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DEPARTMENT OF THE NAVY
NAVY RECORDS MANAGEMENT PROGRAM

RECORDS MANAGEMENT MANUAL

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THE DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER

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FOREWORD

This manual contains guidelines for implementing life-cycle management (creation, maintenance, use, and disposition) of Department of the Navy (DON) Records and provides procedures for the DON Records Management Program. Included are disposition schedules for DON records listed by Standard Subject Identification Code (SSIC). The schedules incorporate National Archives and Records Administration (NARA) records disposition policies and guidelines and have been approved by the Archivist of the United States as required by Title 36 Code of Federal Regulations (CFR) Chapter XII. Also, program guidelines for the Vital Records Program have been added to this manual and are found in Appendix (H).

This manual implements the policy set forth in Secretary of the Navy Instruction (SECNAVINST) 5210.8D, *Department of the Navy Records Management Program,* 31 December 2005 and is issued under the authority of SECNAVINST 5430.7N, *Assignment of Responsibilities and Authorities in the Office of the Secretary of the Navy*, 9 June 2005. This Manual is intended to serve as the single records disposition authority for all Department of the Navy Records. SECNAVINST 5212.5D, *Navy and Marine Corps records Disposition Manual*, 22 April 1998 and SECNAVINST 5210.15A, *Vital Records Program*, 9 Sep 1986 were cancelled by separate administrative action.

This Manual is effective immediately; it is mandatory and applicable to the Offices of the Secretary of the Navy, The Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all Navy and Marine Corps activities, installations, and commands.

Reports. Report Control Symbol SECNAV 5212-1 is assigned to the report on Accidental destructions of records required by paragraph 6, Part I, and is approved in accordance with DON reports control procedures.

The statutory definition of Records. Title 44 United States Code (USC) Chapter 33, defines records as "all books, papers, maps, photographs, machine readable materials or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the information value of data in them, Library and museum material made or acquired or preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stock of publication and of processed documents are not included."

This manual may be accessed through the Department of the Navy, Navy Electronic Directives System website: http://neds.daps.dla.mil/.

As the Navy and Marine Corps records management community works to implement best practices, and electronic records management applications, revisions to this manual will be issued. Comments and recommendations regarding this manual are welcome. For further assistance or to offer comments and recommendation concerning this manual, contact the offices delineated below:

Office of the Secretary and Navy
Navy Records Manager
CNO/DNS-5
720 Kennon St. SE Bldg 36, Room 203
Washington DC 20374

USMC
Marine Corps Records Manager
(ARDB)
2 Navy Annex Room 1212
Washington DC 20380-1775

May be reached at:

Commercial	(202) 433-4217	(703) 614-2311
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Department Of The Navy
Records Management Manual

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References

(a) DOD Directive 5015.2, "DoD Records Management Program," March 6, 2000

(b) Title 36, Code of Federal Regulations (CFR), Chapter XII, Subchapter B, "Records Management"

(c) Title 44 United States Code (USC), Chapters 29, 31, 33, and 35

(d) Title 41, CFR, Part 102-193

(e) OMB Circular No. A-130

(f) DOD 5015.2-STD, "Design Criteria Standard for Electronic Records Management Software Applications," June 19, 2002

PART I

AUTHORITY AND PROCEDURES FOR RECORDS DISPOSITION PROGRAM

1. The Director of Records Office (DNS-5) Department of the Navy, Office of the Chief of Naval Operations. Is designated as the Navy liaison with the National Archives and Records Administration regarding naval records disposition. DNS-5 is designated as the single approval authority for request for records dispositions to the National Archives.

2. Statutory and Regulatory Authority. The disposition of Government records is given legal status by the Records Disposal Act of 1943, as amended, the Federal Records Act of 1950, 36 Code of Federal Regulations (CFR) Chapter XII, and Navy Regulations.

a. The Federal Records Act of 1950. The Federal Records Act of 1950 provides that, as part of the responsibility for the establishment of a continuing agency-wide records program, the Secretary of the Navy should propose retention and disposal instructions for all major series of Navy records and, once approved by the Archivist of the United States, ensure the proper application of these mandatory instructions.

b. U.S. Navy Regulations 1990, Article 1127. No person, without proper authority, shall withdraw official records or correspondence from the files, or destroy them, or withhold them from those persons authorized to have access to them.

c. Mistreatment of Government Records. Provisions of law prescribing the mistreatment of Government records are most stringent. Title 18, United States Code delineates a wide range of impermissible conduct, illustrating the rigorous care required in the handling of such records.

3. Goals of Records Management Program

a. Within the legal framework provided by law and Navy Regulations, the DON's records management program has as its principal goals:

(1) creation of records that adequately document the organization, functions, policies, procedures, decisions and essential transactions of the DON;

(2) preservation of records having long-term permanent worth because of their continuing administrative, legal, scientific, or historical values;

(3) destruction of temporary records as they outlive their usefulness; and

(4) retirement and transfer of those records no longer required in the conduct of daily business to more economical storage.

(5) Conduct periodic review of stored records to ensure timely destruction of eligible records.

b. Accomplishment of these goals will reduce maintenance costs and, at the same time, provide management with more efficient records to conduct its daily business. In meeting these goals, the immediate objectives are:

(1) to decrease the volume of records in high-cost office spaces by destroying non-record material and increasing the volume of short-term records transferred to authorized local storage space and the transfer of long-term and permanent records to Federal Records Centers (FRCs);

(2) to reduce the number and volume of long-term or permanent naval records, but also increase the significance of those to be preserved; and

(3) to ensure that all records are programmed for retention or periodic destruction and that every activity and office properly applies the retention standards specified in this instruction.

4. Information Security. The DON Information Security Program Regulation (SECNAVINST 5510.30a & 5510.36) provides for the destruction of classified matter. This and other regulations for safeguarding security information shall be followed at all times in applying the provisions of this instruction.

5. Provisions for Emergency Destruction of Records. DON records may be destroyed without regard to the above statutory and regulatory requirements under two emergency conditions. These are provided for in the 36 CFR 1228.92.

a. When a State of War Exists or is Threatened. When the United States is at war with another nation or hostile actions appears imminent, naval records held outside the territorial limits of the continental United States may be authorized for emergency destruction. This authorization may come from the Secretary of the Navy or the head of the command having custody of the records. However, prior to destruction, it must be determined that: retention of the records would be prejudicial to United States interests; or the records occupy space urgently needed for military purposes and are without sufficient value to warrant continued preservation. Within 6 months after the disposal of any records under this authorization, submit a written statement describing the records and showing when and where disposal occurred to the Office of the Chief of Naval Operations (CNO) (DNS-5). For Marine Corps records, submit written statement describing the records and showing when and where disposal occurred to the Commandant of the Marine Corps (ARDB).

b. When Records Menace Property, Health, or Life. Records such as nitrocellulose base film or tape sometimes

become a menace to property, health, or life. Under such circumstances, 36 CFR 1228.92 provides for their emergency destruction regardless of their retention period. If any naval record constitutes such a menace, a request shall be made for its emergency destruction to CNO (DNS-5) via the administrative chain of command. CNO (DNS-5) will determine whether or not immediate destruction is warranted and, when necessary, obtain the concurrence of the Archivist of the United States. If any Marine Corps records constitute such a menace, a request shall be made for its emergency destruction to CMC (ARDB) via the appropriate chain of command. CMC (ARDB) will determine whether immediate destruction is warranted and, when necessary, obtain the concurrence of the Archivist of the United States.

6. Accidental Destruction of Records. The accidental destruction of records will be reported to the CNO (DNS-5). Marine Corps records will be reported to CMC (ARDB). This report will include:

a. A complete description of the records destroyed, including dates of records if known.

b. Volume destroyed in cubic feet; if electronic site the number in electronic volume terms (i.e., KB, MB, GB)

c. The office of origin.

d. A statement of the circumstances surrounding the destruction.

e. A statement of the safeguards and planned procedures to be instituted to prevent further instances of loss of documentation.

7. Provisions for Transferring Records to Other Custody. Naval/Marine Corps records may be moved and assigned to other custody within the Naval/Marine Corps establishment, to Federal Records Centers (FRCs), to the National Archives and Records Administration (NARA), or to other government agencies. When moving the records involves a change in custody, the move is referred to as a records transfer. Changes in location within the activity, usually by removal to local storage areas, are referred to as records retirement. The subparagraph immediately following prescribes policies and procedures for transfer involving changes in custody of records.

a. Transfer to Federal Records Centers. FRCs store records in cardboard cartons on steel shelving in, warehouse-type space. (See appendix A for proper transfer procedures.)

(1) Activities are authorized to transfer records to FRCs without departmental approval when:

(a) Records are specifically designated in this instruction for periodic transfer;

(b) Records are designated in this instruction for permanent retention.

(2) Activities should not transfer records to FRCs when:

(a) The quantity of a particular record series is less than 1 cubic foot (retain small accumulations on board until the retention period expires or until quantity accumulated is sufficient to justify transfer); or

(b) Cost of transfer and storage at FRC outweighs cost of local storage or department network storage.

(3) Except when categories of Naval/Marine Corps records are designated specifically in parts III, IV and V of this manual for transfer to a single FRC for convenience of administration and reference, activities shall transfer eligible records to the appropriate FRC servicing the area. Records should be transferred earlier than scheduled only if prior approval is obtained from the FRC, local storage or network space is not available and reference requirements are such that transfer will not hinder the activity's operations.

b. Transfer to NARA. NARA accessions records that have sufficient research, legal, scientific, historical, or other values to warrant their permanent preservation by the Government. Records that the DON has appraised as having these values are listed in parts III, IV and V of this instruction as "permanent" records. Records transferred to NARA may be referenced or withdrawn per procedures outlined in paragraph 7.

c. Transfer to Other Government Agencies or to Non-Federal Institutions. When the public interest will be served, records authorized for disposal may be offered to an eligible person, organization, institution, corporation, or government (including a foreign government) that has made application for them. Records will not be transferred without prior written approval of NARA. Request such approval via CNO (DNS-5), or CMC (ARDB) for Marine Corps records, and include the following:

(1) Name of the command having custody of the records;

(2) Name and address of the proposed recipient of the records;

(3) A list containing:

(a) Records series description, including Standard Subject Identification Codes (SSICs);

(b) Inclusive dates of each series;

(c) The authorized disposal citation (i.e., SECNAV Manual 5210.1 , SSIC 6010.1d); and

(d) Accession number

(4) A statement providing evidence:

(a) That the proposed transfer is in the best interests of the Government;

(b) That the proposed recipient agrees not to sell the records; and

(c) That the transfer will be made without cost to the U.S. Government.

