to congressional investigations and inquiries.

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

SSIC 5870

PATENT, INVENTION, COPYRIGHT, TRADEMARK AND ROYALTY PAYMENT RECORDS

1. PATENT, COPYRIGHT, AND TRADEMARK PROGRAMS. Files and documents that reflect the overall development and accomplishment of plans, policies, programs, procedures, and legal processes governing all phases of the program.

a. Office of the Chief of Naval Research (OCNR).

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

b. All Other Activities.

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

2. ROUTINE INTERNAL OPERATION AND ADMINISTRATION OF ACTIVITIES CONCERNING THE HANDLING OF PATENT, INVENTION, COPYRIGHT, TRADEMARK AND ROYALTY PAYMENT MATTERS. General correspondence files and documents at any Navy office.

Destroy when purpose is served.

**3. INVENTION DISCLOSURES AND PATENT APPLICATIONS.**

a. Documents Relating to Individual Inventions Resulting from Disclosures by Navy Civilian and Military Personnel, Contractor Employees Under Research Contracts Awarded by Navy, and Individuals Outside the DON.

Retire to FRC 2 years after case becomes inactive.  
Destroy 25 years after transfer.

b. Card Index Files Relating to the Aforementioned Individual Inventions.

Transfer with function when component is disestablished.

**4. SECURITY MATTERS RELATING TO PATENT APPLICATIONS.**

a. Documents Pertaining to Review of Patent Applications to Ascertain Whether They Should be Placed Under Secrecy Orders in the U.S. Patent and Trademark Office.

Retire to WNRC 3 years after rescission of secrecy order or completion of other action. Destroy 9 years after transfer.

b. Card Index Files Relating to Secrecy Orders Cases.

Transfer with function when component is disestablished.

**5. LICENSES AND ASSIGNMENTS.**

a. Signed Agreements with Owners of Patents, by Which the Government Acquires an Interest.

Retire to WNRC when 5 years old. Destroy when 25 years old.

b. All Documents Relating to Copyright Licenses.

Retire to WNRC after copyright expires. Destroy when 25 years old.

c. All Documents Relating to Trademark Interests.

Retire to WNRC after trademark is abandoned by Navy. Destroy 20 years after transfer.

d. Licenses and Assignments of Navy Interests in Inventions and Patents and Royalties Paid Thereunder.

Retire to WNRC 2 years after license or patent expires. Destroy 20 years after transfer.

**6. PATENT AND COPYRIGHT INFRINGEMENT, PREFERRED LICENSES, AND ROYALTY MATTERS.**

a. All Documents Comprising Correspondence, Reports, Patents Printed Material, Procurement Papers, and Other Pertinent Records.

(1) OCNR.

Retire to WNRC 2 years after completion of action.  
Destroy 30 years after transfer.

(2) Other than OCNR.

Transfer to OCNR 1 year after completion of action.

b. Card Index Files.

Transfer with function when component is disestablished.

**SSIC 5880**

**ADMIRALTY RECORDS**

1. ADMIRALTY CLAIMS AGAINST THE UNITED STATES FOR DAMAGE CAUSED BY A VESSEL IN THE NAVAL SERVICE OR BY OTHER PROPERTY UNDER THE JURISDICTION OF THE NAVY, OR DAMAGE CAUSED BY A MARITIME TORT COMMITTED BY AN AGENT OR EMPLOYEE OF THE NAVY, AND AFFIRMATIVE CLAIMS BY THE UNITED STATES FOR DAMAGE CAUSED BY A VESSEL OR FLOATING OBJECT TO NAVY PROPERTY CONSISTING OF GENERAL CORRESPONDENCE RELATING TO ADMIRALTY CASES INCLUDING SALVAGE CLAIMS AND DAMAGE FROM OIL SPILLS ACCUMULATED BY THE OJAG.

Retain at OJAG Headquarters as long as necessary.  
Destroy when no longer required.

2. GENERAL CORRESPONDENCE AND SUPPORTING DOCUMENTS RELATING TO ADMIRALTY CASES ACCUMULATED BY THE NAVAL LEGAL SERVICE OFFICES, DISTRICT HEADQUARTERS, FLEET COMMANDS, AND

**OTHER SHORE COMMAND HEADQUARTERS.**

Destroy 3 years after closing files or appellate review of cases complete, whichever is later.

**SSIC 5890**

**CLAIMS (OTHER THAN CONTRACT CLAIMS) RECORDS**

**1. CLAIMS FOR OR AGAINST THE GOVERNMENT FOR LOSS OR DAMAGE TO PROPERTY OR PERSONAL INJURY OR DEATH.** Files consist of documents and other papers arising from the administration of JAGMAN Chapter VIII and JAGINST 5890.1, accumulated by the OJAG.

Destroy 4 years after final action.

**2. CLAIMS, OTHER PAPERS, AND DOCUMENTS ARISING FROM THE ADMINISTRATION OF THE GENERAL CLAIMS REGULATION ACCUMULATED BY FLEET OR SHORE ACTIVITIES.**

Destroy 3 years after all administrative, judicial, or other action is completed.