(5) A certification that:

(a) The records contain no information the disclosure of which is prohibited by law or contrary to the public interest; and/or

(b) The records proposed for transfer to a person or commercial business are directly pertinent to the custody or operations of properties acquired from the Government; and/or

(c) The foreign government desiring the records has official interest in them.

d. Transfers Within the Department of Defense (DOD). Transfers of records within DOD usually involve the transfer of functions. In such instances, the transfer of records is needed to assure the continuity of functions. Negotiate such transfers between the activities and offices concerned. Prior approval is not required, but a copy of the agreement or report accomplishing the transfer shall be submitted to CNO (DNS-5)or the CMC (ARDB) for Marine Corps activities.

e. Transfers Within the Department of the Navy (DON). Transfers within DON are negotiated between the organizational components concerned. Approval for such transfers is not required but notify CNO (DNS-5), or the CMC (ARDB) for Marine Corps activities, of the organizational components and records involved in the transfer.

f. Transfer of Records of Decommissioned Ships and Disestablished Shore Activities and Aviation Squadrons

(1) Host commands of disestablished tenant shore activities

(a) Publish guidance to be followed by disestablished tenant shore activities.

(b) Provide local storage areas or network space for records with a retention period of less than 1 year. Maintain a record of storage box location (i.e., box list, floor plan, etc.) which permits easy access to stored records for reference and allows systematic disposal of records at the end of the 1-year retention period.

(c) Conduct periodic review of stored records to ensure timely destruction of eligible records.

(2) Disestablished shore activities

(a) Follow guidance of host command in preparing and transferring records.

(b) Transfer records with less than 1-year retention period to the host command following their guidance. Mark both ends of all records storage boxes with the disposal month and year. Provide a detailed list of the material to the host command and to the immediate superior in command (ISIC).

(c) Transfer records with more than 1-year retention period to the appropriate FRC following transfer procedures outlined in appendix A of this instruction. Provide copies of Standard Forms (SF) 135s with a detailed list of records transferred, to the host command ISIC, and DNS-5, CMC (ARDR) for Marine Corps Activities.

(3) Decommissioned ships. Transfer records following Part IV of this instruction. Provide copies of SF 135s with a detailed list of records transferred, to the host command, ISIC, and DNS-5. Type commanders of decommissioned ships will maintain the record copy of the SF 135s.

8. Procedures for Transferring Records to Federal Records Centers. When transferring Naval/Marine Corps records to FRCs, the detailed procedures contained in appendix A must be followed. Problems arise when these procedures are not followed. No DON command or activity is exempt. If correct transfer procedures are not followed or proper records transfer documents not provided, the entire records shipment will be returned to the transferring command or the ISIC for correction.

9. Destruction of Records in the Custody of FRCs. FRCs automatically destroy temporary records in their physical custody upon expiration of their retention periods. At least 90 days prior to destruction, the transferring activity is sent a NA Form 13001 "Notice of Intent to Destroy Records". If destruction is approved, no further action is required. Records will be destroyed automatically if the FRC does not receive DON's response within 90 calendar days. However, if audit, legal or other pertinent issues dictate longer retention, activities should act quickly to request an exemption from NARA via CNO (DNS-5), or CMC (ARDB) for Marine Corps activities. This request should state the specific circumstance requiring longer retention and an estimated destruction date. See appendix E for the handling of this and other notices from FRCs.

10. Access and Reference to Records Transferred. NARA and FRCs provide prompt reference service on or access to records in their custody under the conditions outlined in subparagraphs a and b below.

a. NARA The Archivist of the United States is authorized to grant access to or release information from the permanent Navy and Marine Corps unclassified records in NARA's legal custody per the Freedom of

Information Act.

b. FRCs FRCs will furnish information or documents only by authority of the record group manager. Requests for access or information from other than authorized personnel will not be honored. If the activity has been disestablished, obtain approval from the cognizant records manager if record group manager is unavailable contact DNS-5.

c. Reference Services Provided. The NARA and the FRCs normally provide:

(1) Information over the telephone (in emergencies only);

(2) Authenticated copies of documents (for a fee);

(3) Original documents on a loan basis; and

(4) Information extracted from the records (provided prior arrangements are made and personnel are available).

d. How to Obtain Reference Service from NARA or FRCs. Requests for FRC reference services shall be made in writing on Optional Form (OF) 11 directly to the Records Center by the requesting activity. Centers also will grant authorized personnel access to review the records at the centers (see appendix B). Requests for reference service from the NARA shall be made only through command records managers.

e. Withdrawal of Records from the NARA or FRCs. Records transferred to the custody of the FRCs may be withdrawn for reference on a 30-day loan basis as outlined in subparagraphs c and d.

f. Return of Loaned Records to the FRCs. Check the procedures in appendix B, paragraph 5 for returning loaned records.

11. Cutting Off Records/Files. To cut or break files, terminate a record series on a given date or after a specified event or action. Files should be cut off or broken periodically in order to facilitate disposal actions and reference to current records.

a. Establishing Cut Off Periods. Establish specific cut off periods for each record series accumulated. This allows disposal or transfer to occur in uniform chronological blocks.

(1) Terminate correspondence files and most other general files, as well as numerical files or documents, annually at the end of the calendar year. Break fiscal and accounting records annually at the end of the fiscal year.

(2) Terminate case files when action has been completed or upon the occurrence of a particular event or action. For example, certain contract files are removed from the current file and placed in the completed file when all shipments have arrived or final payment under the contract has been made. Some personnel records are removed from the current file on the occurrence of a particular event, e.g., when an individual is separated.

(3) If files are eligible for destruction when less than 1 year old, they should be cut off at shorter intervals. For example, cut off files eligible for destruction when 6 months old at the end of 6 months; those eligible for destruction when 3 months old at the end of 3 months. Consider continuity, use, and volume, as well as the retention period, as factors. A good general rule to follow is to set cut off periods according to the volume and retention period.

b. Retiring Cut Off Files. Move cut off or terminated files to lower file drawers or to other less convenient office spaces.

c. Restrictions on transferred records

(1) Freedom of Information Act (FOIA). Restrictions may be necessary or desirable on the use or examination of specific records. These restrictions must be justified and the statute or FOIA exemption (5 U.S.C. 552(b)) must be cited that authorizes placing restrictions on the use or examination of records being considered for transfer. If NARA agrees, restrictions will be placed on the records.

(2) Records less than 30 years old. Unless required by law, NARA will not remove or relax restrictions placed upon records less than 30 years old without the concurrence in writing of CNO (DNS-5), or CMC (ARDB) for Marine Corps activities.

(3) Records 30 or more years old. After records have been in existence for 30 years or more, statutory or other restrictions shall expire unless NARA determines, after consulting with CNO (DNS-5), or CMC (ARDB) for Marine Corps activities, that the restrictions shall remain in force for a longer period. NARA has identified specific categories of records, including classified information and information that would invade the privacy of an individual, which may require extended protection beyond 30 years.

(4) Privacy Act (PA). For records constituting systems of records subject to the Privacy Act of 1974 (5 U.S.C. 552a), CNO (DNS-5), or CMC (ARDB) for Marine Corps activities, shall attach the most recent Navy Privacy Act system notice covering the records to the SF 258.

12. Retiring Records to Local Storage Areas. Most Naval/Marine Corps records are short-term temporary records eligible for destruction in less than 2 years, and the bulk of these have retention periods of 1 year or less. These short-term records (retention periods of less than 1 year) should be cut off at regular intervals, retired locally, and destroyed by the accumulating activity as soon as their retention periods have expired. Generally, it is not economical to transfer them to FRCs.

a. Establishing Local Storage Areas. Some activities have found it advisable and economical to establish local records storage facilities for short-term temporary records. See appendix F for Navy records centers standards. Establishment of such local facilities is permissible under the following conditions:

(1) The records storage area is less than 5,000 square feet and records being held are less than 1 year old. When the parameters are exceeded, the holding area is considered a Navy records center and the standards of appendix F must be applied.

(2) The records storage area is unattended. Necessary references to the records are provided by the file unit or other organization retiring the records. If additional personnel resources are required to maintain a records holding area, FRCs can provide more economical storage.

(3) Records are stored without the use of specialized storage equipment. If specialized storage equipment is required, the FRCs can provide more economical storage.

(4) Unused storage-type space is locally available, e.g., in basements, vacated warehouses, or other unoccupied space that is not suitable for normal office use. Usable office space should not be used.

b. Records Eligible for Local Retirement. The following records may be retired to local storage areas:

(1) Short-term records eligible for destruction in less than 1 year; and

(2) Long-term records that must be retained close at hand until frequency of reference to the records will permit their transfer to an FRC.

Establish specific retirement periods for records eligible for local storage, taking into consideration the volume, use, and frequency of reference to the records.

13. Temporary Records Interfiled With Other Records. Dispose of records series as a "block" wherever possible. Documents that must be maintained for substantially longer or shorter periods of time than other portions of the file should be physically separated and filed as individual records series. While physical separation of these records is preferable, some file series--such as general correspondence files--may contain material having different retention values. When the file volume is small and the difference between retention periods is not substantial, the entire file may be retained as a "block" and disposed of upon expiration of the longest retention period applicable. But when the differences are substantial, identify each file category and mark appropriately for disposal as a separate records series. Moreover, identify and clearly mark any temporary records interfiled with permanent records. Any temporary records interfiled with permanent records must be removed before storage in an FRC.

14. Personal Papers.

a. "Personal Paper" are documentary materials, or any reasonably segregable portion thereof, in any media including hard copy or electronic, of a private or nonpublic character that do not relate to, or have an effect upon, the conduct of agency business. "Personal papers" can include e-mail as well as other electronic formats. "Personal papers" are excluded from the definition of Federal records and are not owned by the Government: Examples of personal documents include:

(1) Materials accumulated by an official before joining Government service that are not used subsequently in the transaction of Government business;

(2) Materials relating solely to an individual's private affairs, such as outside business pursuits, professional affiliations, or private political associations that do not relate to agency business; and

(3) Diaries, journals, personal correspondence or other personal notes that are not prepared or used for, or circulated or communicated in the course of, transacting Government business.

b. "Personal papers" shall be clearly designated as such and shall at all times be maintained separately from the office's records.

c. If information about private matters and agency business appears in the same document, the document shall be copied at the time or receipt, with the personal information deleted, and treated as a Federal record.

d. Materials labeled "personal," "confidential," or "private," or similarly designated, and used in the transaction of public business, are Federal records subject to the provisions of pertinent laws and regulations. The use of a label such as "personal" is not sufficient to determine the status of documentary materials in a Federal office.

e. "Personal papers" category does not apply to calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal employees while serving in an official capacity, if they are prepared or used for, or circulated or communicated in the course of, transacting Government business.

15. Preservation of Facsimile Transmissions as Federal Records

Facsimile transmissions have the same potential to be Federal records as any other documentary materials received in Federal offices. They are Federal records when (1) they are received in connection with agency business and (2) they are appropriate for preservation as evidence

of agency organization and activities or because of the value of the information they contain. Facsimiles that are Federal records should be filed in accordance with the guidelines set forth in this manual.

a. All thermal paper facsimiles that are Federal records should be copied on plain paper at the time of receipt.

(1) This guidance does not apply to advance copies of materials on which no documented administrative action is taken. Such advance copies are non-record materials and may be destroyed immediately upon receipt of the original document.

(2) This guidance does apply to advance copies if the receiving office intends to circulate the advance copy for official purposes such as approval, comment, action, recommendation, or follow-up. In such instances, the advance copy is a Federal record and should be treated accordingly.

b. Plain paper copies of facsimiles that are Federal records should be filed in accordance with the guidelines set forth in this instruction.

c. Commands that anticipate receiving large volumes of facsimile transmissions that are Federal records should consider purchasing a facsimile machine that produces plain paper copies by a xerographic process.

d. Facsimile message leaders, such as cover sheets, headers, and boxed notes, should advise the recipient to replace thermal paper facsimiles that are records with a plain paper copy. A recommended advisory is: "WARNING: Most Fax machines produce copies on thermal paper. The image produced is highly unstable and will deteriorate significantly in a few years. It should be copied on a plain paper copier prior to filing as a record."

e. The guidance in this instruction should be incorporated into appropriate command directives and distributed to all offices that receive facsimile transmissions.

16. Data Created or Received and Maintained for the Government by Contractors

a. Contractors performing Congressionally-mandated program functions are likely to create or receive data necessary to provide adequate and proper documentation of these programs and to manage them effectively. Commands shall specify the delivery to the Government of all data needed for the adequate and proper documentation of contractor-operated programs per recordkeeping requirements of this instruction and with requirements of the Federal Acquisition Regulation (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS).

b. When contracts involve the creation of data for the Government's use, in addition to specifying a final product, command officials may need to specify the delivery of background data that may have reuse value to the Government. Before specifying the background data that contractors must deliver to the agency, program and contracting officials shall consult with appropriate Government officials to ensure that all command and Government needs are met, especially when the data deliverables support a new command mission or a new Government program.

c. Deferred ordering and delivery-of-data clauses and rights-in-data clauses shall be included in contracts whenever necessary to ensure adequate and proper documentation or because the data have reuse value to the Government.

d. When data deliverables include electronic records, the command shall require the contractor to deliver sufficient technical documentation to permit the command or other Government agencies to use the data.

e. All data created for Government use and delivered to, or falling under the legal control of the Government are Federal records and shall be managed per records management legislation as codified at 44 U.S.C. chapters 21, 29, 31 and 33, the FOIA (5 U.S.C. 552), and the PA (5 U.S.C. 552a), and shall be scheduled for disposition per this instruction.

17. Electronic Records. Department of the Navy electronic records, which include e-mail, and other electronic record formats shall be managed IAW DOD 5015.2-STD.

a. Definition. Any information created, received, transmitted, maintained, or managed as an organization record that can be read by using a computer or any other electronic device, that satisfies the definition of a Federal record, shall be considered an electronic record. This includes, but is not limited to, records stored in digital or analog form, regardless of medium Simply put,. a "record" consists of information, regardless of medium, detailing the transaction of business. Electronic documents are records the same as paper documents. In regards to disposition, there is no difference between managing electronic and paper records.

b. Creation. Before a document is created on an electronic records system that will maintain the official file copy, each document must be identified sufficiently to enable authorized personnel to retrieve, protect, and dispose of it.

c. Naming Files. Naming electronic files resembles labeling paper file folders. When naming subdirectories or ' folders,' use the SSIC number and any logical combination of alphanumeric characters permitted by the operating system and descriptive of the series. For example, a subdirectory labeled 5240 would show General Administration and Management files containing

correspondence on industrial methods that are destroyed after 5 years.

d. Electronic Mail shall be saved via a DOD 5015.2 STD certified application. Additional filing guidance can be found at C2.2.4 within the DOD standard. The following standards for management of e- mail records must be met:

(1) Transmission and receipt data must be preserved for each electronic mail record in order for the context of the message to be understood.

(2) Electronic mail systems that identify users by codes or nicknames or identifies sender and addressee(s) only by the name of a distribution list shall include as part of the record the true identity of sender and addressee(s) by employee name(s) or position(s).

(3) When using an electronic mail system that allows users to request acknowledgements or receipts showing that a message reached the mailbox or in box of each addressee, or that an addressee opened the message:

(a) Require acknowledgements or receipts be used only when the information is important to the mission as evidence of the transaction of official business.

(b) Preserve acknowledgements and receipts as part of the record.

(4) Electronic mail systems with the capability to access external electronic mail systems shall ensure that records sent or received using this capability are managed the same as other electronic mail records.

(5) Calendars and task lists provided for use by users of some electronic mail systems may meet the definition of a record, and shall be managed accordingly.

(6) Any recordkeeping system (electronic or non-electronic) that includes the content of electronic mail messages must:

(a) Provide for the grouping of related records into classifications according to the nature of the mission the records serve.

(b) Permit easy and timely retrieval of both individual records and files or other groupings of related records.

(c) Retain the records in a usable format for their required retention period as specified in approved records schedules.

(d) Be accessible by individuals who have a mission need for information in the system.

(e) Preserve transmission and receipt data.

(f) Permit transfer of permanent records to the National Archives and Records Administration.

e. Electronic Mail Records Storage

(1) Electronic mail messages that have been determined to be records may be stored only on the electronic mail system when the electronic mail system meets the DOD 5015.2-STD C2.2.5.

(2) When electronic mail messages are not stored on the mail system, users shall receive training on the procedures for copying or moving records from the mail system to an approved recordkeeping system.

(3) When a mail record is migrated to another medium (e.g., paper, microfiche) for storage, related transmission and receipt data shall be included as part of the record.

f. Electronic mail records may not be destroyed or otherwise disposed of except under the authority of an approved records schedule. This applies to the original version of the record that is sent or received on the electronic mail system and any copies that have been transferred to a recordkeeping system.

(1) When the necessary steps have been taken to retain an electronic mail message in a recordkeeping system, the identical version that remains on the user's screen or in the user's mailbox may have no continuing value. Disposition of the version on the electronic mail system is authorized after the record has been properly preserved and scheduled in a recordkeeping system along with all appropriate transmission and receipt data.

(2) The disposition of electronic mail records that have been transferred to an appropriate recordkeeping system is governed by the approved records schedule(s) that controls other records in that system. When the records in that system have not been scheduled, they may not be destroyed. IAW Assistant Secretary of Defense memorandum, subj. Electronic Mail Records and Electronic Mail Retention Policies for the Department of Defense (DOD), dtd. May 22, 2005. E-mail records that meet the definition of a record as defined in DOD Directive 5015.2, "DOD Records Management Program," March 6, 2000, may be converted to a paper copy, then scheduled for disposition within approved paper-based records management procedures for e-mail records. There is also an option to manage e-mail records electronically with applications that are compliant with DOD 5015.2STD, "Design Criteria Standard for Electronic Records Management (ERM) Software Application" June 19, 2002. Non-record email, when practical, shall be destroyed within 180 days of creation

(3) When eligible for destruction, the electronic version of an electronic mail message should be destroyed in the same manner prescribed as for other electronic records.

PART II

APPLYING RECORDS RETENTION STANDARDS

1. Records Retention Standards. Records retention standards prescribed for naval records are contained in parts III, IV and V of this instruction. The authorities they contain are applicable to the records they describe and are accumulated by Navy and Marine Corps activities ashore and afloat throughout the naval establishment and to individual USN and USNS ships. Limitations on the use of individual standards are indicated in the description of the records. The records retention standards are the basis for the establishment of activities' records disposal programs. They prescribe how long records are to be kept, whether short-term or long-term, and provide authority for:

a. The Preservation of Records Described in Parts III, IV and V of this Instruction as Permanent. Identify and mark these records for preservation and transfer to the appropriate Federal Records Center (FRC). Eventually the records will be offered to the National Archives and Records Administration (NARA).

b. The Periodic Destruction of Temporarily Valuable Records. Retention periods for these records are expressed either in terms of time or the occurrence of a particular event or action. Temporary records are to be held by the naval activity or an FRC for the prescribed retention period and then destroyed.

c. Appraising Records to Determine Retention Standards. Liaison for appraisal of records to determine retention standards is CNO (DNS-5) for Navy records and CMC (ARDB) for Marine Corps records. In appraising records to determine their current retention standards, first determine which records have research, legal, historical, or scientific values that are worthy of preservation. The remaining records then are temporary records. Appraise these to determine how long they will be needed in the conduct of the DON's business before they can be destroyed. Naval/Marine Corps records appraised as "permanent" are few in volume, but these records are vital. They protect Navy and Marine Corps interests and document significant experiences. While there are some exceptions, most "permanent" records are at the departmental or fleet command level, i.e., departmental offices, systems commands, flag commands of the operating forces, and research activities. This is logical since these activities formulate and prescribe policies and procedures to be carried out by other organizations. Included among records designated for permanent retention are the primary program files of unique-type activities that may be valuable for historical or research purposes. Also included are primary program records of one of several similar activities retained as a sample of the functions performed. Permanent files are designated in this instruction under the SSIC subject heading pertaining to the activity or organization's primary function or mission.

d. Local Historical Records. Records briefly summarizing the history of an activity sometimes may have continuing value to the local activity, but may not have permanent value to the DON as a whole. Whether or not an activity's program file is designated specifically as permanent in parts III, IV and V of this instruction, these few historical documents may be appropriate for long term retention on site by the individual activity provided the commanding officer approves. Furthermore, if such records are designated as permanent in parts III, IV and V of this instruction and are over 30 years old, they must be transferred to NARA.