**SSIC 5891**

**LITIGATION CASE FILES RECORDS**

**1. LITIGATION AGAINST THE UNITED STATES OR ITS OFFICERS OR EMPLOYEES.** Files concerning matters related to the DON excepting cases arising in admiralty, under the Federal Tort Claims Act, and all matters within in the cognizance of the GC, consisting of related court documents, litigation reports and general correspondence accumulated by the OJAG.

Destroy 4 years after final action.

**SSIC 5900-5999**

**OFFICE SERVICES RECORDS**

**SSIC 5900**

**GENERAL OFFICE SERVICES RECORDS**

**THESE RECORDS ARE ACCUMULATED THROUGHOUT THE DON IN CONNECTION WITH PROVIDING OFFICE SERVICES TO NAVAL ACTIVITIES OR OFFICES.**

**1. GENERAL CORRESPONDENCE FILES OF**

**OFFICES AND UNITS RESPONSIBLE FOR THE PERFORMANCE OF OFFICE OR ADMINISTRATIVE SERVICES.** Files include the providing of supplies and equipment; the handling of office space and maintenance matters; utilization and assignment of parking space; and the furnishing of stenographic, clerical, and other similar services. (Exclude primary program files of departmental offices responsible for DON overall space planning and utilization since these are permanent records.)

Destroy when 2 years old.

**2. ADMINISTRATIVE OR OFFICE SERVICE COPIES OR REQUESTS OR REQUISITIONS FOR OFFICE EQUIPMENT AND SUPPLIES.** Requests for services or work order requests, including building and equipment maintenance service requests, other similar records, and related correspondence.

Destroy when 6 months old after request is filled or cancelled.

**3. RECORDS RELATING TO THE ROUTINE REVIEW OF REQUESTS FOR OFFICE EQUIPMENT, EQUIPMENT REQUIREMENT AND JUSTIFICATION RECORDS, AND MACHINE UTILIZATION REPORTS.**

Destroy when 2 years old.

**4. OFFICE (TELEPHONE) DIRECTORIES OR OTHER SIMILAR PERSONNEL LISTINGS.**

a. **Official Record Copies.** (One copy of each).

(1) Navy activities.

Destroy with general correspondence files.

(2) Marine Corps activities.

(a) One copy of each issue.

Forward annually and upon disestablishment, to the CMC (HD). Destroy when no longer needed for reference.

(b) All other copies.

Destroy with general correspondence files.

b. **Reproductive Master or Working Copies.**

Destroy when superseded or obsolete, whichever is

earlier.

**5. MAILING OR DISTRIBUTION LISTS AND RELATED MATERIAL.**

**a. Cards, Addressograph Plates, Stencils, Tapes, or Other Mailing Lists.**

Destroy after individual cards, plates, or other records are superseded or cancelled, or after lists are revised or cancelled, whichever is earlier.

**b. Correspondence, Request Forms, and Other Records Relating to Changes in Mailing Lists.**

Destroy when 3 months old or action has been completed, whichever is earlier.

**6. MAIL, MESSENGER, AND POSTAL SERVICE RECORDS.**

Apply SSICs 5110, and 5119. (GRS 12).

**7. COURIER SERVICE RECORDS.**

Apply SSICs 5110 and 5119. (GRS 12).

**8. TELEPHONE SERVICE RECORDS.** Copies of agreements with background data and other records relating to agreements for telecommunications services.

Destroy 2 years after expiration or cancellation of agreement (GRS 12.2e).

**9. PRESENTATION SERVICES AND AIDS RECORDS.** Records relating to the use of conference rooms, graphic aids, speech aid devices, conference reporting services, and other similar matters.

Destroy when 2 years old.

**SSIC 5910**

**SPACE (REQUIREMENTS/ALLOCATIONS) RECORDS**

**1. RECORDS RELATING TO REQUIREMENTS FOR AND UTILIZATION AND RELEASE OF SPACES.** (See also SSIC 5900, para. 1.)

**a. Building Plan Files.**

Apply SSIC 11012, para. 1.

**b. Space Holdings and Requirements Reports Submitted to Higher Authority or to Other Cognizant**

**Authority.**

(1) Feeder reports and related working papers.

Destroy when 1 year old.

(2) All other files.

Destroy when 2 years old.

**SSIC 5920**

**MAINTENANCE RECORDS**

Apply SSIC 5910.

**SSIC 5930**

**STENOGRAPHIC, CLERICAL, AND MESSENGER RECORDS**

**1. STENOGRAPHIC NOTES OR TAPES, DICTAPHONE DISKS, AND DRAFTS OR OTHER TEMPORARY RECORDING MEDIA.**

Destroy when transcribed.

**2. INTERNAL MESSENGER RECORDS, SUCH AS LOGS, ASSIGNMENT OR ROUTE SCHEDULES, AND DELIVERY RECEIPTS.** (See SSIC 5900, para. 6 for other mail and messenger records.)

Destroy when 6 months old, superseded, or cancelled, whichever is earlier.

**SSIC 5940**

**WORD PROCESSING SYSTEMS RECORDS**

**1. WORD PROCESSING (WP) SYSTEMS RECORDS.** Files documenting completed studies, individual justifications and requests, and authorizations for WP systems or equipment.

Destroy 5 years after completion of documentation.