e. Establishing Retention Standards. Standards are developed based on: (1) recommendations of headquarters activities that sponsor the SSIC under which the records or files are identified; and (2) general government-wide standards pertinent to Naval/Marine Corps records. CNO (DNS-5) or CMC (ARDB) who then obtain the comments and/or concurrences of cognizant activities and other commands concerned may also initiate them. The concurrence of other government agencies is obtained where appropriate or required. CNO (DNS-5) submits proposed retention standards to the Archivist of the United States for final approval. The Secretary of the Navy in parts III, IV and V of this instruction then issues the approved retention standards.

f. How Standards are Coded. Records retention standards are numbered according to SECNAV Manual 5210 (the Department of the Navy File Maintenance Procedures and SSIC). They are divided into 13 chapters and arranged under the same 13 major subject headings provided by the SSIC Manual. Each chapter is segmented within 13 major classification series to primary, secondary, and tertiary levels, as needed. The appropriate retention authority for records will be found under the same subject classification number used for filing documents and for numbering instructions, notices, messages, reports, and forms. This interlinking of file maintenance and disposal codes makes it easier to locate and properly apply the applicable retention standards. All disposal authorities for military personnel records, for example, are coded under the 1000-1999 series of the SSIC Manual. Disposal guidance for these records is found under the 1000-1999 series in chapter 1, part III, of this instruction. All disposal guidance for administrative records is found under the 5000 series in chapter 5, part III, of this instruction. For a more specific example: SECNAVINST 5214.2B is the directive that requires activities to establish a Reports Management Program and prepare Reports Analysis Data Forms (OPNAV 5214/10) Report Control Symbol (OPNAV 5214-1). The SSIC for "reports management" is 5214. Any correspondence created in this area would carry the 5214 SSIC. Disposal authority for "Reports Management" is found in paragraph 5214, chapter 5, part III, of this instruction. For easy reference, all SSIC's with disposal authority are listed in appendix I of this manual.

g. How Records are Described. In most instances, records are described in general terms. This general

grouping allows for minor differences in terminology or for the local character of the records. It also makes disposal instructions fit most naval activity records.

h. How Standards are Used. Many retention standards are broad and local file series will not exactly match the general retention standards specified in parts III, IV and V of this instruction; i.e., records need not always be identical to those described in the general retention standards prescribed in this instruction, but the records must:

(1) be similar in nature;

(2) document the same or essentially the same information; or

(3) perform the same or similar purpose.

Moreover, the retention periods contained in parts III, IV and V of this instruction will not be exceeded. They should not be stretched to cover other significant records. While most standards for naval records are broad, some are narrower in scope and more specific. Be careful not to apply the broader standards to several individual records when separate and more specific standards are prescribed. Supporting documents and other closely related papers may be disposed of on the basis of disposal authority selected for the basic documents when specific disposition authorities are not provided.

2. Deviations from Retention Standards. If unforeseen circumstances make it necessary to retain records longer than prescribed in this instruction, advise CNO (DNS-5), or CMC (ARDB) for Marine Corps activities, via the administrative chain of command, giving the reasons and requesting an extension of the retention period. If it appears the extension should be applied Navy/Marine Corps-wide, recommend a change in retention standards for those particular records. It is unlawful to dispose of records before expiration of the retention period.

3. Exceptions to Standards when Litigation, Investigations, and Exceptions are Pending. Regardless of the retention standards established by this instruction, records pertaining to: (a) unsettled claims for or against the Government; (b) current or pending litigation; (c) incomplete investigations; or (d) exceptions taken by the General Accounting Office or internal auditors will not be destroyed, but retained, until the litigation is settled, the investigation is completed, or the exception is cleared. Segregate and retain records directly pertinent to the litigation, investigation, or exception until all actions are completed. The remainder of the file may be disposed of as scheduled.

4. Establishing New or Revised Standards. All groups of naval records should be covered by the retention standards in this instruction; however, any records not covered cannot be destroyed and must be treated as "unscheduled records." If a category of records is found for which a retention standard is not provided, or if a change to a present standard is needed, recommend the new or revised retention standard to CNO (DNS-5), or to CMC (ARDB) for Marine Corps activities, via the administrative chain of command. Recommendations should not be submitted for nonrecord material; this material is disposable at the discretion of the commanding officer after its nonrecord status has been determined. (See appendix F, paragraph 69, for definition of non record material.) As a rule, recommendations for slight reductions in retention standards, such as from 1 year to 6 months, should not be made. The benefits do not justify the paperwork. Retention periods of less than 1 year should be recommended only for bulky, rapidly accumulating file series. When recommendations for retention periods of less than a year are made, they should be fully justified. Include the file volume, annual growth rate and assurance that the short period is realistic and actually will be applied.

a. Submission of Disposal Standards. Recommendations for new or revised standards should be submitted on a Standard Form 115 and contain the following information:

(1) The name of the activity, types of activities or other organizational units accumulating the records.

(2) A brief description of the records series. This should include information regarding the use and purpose of the records, any requiring instructions, and type of records, i.e., reports, correspondence, charts, magnetic tapes, computer listings, punched cards, etc.; SECNAV Manual M-5212.

(3) A retention paragraph stating how long the records should be kept. (For example: Destroy when 2 years old.)

(4) A standard transfer period:

(a) When the proposed retention period is more than 1 year, include an FRC transfer date after the records have served their reference value.

(b) When the proposed retention period is permanent, include a transfer date to an FRC and an offer date when the records can be transferred to NARA legal custody. Normally NARA accessions permanent records when 20-25 years old. However, permanent machine-readable records should be transferred as soon as possible.

(c) When the proposed retention period is 1 year or less, transfer to an FRC is not necessary. Records should undergo periodic file breaks and be retired to local, in-house storage areas.

(5) Justification for proposed retention period. This is particularly important when the records are recommended for permanent retention or if it appears those recommended for early destruction may have continuing or permanent administrative, legal, research, or

historical value. Indicate local administrative needs for the records as well as known requirements of others. List the uses made of the records, by whom, and how often. Where relevant, cite any governing statute or regulation (i.e., Office of Personnel Management or Occupational Safety and Health Administration regulation or Comptroller General decision).

(6) Known duplication, including the location of other copies and the existence of related records or information and their use.

(7) A representative sample when establishment of a new retention period for temporary records is recommended. Any samples of forms must be filled in.

(8) Volume and inclusive time periods of nonrecurring, discontinued records.

(9) Annual cubic foot accumulation and accumulation to date for records recommended for permanent retention. If machine readable records, give the number of reels.

(10) Description and retention period for each medium used to create records (i.e., paper, microfilm, computer tape, etc.).

5. Responsibility for Applying Standards. Each Navy activity will program its records, regardless of media, for orderly retention and disposal following the standards and procedures prescribed in this instruction. Effective programming requires:

a. Designation of specific or general authority for administering and applying records disposal standards within the activity. The overall centralized control of each activity's disposal program is desirable even though file maintenance may be decentralized. In a large activity, however, responsibility may be delegated to specific organizational units of the activity provided an individual within that organizational unit is made responsible for file maintenance and disposal.

b. Determination of the disposal instructions applied to each record series the activity accumulates, based on the standards contained in parts III, IV and V of this instruction and on a local records inventory.

c. Local posting of disposal control instructions by placing pertinent disposal instructions on file folders, disk folder, reel canister, file drawers, or cabinets, as appropriate (see paragraph 6, step 4). Publication of local schedules or records listings is not required or necessary.

d. An annual inspection and review of local disposal procedures and of the activity's records to ensure that:

(1) records disposal and retention procedures are current, adequate, understood, and applied regularly and effectively; and

(2) proper retention standards have been applied to all records accumulated.

6. Applying Standards Initially. The following steps are recommended for initially establishing disposal programs or applying this instruction:

a. Step 1. Inventory all records, including machine readable, accumulated by each organizational unit to be covered. From this inventory you will be able to prepare a concise description of each series; determine file arrangement, use, volume, and location; and match each record series with the appropriate retention standard in this instruction.

b. Step 2. Analyze inventory data and records series to determine:

(1) the proper retention standard applicable to each;

(2) material is properly categorized as nonrecord (see appendix C, item 69) and designated for destruction when its purpose has been served; and

(3) any records that are not covered by the retention standards.

Use the index to this instruction for this appraisal process, but also consider carefully the purpose and function of each record series and the scope of the disposal authority contained in this instruction. Give special attention to general correspondence files; they frequently consist of more than one record series. Each SSIC in the general correspondence files should be reviewed to determine any SSICs that may comprise distinct record series. Housekeeping and administrative operations records, for example, should be identified, retired, and destroyed as a separate series; they should not be treated the same as more important policy and program files.

c. Step 3. Establish specific cutoff and retirement periods for each record series. Offers of permanent records to NARA on a SF 258 will be made via the administrative chain of command to CNO (DNS-5) and CMC (ARDB).

d. Step 4. Prepare disposal control guidance for each record series (based on information gathered in previous steps) and post on file cabinets, drawers, guides, or folders, as appropriate. Include the following information in abbreviated form:

(1) SSIC and title;

(2) specific cutoff dates, and, if applicable, transfer dates;

(3) retention period or disposal date; and

(4) paragraph number from parts III, IV and V containing authority for the retention period being applied.

Accomplishment of this step notifies file personnel and others of disposal actions to be applied to each records series. It eliminates the need for preparation and issuance of local records disposal schedules or instructions containing detailed disposal information for individual record series.

e. Step 5. Take action immediately to apply disposal instructions to eligible records.

(1) Destroy records which have expired retention periods. Consult the local representative of the NARA volume to be destroyed is sufficient to justify recycling.

(2) Retire inactive records to be destroyed locally to local storage area. Include short-term temporary records eligible for destruction in the near future.

(3) Transfer long-term records not eligible for destruction in the near future to the appropriate FRC if authorized to do so in parts III, IV and V of this instruction.

f. Step 6. Appraise any records that are not covered by authorized disposal instructions. Develop a disposition schedule and submit it through the administrative chain of command to CNO (DNS-5), or to the CMC (ARDB) for Marine Corps activities on an SF 115. Procedures for submitting proposed changes to record retention standards are contained in paragraph 4, part II.

g. Step 7. Schedule Disposal Actions. Once you establish a local records disposal program, plan for future records disposal on a regular, periodic basis--preferably annually at the end of the calendar year. Within 1 month from the file break date, destroy, retain, or transfer all eligible files (less Fiscal Year files). Records can be eligible for destruction every day; however, it is not practical to destroy or transfer records too frequently or in very small quantities. Maintain fiscal files on a fiscal year basis and dispose of at the end of the fiscal rather than the calendar year. They may also be held for an additional 3 months and disposed of with other eligible records at the end of the calendar year.

h. Step 8. Keep Local Guidance Current. Determine retention standards for new files as soon as they are established. Create new file labels and revise local records disposal guidance promptly as changes occur.

i. Step 9. Make annual reviews of disposal procedures. Take follow-up action as necessary.

j. Step 10. Keep Statistics on Volume of Records Held. Maintenance of statistics on volume (cubic feet) of records held in both office space and local storage areas serves as a check on the effectiveness of the local records disposal programs. Whenever there is an increase in the volume of a records series on board, immediately determine the reason for the increase. If the increase is due to non-compliance with disposal instructions, take remedial action.

CHAPTER 1

MILITARY PERSONNEL RECORDS

1000-1999

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

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

SSIC 1000-1099

GENERAL MILITARY PERSONNEL RECORDS

SSIC 1000

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. MILITARY PERSONNEL GENERAL CORRESPONDENCE. RECORDS ACCUMULATED IN CONNECTION WITH THE ROUTINE, DAY-TO-DAY, ADMINISTRATION AND OPERATION OF NAVY AND MARINE CORPS MILITARY PERSONNEL PROGRAMS. THESE RECORDS ACCUMULATE PRIMARILY AT OPERATING PERSONNEL OFFICES RESPONSIBLE FOR IMPLEMENTING AND

ADMINISTERING POLICIES AND PROGRAMS ESTABLISHED BY HIGHER ECHELON OFFICES, BUT THEY ALSO MAY BE ACCUMULATED BY HIGHER ECHELON OFFICES RESPONSIBLE FOR NAVY AND MARINE CORPS-WIDE POLICIES AND PROGRAMS IN CONNECTION WITH THEIR ROUTINE, DAY-TO-DAY OPERATIONS (AS OPPOSED TO THEIR ACTIVITIES COVERED BY SSIC 1000.1). THESE RECORDS INCLUDE:

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

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

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

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

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

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

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

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

a. Navy Activities.

Destroy when 2 years old.

b. Marine Corps Field Activities.

Destroy when 2 years old.

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

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

Apply SSIC 1420.2.

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

Destroy when 2 years old.

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

Destroy when 2 years old.

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

Destroy when 2 years old.

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

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

(a) Original documents.

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

(b) Copies of documents.

Destroy when no longer needed.

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

Destroy when no longer needed.

f. Officer Selection Promotion Board Records. Files

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

Destroy when 4 years old.

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

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

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

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

Destroy when no longer needed.

h. Naval Clemency and Parole Board Records.

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

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

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

Destroy when no longer needed.

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

(1) Files contain the individual civilian/contractor personnel's application for discharge, supporting documentation, copies of correspondence between the individual and the ISRB and other correspondence leading to determination of active duty-type discharge for civilian/contractor personnel under the provisions of Public Law 95-202. (Exclude documents that must be filed in the Official Military Personnel Folder.) (N1- NU-85-1)

Destroy 2 years after determination is made.

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

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

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

Destroy when 2 years old.

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

Destroy when no longer needed.

SSIC 1001

RESERVE POLICIES AND PROGRAMS RECORDS

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

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

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

Apply SSIC 1000.2.

3. PAY AND NON-PAY NAVY RESERVE ORGANIZATION FILES. Correspondence, reports, and related papers regarding the local administration and operation of the unit. Include organization's correspondence with COMNAVRESFOR and Navy Reserve Readiness Commands, copies of correspondence

with departmental bureaus and offices, intra-organizational memoranda; personnel allowances; brigade schedules; and other similar material.

Destroy when 2 years old.

4. CORRESPONDENCE WITH INDIVIDUALS. Files relating to the Navy Reserve.

Destroy when 1 year old.

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

a. OCR Credit Card Drill Chits.

(1) Original paper copy.

Retained by the reservist.

(2) Copy retained by the unit.

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

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

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

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

Destroy when 56 years old.

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

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

6. NAVY RESERVE DATA CARDS.

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

7. NAVY RESERVE OFFICER AND ENLISTED STRENGTH REPORTS.

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

8. NAVY RESERVE TRAINING RECORDS.

Apply SSIC 1500.

SSIC 1010

INSPECTIONS RECORDS

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

Destroy when 2 years old.

2. DORMITORY OR BARRACKS INSPECTION AND MAINTENANCE REPORTS

Destroy when 6 months old.

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

Destroy when 3 years old.

SSIC 1020

UNIFORMS RECORDS

1. UNIFORM CORRESPONDENCE FILES.

a. Primary Program Correspondence, Establishing Policy.

Apply SSIC 1000.1.

b. General, or All Other Correspondence.

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

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

SSIC 1040

RETENTION/CAREER PLANNING RECORDS

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

Apply SSIC 1000.1.

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

Apply SSIC 1000.2.

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

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

SSIC 1050

LEAVE AND LIBERTY RECORDS

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

Destroy when 6 months old.

2. MARINE CORPS REPORTS OF DRILLS AND ATTENDANCE.

Destroy when 3 years old.

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

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

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

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

Destroy on site when 2 years old.

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

Destroy on site when 2 years old.

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

Destroy on site when 2 years old.

SSIC 1070

PERSONNEL RECORDS

1. NAVY OFFICIAL MILTARY OERSONNEL FILE (OMPF) BY BUPERS. The OMPF records documents the career of each officer and enlisted member of the military under the provisions of Public Law 95-202 (32 CFR 47) from time of entry into service until final separation. These records are used by the Military Service to manage the member's assignment, training, advancement and separation. After the OMPF record becomes inactive at the completion of the service member's obligated service, they are used for a variety of purposes but primarily to protect legal and financial rights of veterans, their families and survivors, and the U.S. Government. (N1-330-04-1)

Note: Protection of Privacy. All OMPF records, whether in service system or retired to NPRC or other storage facility are subject to the provisions of the Privacy Act and Freedom of Information Act. After ownership of all records is transferred to the National Archives of the United States, they are subject to the Freedom of Information Act and the National Archives General Restrictions (36 CFR 1256.16)

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

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

b. Computerized individual personnel records of all military personnel in the active Navy, including the Officer Master File, the Enlisted Master File, and the Officer Loss File. (N1-330-04-1)

PERMANENT: OMPF will be transferred to the National Archives for permanent retention:

1. 62 years after the date of retirement to the storage facility of the newest record within the block. Applicable to pre-registry blocks.

2. 62 years after the date of OMPF record retired to storage facility. Such ownership transfers to the National Archives will be accomplished in annual

increments and are applicable to Registry blocks maintained at NPRC.

3. 62 years after the completion of service member's obligated service. Such ownership transfer will be accomplished in annual increments and are applicable to OMPF records in electronic format.

4. Burned (B-file) or Reconstructed (R-file) registry OMPF records which have been retired for at least 62 years and which are accessed or reconstructed will be eligible for transfer of ownership to the National Archives. The National Archives will periodically submit SF 258's to the appropriate Military Service to affect the ownership transfer.

5. Early Transfer.

a. The National Archives and Military Services may enter into agreements for the transfer of ownership of OMPF record blocks to the National Archives for permanent retention in less than 62 years when such ownership transfer is mutually advantageous and agreeable.

b. Selected OMPF records may be transferred to the National Archives earlier than specified in the Disposition provisions above. If such records concern Persons of Exceptional Prominence who have been deceased for at least 10 years and about who there is public interest. The National Archives will consult with DoD and the Military Service as to the appropratness of such transfers and may periodically submit to, or solicit from, DoD and the Military Services SF 258 to effect these transfers.

6. Combined Records for an Individual Service Member. During archival processing the National Archives may combine separate OMPF records/folders/files held at the NPRC, the master microfiche held at CPR and/or other personnel records for an individual service member that may be held in the same or different record blocks, registries, or collections at either site.

7. Transfer of Electronic OMPF Records. At the time of legal transfer of ownership, the National Archives and DOD will determine the medium and format in which electronic OMPF records will be transferred. Every effort will be made to transfer records electronically in accordance with the standard for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time.

8. Official Military Personnel Records Filmed or Imaged Source Documents. The original electronic, papers and or microform OMPF documents/records may be destroyed after verification that information has been converted to an electronic format. Such verification may occur as a part of the conversation processing to electronic format, e.g., during quality assurance verification.

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

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

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

Combine with the Officer Qualification Record; Service Record Book, as appropriate, and dental and medical records. Transfer 6 months after separation as follows: The NPRC will retain these records for 62 years at which time MARCORPS will be afforded the option of retaining custody of these records.

a. Original Microfiche Record.

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

b. Diazo Microfiche Copy and the Mixed Mode Record.

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

c. Optical Digital Imaged Records Management Systems.

Apply SSIC 1070.1B

Official Military Personnel Records Filmed or Imaged Sources Documents

The original electronic, paper and/or microform OMPF documents/records may be destroyed after verification that information has been converted to an electronic format. Such verification may occur as a part of the conversion processing to electronic format, e.g., during quality assurance verification.

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

separation.

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

5. TEMPORARY (LOCAL) PERSONNEL FILES.

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

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

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

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

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

a. Navy Activities.

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

b. Marine Corps Activities.

Destroy when 1 year old.

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

Destroy when superseded or obsolete.

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

Destroy when 6 months old.

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

Destroy when 6 months old.

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

a. Reports.

Destroy when 2 years old.

b. Authorizations.

Destroy 1 year after termination of authorization.

11. LOCAL DAILY PERSONNEL DIARIES OR REPORTS. Attendance, drill, or muster reports, morning reports, or similar entries maintained by unit preparing reports. (Exclude personnel accounting records covered in SSIC l080 and MARCORPS drill reports covered in SSIC 1001.)

Destroy when 3 months old.

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

a. Enlisted Recruits Files.

Destroy when 2 years old.

b. All Other Files.

Destroy when 1 year old.

l3. REQUESTS FOR CHANGES IN PAY STATUS. Files maintained by preparing units.

Destroy when 6 months old.

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

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

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

a. Reserve Personnel.

Destroy when 2 years old.

b. All Other Personnel.

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

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

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

(1) Records of distinguished personnel.

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

(2) All other records.

Destroy when 5 years old.

b. Try-on Information.

Destroy when 6 months old.

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

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

(1) Master File.

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

(2) Systems Documentation.

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

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

(1) Master File.

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

(2) Systems Documentation.

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

c. Inactive Activity Master File. Carries addressees, titles, onboard strengths, officer and enlisted counts and allowances. It also carries PERS-MOB Team info, UIC info, PSA/PSD info, Ten-Digit Code, Activity Processing Code, Drills Authorized Major Claimant, REDCOM, DOD Plan Group info, Reserve Unit Identification Code Reserve Program Element Code and Reserve Center info.

(1) Master File.

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

(2) Systems Documentation.

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

SSIC 1080

PERSONNEL ACCOUNTING RECORDS

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

Apply SSIC 1000.2.

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

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

Destroy when 6 months old.

b. Preparing Activities or Reporting Unit Copies

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

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

a. Activities Copies.

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

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

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

onboard totals for each rating/NEC.

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

b. Activity's copy of the EDVR.

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

c. All other copies.

Destroy when purpose is served.

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

a. Original Microfilmed Unit Diaries and One Positive Copy.

(1) Silver negative and one diazo copy.

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

(2) Card indexes and related finding aids.

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

b. Marine Corps Activities.

(1) Signed original unit diary.

(a) Units not deactivated.

Retain for current year plus 2 years, then destroy.

(b) Unit deactivated.

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

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

Destroy when 6 months old.

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

Destroy when superseded.

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

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

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

a. Naval Activities.

Destroy when 6 months old.

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

Destroy when 3 months old.

SSIC 1100-1199

RECRUITING RECORDS

SSIC 1100

GENERAL RECRUITING RECORDS

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

Apply SSIC 1000.2.

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

Destroy when 3 years old.

SSIC 1110

RECRUITING ADMINISTRATION AND LOGISTICS RECORDS

1. CORRESPONDENCE AND FORMS. Files relating to support of the Navy Recruiting Command

(NAVCRUITCOM) mission.

Destroy when 2 years old.

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

Destroy when 2 years old.

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

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

SSIC 1111

RECRUITING MANPOWER RECORDS

1. GENERAL CORRESPONDENCE FILES AND SUMMARY RECORDS. Files relating to the day-to-day development and execution of plans and programs pertaining to manpower including manpower change requests effecting the establishment, disestablishment, organization, reorganization, and reallocation of assets of NAVCRUITCOM. (Exclude primary program correspondence filed under SSIC 1000.1.)

Apply SSIC 1000.2.

SSIC 1120

RECRUITING PLANS AND POLICY RECORDS

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

Apply SSIC 1000.2

2. CASE FILES RELATED TO SPECIFIC SUBJECTS.

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

SSIC 1121

RECRUITING POLICY RECORDS

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

Apply SSIC 1000.2.

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

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

SSIC 1122

RECRUITING RESEARCH RECORDS

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

Apply SSIC 1000.1.

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

Destroy when 2 years old.

SSIC 1123

RECRUITING PROGRAM ANALYSIS RECORDS

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

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

Apply SSIC 1000.1.

b. All Other Files.

Destroy when 1 year old.

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

Apply SSIC 5230.

SSIC 1130

RECRUITING OPERATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian committees or organizations or with other activities or offices.

Destroy when 2 years old.

SSIC 1131

OFFICER RECRUITING RECORDS

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

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

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

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

Return to the applicant.

b. All Other Documents.

Destroy after determination is made by COMNAVCRUITCOM or CMC.

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

Destroy when 2 years old.

4. OFFICER RECRUITMENT STATUS AND PRODUCTION REPORTS.

Destroy when 6 months old.

SSIC 1132

OFFICER RECALL RECORDS

1. GENERAL CORRESPONDENCE AND FORMS. Files pertaining to an applicant for recall to extended active duty from an officer in the inactive naval reserve; specific items would include the officer's Application for Recall to Extended Active Duty (NAVPERS 1331/5), any endorsements and/or attachments thereto, the official Recall Staff Sheet (NAVPERS ll4l/5), letters notifying the applicant of the disposition of his/her request, and a copy of the orders recalling him/her to active duty.

Destroy when 2 years old.

SSIC 1133

ENLISTED RECRUITING RECORDS

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

Destroy when 2 years old.

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

Destroy when 2 years old.

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

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

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

a. Records at an Active Recruiting Station.

Destroy when 5 years old.

b. Records from a Disestablished Recruiting Station.

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

SSIC 1134

ENLISTED RECALL RECORDS

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

Destroy when 2 years old.

SSIC 1136

RECRUITER TRAINING RECORDS

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

a. Recruiters Removed from Recruiting Duty.

Destroy when 1 year old.

b. Recruiters not removed from Recruiting Duty.

Destroy 4 years after tour completion.

SSIC 1137

RECRUITING IRREGULARITIES RECORDS

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

a. COMNAVCRUITCOM Records.

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

b. BUPERS Records.

Destroy when no longer needed.

c. All Other Records.

Destroy when 2 years old.

SSIC 1140

RECRUITING ADVERTISING RECORDS

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

Apply SSIC 1000.2

SSIC 1141

RECRUITING ADVERTISING MATERIAL CONTROL RECORDS

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

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

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

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

(2) Photographic file, including color slides.

Disposition not authorized.

b. All Other Correspondence.

Destroy when 2 years old.

SSIC 1142

RECRUITING AIDS RECORDS

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

Destroy when 2 years old.

SSIC 1143

RECRUITING ADVERTISING SYSTEMS RECORDS

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

Destroy when 3 years old.

SSIC 1144

RECRUITING ADVERTISING OPERATIONS RECORDS

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

Destroy when 2 years old.

SSIC 1150

NAVY AWARENESS RECORDS

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

Apply SSIC 1000.2.

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

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

Disposition not authorized. (See Chapter 5)

b. Distribution Copies.

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

SSIC 1152

SEA POWER PRESENTATIONS RECORDS

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

Destroy when 2 years old.

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

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

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

Destroy 2 years after active period of membership.

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

a. Original File Copies Retained by Program Manager.

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

b. All Other Copies.

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

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

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

SSIC 1153

NAVY AWARENESS PROGRAM DEVELOPMENT RECORDS

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

Apply para. 1000.2.

SSIC 1154

NAVY AWARENESS AUDIO/VISUAL RECORDS

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

5290-5299.)

Destroy when 2 years old.

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

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

Transfer to the National Archives when 3 years old.

b. All Others.

Destroy when purpose is served.

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

Destroy when 3 years old.

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

Disposition not authorized. (See Chapter 5.)

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

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

Disposition not authorized. (See Chapter 5.)

b. Distribution Copies.

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

SSIC 1155

RECRUITING SUPPORT FLEET/COMMUNITY LIAISON RECORDS

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

Apply SSIC 1000.2.

SSIC 1156

RECRUITING SUPPORT EDUCATOR LIAISON RECORDS

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

Destroy when 2 years old.

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

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

SSIC 1160

ENLISTMENTS AND EXTENSIONS RECORDS

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

Destroy when 3 months old.

SSIC 1170

SELECTIVE SERVICE, CONSCRIPTION, AND DEFERMENT RECORDS

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

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

SSIC 1200-1299

CLASSIFICATION AND DESIGNATION RECORDS

SSIC 1200

GENERAL CLASSIFICATION AND DESIGNATION RECORDS

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

Destroy after qualification runs or check listings are

prepared.

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

Destroy when 1 year old.

SSIC 1210-1219

OFFICER CLASSIFICATION AND DESIGNATION RECORDS

THE RECORDS IN THIS (l2l0-l2l9) SERIES ARE RELATED TO OFFICER CLASSIFICATION AND DESIGNATION RECORDS AND INCLUDE OFFICER BILLET CLASSIFICATION CODES AND BILLET DESCRIPTIONS, DESIGNATOR CODES, QUALIFICATION CODES, AND SUBSPECIALTY CODES RECORDS.

SSIC 1210

OFFICER RECORDS

1. GENERAL CORRESPONDENCE FILES.

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

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

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

SSIC 1220

ENLISTED RECORDS

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

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

2. ENLISTED EVALUATION WORKSHEETS.

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

3. ENLISTED EVALUATION REPORTS.

a. Individual Reenlists Immediately After Discharge.

Transfer to new service record.

b. Individual is separated from the Service.

Destroy after individual is separated from the service.

SSIC 1221

CLASSIFICATION CODES AND BILLET DESCRIPTIONS RECORDS

1. GENERAL CORRESPONDENCE FILES.

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

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

Destroy when 2 years old.

SSIC 1223

RANK, RATE, OR RATING STRUCTURE RECORDS

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

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

SSIC 1230

TESTING AND INTERVIEWING RECORDS

1. INTERVIEWERS' APPRAISAL SHEETS.

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

2. EXAMINATION ANSWER OR SCORE SHEETS FOR CLASSIFICATION TEST.

Destroy when 2 years old.

3. REENLISTMENT INTERVIEW REPORTS

a. Reenlistment Interview Sheet.

Destroy after separation or reenlistment of individual interviewed.

b. Career Counselor Record.

Destroy 6 months after separation or release from active duty.

SSIC 1231

OFFICER TESTING AND INTERVIEWING RECORDS

1. GENERAL CORRESPONDENCE FILES. General

information on the testing and interviewing of officer personnel for purposes of classification and designation.

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

SSIC 1236

ENLISTED TESTING AND INTERVIEWING RECORDS

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

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

SSIC 1300-1399

ASSIGNMENT AND DISTRIBUTION RECORDS

SSIC 1300

GENERAL ASSIGNMENT AND DISTRIBUTION RECORDS

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

Destroy when 2 years old.

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

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

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

Destroy after assignment is terminated.

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

Destroy when 1 year old.

SSIC 1301

OFFICER RECORDS

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

a. Verified or Corrected Copies.

Destroy when 2 years old.

b. All Other Copies.

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

SSIC 1306

ENLISTED ASSIGNMENT AND DISTRIBUTION RECORDS

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

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

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

Destroy when 2 years old.

SSIC 1320-1339

ORDERS TO PERSONNEL RECORDS

SSIC 1320

ORDERS TO PERSONNEL

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

Destroy when 2 years old.

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

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

3. REASSIGNMENT OR DETACHMENT CLEARANCE SLIPS FOR OFFICER AND ENLISTED PERSONNEL.

Destroy 6 months after individual is detached or reassigned.

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

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

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

Destroy when 1 year old.

SSIC 1330

PERSONNEL REQUESTS RECORDS

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

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

SSIC 1331

OFFICER REQUESTS RECORDS

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

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

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

Destroy when 2 years old.

SSIC 1336

ENLISTED REQUESTS RECORDS

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

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

SSIC 1400-1499

PROMOTION AND ADVANCEMENT RECORDS

SSIC 1400

GENERAL PROMOTION AND ADVANCEMENT RECORDS

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

Apply SSIC 1000.2.

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

Destroy 6 months after promotion, advancement or denial thereof.

3. SCREENING FORMS AND REPORTS FOR PROMOTING OR ADVANCING PERSONNEL

Destroy 6 months after promotion, advancement or denial thereof.

4. NAVAL EXAMINING CENTER RECORDS

a. Statistical Data.

Destroy when 5 years old.

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

Destroy when 5 years old.

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

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

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

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

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

Destroy when 5 years old.

SSIC 1401

SELECTIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence generated by selection process not specifically covered under SSIC 1400.

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

SSIC 1402

SELECTION BOARDS' RECORD OF PROCEEDINGS RECORDS

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

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

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

Destroy when 7 years old.

SSIC 1410

REQUIREMENTS AND QUALIFICATIONS RECORDS

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

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

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

Destroy when l year old.

3. ROSTERS OF GRADES MADE ON QUALIFYING EXAMINATIONS.

a. Rosters for Naval Academy Entrance Examinations.

Destroy when 5 years old.

b. Rosters for Interim and Other Qualifying Examinations.

Destroy when 1 year old.

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

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

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

Apply SSIC 1070.12.

SSIC 1412

OFFICER QUALIFICATIONS RECORDS

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

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

SSIC 1414

ENLISTED QUALIFICATIONS RECORDS

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

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

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

Destroy when 2 years old.

SSIC 1416

OFFICER EXAMINATIONS RECORDS

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

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

SSIC 1418

ENLISTED EXAMINATIONS RECORDS

1. ENLISTED EXAMINATION SCORE SHEETS.

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

2. CLASSIFICATION TESTING RECORDS.

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

3. RECRUIT TRAINING TEST RECORDS.

Apply SSIC 1510.

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

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

SSIC 1420

PROMOTIONS RECORDS

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

Destroy when 2 years old.

SSIC 1421

TEMPORARY PROMOTIONS RECORDS

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

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

Destroy when 5 years old.

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

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

c. Officers Precedence Records.

(1) Paper copies.

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

(2) Master microfilm negatives of officer precedence record.

Destroy when no longer needed.

2. TEMPORARY APPOINTMENTS FOR ACTIVE DUTY AND INACTIVE DUTY PERSONNEL

a. Originals.

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

b. Microfilm Master Negatives Retained by BUPERS.

Destroy when no longer needed.

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

See SSIC 7220.1.

d. Local Service Record Copy.

Retain with service record.

e. Preparing Activity's Copy.

Destroy when 2 years old.

SSIC 1426

PERMANENT PROMOTION RECORDS

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

Apply SSIC 1421.1.

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

a. Original Copy.

Retained by the appointee.

b. BUPERS Copy.

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

c. Microfilm Master Negatives of Copy Maintained by

BUPERS.

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

d. Preparing Activities Copies.

Destroy when 2 years old.

SSIC 1427

RANK AND PRECEDENCE RECORDS

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

Apply SSIC 1421.l.

SSIC 1430

ADVANCEMENT IN RATE OR RATING RECORDS

1. GENERAL CORRESPONDENCE FILES RELATING TO ADVANCEMENTS OF RECRUITS.

Destroy when 1 year old.

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

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

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

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

SSIC 1440

CHANGES IN RANK, RATE, OR RATING RECORDS

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

Destroy when 1 year old.

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

Destroy when 2 years old.

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

Destroy when 2 years old.

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

Destroy when 2 years old.

SSIC 1450

REDUCTIONS IN RANK, RATE, OR RATING RECORDS

Apply SSIC 1440.

SSIC 1500-1599

TRAINING AND EDUCATION RECORDS

SSIC 1500

GENERAL TRAINING AND EDUCATION RECORDS

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

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

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

Destroy when superseded, obsolete, or no longer needed for reference, except for course materials accumulated by the Marine Corps Institute relating to correspondence courses which should

be retired to nearest FRC 4 years after supersession and destroyed 10 years after transfer to FRC.

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

Destroy when 2 years old.

4. ATTENDANCE RECORDS FOR INDIVIDUAL COURSES.

Destroy after completion of training course.

5. MONTHLY REPORTS OF STUDENTS ON BOARD.

Destroy when 1 year old.

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

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

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

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

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

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

9. STUDENT'S EXAMINATION RECORDS.

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

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

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

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

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

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

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

b. All Other Records.

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

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

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

Destroy when no longer needed for reference.

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

Destroy when 2 years old.

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

Destroy when 1 year old.

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

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

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

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

Destroy when 2 years old.

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

Destroy when no longer required for research or reference.

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

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

(1) Marine Corps Institute records.

Destroy when purpose is served.

(2) Other activity's records.

Destroy when 3 years old.

b. Application for Other Courses.

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

SSIC 1510

ENLISTED TRAINING RECORDS

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

Destroy when 2 years old.

2. TEST RECORDS.

a. Answer Sheets of Selection Tests and Test Musters.

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

b. Reports of Administration of Recruit Training Examinations.

Destroy when 6 months old.

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

(1) Enlisted recruits' records.

Destroy when 2 years old.

(2) All other records.

Destroy when 1 year old.

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

Destroy when 2 years old.

SSIC 1511

NUCLEAR POWER TRAINING (SUB) RECORDS - ENLISTED

1. PRIMARY PROGRAM RECORDS.

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

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

b. Reference Copies.

Destroy when 10 years old.

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

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

SSIC 1512

NUCLEAR POWER TRAINING (SURFACE) RECORDS - ENLISTED

1. PRIMARY PROGRAM RECORDS.

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

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

b. Reference Copies.

Destroy when 10 years old.

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

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

SSIC 1513

RECRUIT TRAINING RECORDS

1. FORMING DATA OF RECRUIT COMPANIES. Data includes company rosters, recruit company logs, instructors' logs, and records of required subjects completed.

Destroy when 1 year old.

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

Destroy when 1 year old.

SSIC 1514

RATING TRAINING RECORDS

1. GENERAL CORRESPONDENCE FILES.

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

SSIC 1520

OFFICER TRAINING RECORDS

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

Apply SSIC 1500.2.

2. ARMED FORCES STAFF COLLEGE (AFSC) RECORDS.

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

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

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

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

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

Destroy after graduation of student.

d. Theses of AFSC Students.

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

(To be published at a later date.)

(2) All others.

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

e. Other AFSC Records.

Apply pertinent subject matter instructions throughout this manual.

3. NAVAL WAR COLLEGE (NAVWARCOL) RECORDS.

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

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

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

Apply SSIC 1500.10a.

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

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

d. NAVWARCOL Lectures.

(To be published at a later date.)

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

Apply SSIC 1520.3c.

f. Technical Intelligence Files of the NAVWARCOL.

(To be published at a later date.)

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

Destroy when no longer needed.

h. Other NAVWARCOL Records.

Apply pertinent subject matter instructions throughout this manual.

SSIC 1521

JOINT AND ADVANCED TRAINING RECORDS - OFFICER

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

Apply SSIC 1000.2.

SSIC 1522

NUCLEAR POWER TRAINING (SUB) RECORDS - OFFICER

1. PRIMARY PROGRAM RECORDS.

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

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

b. Reference Copies.

Destroy when 10 years old.

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

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

SSIC 1523

NUCLEAR POWER TRAINING (SURFACE) RECORDS - OFFICER

1. PRIMARY PROGRAM RECORDS.

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

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

b. Reference Copies.

Destroy when 10 years old.

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

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

SSIC 1530

OFFICER CANDIDATE TRAINING RECORDS

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

Permanent. Apply SSICs 1000.1 and 1500.1.

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

a. Routine Matters.

Destroy when 2 years old.

b. Non-routine Matters.

Destroy when 4 years old.

3. APPLICATIONS TO ENTER PROGRAMS.

Destroy when 1 year old.

4. OTHER PROGRAM RECORDS.

Apply appropriate subject matter instructions throughout this manual.

SSIC 1531

NAVAL ACADEMY RECORDS

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

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

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

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

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

a. Original Paper Records.

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

b. Microfilm Copies.

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

4. MACHINE READABLE MIDSHIPMAN RECORDS

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

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

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

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

5. OTHER NAVAL ACADEMY RECORDS.

Apply pertinent subject matter instructions throughout this manual.

SSIC 1532

AVIATION CADET (AVCAD) RECORDS

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

Apply SSIC 1000.2.

2. INDIVIDUAL AVIATION TRAINING JACKETS (ATJ).

Apply SSIC 1542.

SSIC 1533

RESERVE OFFICER TRAINING CORPS (ROTC) RECORDS

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

Destroy when 2 years old.

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

Apply SSIC 1500.1.

3. INDIVIDUAL STUDENT OFFICIAL RECORD CARDS (OR FORMS) OR TRANSCRIPTS OR STATEMENTS OR ACADEMIC RECORDS. Must contain information about courses attended, length of courses, whether or not completed, (if completed), and

pertinent remarks, such as reason for disenrollment or failure to complete courses.

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

a. Officers Commissioned.

Disposition not authorized.

b. Officers Not Commissioned.

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

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

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

SSIC 1534

MERCHANT MARINE AND MARITIME RECORDS

1. STUDENT PERFORMANCE RECORDS.

Destroy 3 years after student graduates.

SSIC 1540

FUNCTIONAL TRAINING RECORDS

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

Apply SSIC's 1000.2 and 1500.2.

SSIC 1541

FLEET TRAINING RECORDS

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

a. General Correspondence Files.

Apply SSIC 1500.2.

b. Other Records.

Apply pertinent subject matter material throughout this manual.

SSIC 1542

FLIGHT TRAINING RECORDS (RESERVED)

SSIC 1543

EQUIPMENT AND SYSTEMS TRAINING

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

Retain on board. Destroy when 3 years old.

SSIC 1550

INSTRUCTION COURSES AND TRAINING MATERIALS RECORDS

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

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

SSIC 1551

TRAINING FILMS, AIDS, AND SPECIAL DEVICES RECORDS

l. TRAINING FILMS.

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

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

b. All Other Copies.

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

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

a. Training Aids Still Outstanding Files.

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

b. All Other Files.

Destroy when 2 years old.

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

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

SSIC 1552

TRAINING PUBLICATIONS RECORDS

1. ALL NAVY TRAINING PUBLICATIONS AND MANUALS.

a. Master Copies of Originating Activity.

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

b. All Other Copies.

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

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

Apply SSIC 5600.

3. NETPMSA PUBLICATIONS RECORDS.

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

Apply SSICs 1500.2 and 1500.3.

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

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

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

Destroy 6 months after text of manual is published.

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

Retain on board. Destroy when obsolete or superseded.

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

Destroy when 6 months old.

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

Apply appropriate 5600 series authority.

SSIC 1553

INSTRUCTION SYSTEMS DEVELOPMENT RECORDS

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

Destroy when 2 years old, or when no longer required for research or reference in developing

future systems, whichever is earlier.

SSIC 1554

COMPUTER-MANAGED INSTRUCTION RECORDS

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

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

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

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

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

SSIC 1560

VOLUNTARY EDUCATION RECORDS

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

Destroy when 2 years old.

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

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

SSIC 1570

INACTIVE DUTY TRAINING RECORDS

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

Destroy when 2 years old.

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

Destroy when 1 year old.

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

Apply SSICs 1000.2 and 1500.2, as applicable.

SSIC 1571

ACTIVE DUTY FOR TRAINING RECORDS

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

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

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

Destroy 3 months after issue.

3. ENDORSED COPIES OF ACTIVE-DUTY TRAINING ORDERS.

File in official officer or enlisted service record.

SSIC 1580

INTERSERVICE TRAINING RECORDS

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

Apply SSIC 1000.2.

SSIC 1600-1699

PERFORMANCE AND DISCIPLINE RECORDS

SSIC 1600

GENERAL PERFORMANCE AND DISCIPLINE RECORDS

1. GENERAL CORRESPONDENCE FILES.

Apply SSIC 1000.2.

SSIC 1601

DUTIES AND WATCHES RECORDS

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

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

SSIC 1610

PERFORMANCE AND CONDUCT RECORDS

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

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

SSIC 1611

OFFICER PERFORMANCE AND CONDUCT RECORDS

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

Apply SSIC 1000.2.

SSIC 1616

ENLISTED PERFORMANCE AND CONDUCT RECORDS

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

Apply SSIC 1000.2.

2. ENLISTED EVALUATION WORKSHEETS.

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

3. ENLISTED EVALUATION REPORTS.

a. When Individual is separated from the Service.

Destroy after separation.

b. When Individual Reenlists Immediately After Discharge.

Transfer to new service record.

c. Activity Copies.

Destroy when 2 years old.

SSIC 1620

DISCIPLINE RECORDS

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

Apply SSIC 1640.

2. UNIT PUNISHMENT BOOK OR DIARY PAGES.

Destroy when 2 years old.

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

a. Navy Reports.

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

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

Destroy when 3 months old.

4. COURTS-MARTIAL RECORDS.

Apply SSIC 5813.

5. LIST OF RESTRICTED PERSONNEL.

Destroy when 1 year old.

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

a. Special Foreign Duty Marines.

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

Destroy 1 year after completion of punishment.

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

Destroy 1 year after date of detachment of indi- vidual.

b. Brig Prisoners

Destroy 2 years after release.

7. MINOR OFFENSE RECORDS. Records, including case files, showing punishments awarded and records of

accomplishment thereof for minor offenses.

Retain on board. Destroy after completion of punishment.

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

Destroy when l year old.

SSIC 1621

OFFICER DISCIPLINE RECORDS

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

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

SSIC 1626

ENLISTED DISCIPLINE RECORDS

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

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

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

Destroy when 2 years old.

SSIC 1630

SHORE PATROL AND MILITARY POLICE RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the administration of master-at-arms, shore patrol, and military police including rough logs of the office. (N1-NU-89-4)

Destroy when 2 years old.

2. DESK REFERENCE CARD FILES. Files are card indices containing the names of persons who are identified in military police reports as subject, victim, complainant, or witnesses in connection with a complaint. (For fingerprint cards, see SIC 3850, paragraph 11c.) (N1-NU-97-4)

Retain on board. Destroy 5 years after date of last entry.

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

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

5. Military Police/Security Force Journals. Information containing a chronological record of police/security force activities developed from reports, complaints, incidents, information received and action taken, record of police radio traffic and similar records. Included are police/security force desk blotters, force radio logs and intrusion detection system logs. (This series may be used by any DON activity with security related duties.) (GRS 18/14a)

Retain on board. Destroy after 3 years after final entry.

6. WEAPONS REGISTRATION. Information on the registration of privately owned weapons. (N1-NU-03-2) (Privacy Act: N08370-1)

Destroy on expiration, revocation or cancellation

SSIC 1640

CONFINEMENT RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the general operations and administration of correctional centers and facilities, brigs, and detention facilities including activities educational training reports, correspondence, and other general records. (Exclude primary program records maintained by BUPERS filed under SSIC 1000.1h of this instruction). (N1-NU-93-7)

Destroy when 2 years old.

2. CONFINEMENT RECORDS CASE FILES FOR COURTS-MARTIAL PRISONERS AND CONFINEMENT IMPOSED BY NON-JUDICIAL PUNISHMENT. Files consist of all correspondence, reports, and other records in connection with the case, including screening reports, admission summaries or supplements, periodic program reports, disciplinary reports (mast report slips), special medical or psychiatric reports, and other records relating to the prisoner's conduct and assignments while confined. (Exclude any records required to be filed in the official personnel record.) (N1-NU-93-7)

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

Transfer case file to new confinement facility.

b. Files maintained by Ashore Brigs under the area

coordination of Commander in Chief, U.S. Atlantic Fleet, Commander in Chief, U.S. Naval Forces Europe, and CNET; Afloat Brigs on Atlantic Fleet Ships; and Navy Consolidated Brig Charleston.

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

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

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

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

a. History File of Prisoner Data.

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

b. History File Documentation.

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

c. Current File of Prisoner Data.

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

d. Data files related to the Staff Module.

Delete backup files after the third system update.

4. LOG BOOK RECORDS MAINTAINED BY BRIGS.

a. Brig Log. A chronological watch-to-watch accounting of significant events or actions that take place in the Brig. Include bed checks, roll calls, staff visits and inspections, fires, escapes, riots, suicides, change of watch, emergency drills, and similar incidents. (Exclude prisoner/detainee counts, confinement and release information, departure and return of prisoners, and other information contained in CORMIS.) (N1-NU-93-7)

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

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

Destroy when 2 years old.

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

Destroy when 2 years old.

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

Destroy when 2 years old.

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

Destroy when 2 years old.

5. MONTHLY REPORT OF PRISONERS (BUPERS 1640-1). Lists of persons confined, including reports of prisoners received and released. (Report prepared by afloat and ashore Brigs only.) (N1-NU-93-7)

Destroy when 3 years old.

6. CONFINEMENT AND RELEASE RECORDS.

a. Original documents.

File in confinement case file under SSIC 1640.2

b. Copies maintained by Brig.

Destroy 2 years after release of prisoner.

7. RECORDS OF PERSONAL PROPERTY AND FUNDS OF MEMBERS CONFINED. Documents pertaining to the custodianship of personal funds and property of prisoners

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

Destroy 10 years after release of prisoner.

SSIC 1650

DECORATIONS, MEDALS, AND AWARDS RECORDS

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

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

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

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

Permanent. Retain on board. Offer to NARA immediately.

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

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

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

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

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

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

Destroy when no longer required for reference.

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

(a) Electronic Files.

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

(b) Documentation.

Permanent. Transfer the documentation for the "history" files to the National Archives with the initial transfer of the "history" files. Transfer the documentation for the "active" files with each subsequent transfer of the "active" files. (N1-NU-92-17)

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

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

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

Destroy when 2 years old.

2. CORRESPONDENCE AND RELATED RECORDS. Recommendations and supporting documentation concerning personal decorations, citations, medals or awards to naval personal or units. These records are accumulated by Navy and Marine Corps commands that have not been delegated authority to grant awards.

Exclude records of the Board of Decorations and Medals, Headquarters U.S. Marine Corps, BUPERS, and documents appropriately filed in service members official service jacket.

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

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

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

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

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

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

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

a. Electronic Files.

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

b. Documentation.

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

SSIC 1700-1799

MORALE AND PERSONAL AFFAIRS RECORDS

SSIC 1700

GENERAL MORALE AND PERSONAL AFFAIRS RECORDS

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

Destroy when 3 years old.

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

a. Routine Inquiries and Requests.

Destroy when 6 months old.

b. All Other Files.

Destroy when 2 years old.

3. CORRESPONDENCE AND RECORDS OF PERSONAL COMMERCIAL AFFAIRS SOLICITATIONS. Files concerning violation incident data, denial data, letters of application for solicitation privileges, letters of accreditation, appeal data, and other support documents.

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

4. CREDIT UNION MATTERS.

Apply SSIC 1700.1.

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

Destroy when l year old.

SSIC 1710

RECREATION AND SOCIAL AFFAIRS RECORDS

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

Destroy when 2 years old.

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

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

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

b. Other Records.

Destroy when rescinded or superseded.

3. STUDIES, ANALYSES, AND SUMMARIES.

Destroy when 3 years old.

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

Destroy when 2 years old.

SSIC 1720

INFORMATION SERVICES RECORDS

Apply SSICs 1700 and 5720.

SSIC 1730-1739

SSIC 1730

GENERAL CHAPLAINS AND RELIGIOUS AFFAIRS RECORDS

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

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

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

Destroy when 2 years old.

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

Destroy when 2 years old.

4. CHAPLAINS' REPORT.

a. Inactive Duty Naval Reserve Chaplains' Annual Reports.

Destroy when 2 years old.

b. Active Duty Navy Chaplains' Annual Reports. (Copies not covered in SSIC 1730.l.)

Destroy when 2 years old.

c. Active Duty Navy Senior Chaplains' Annual Reports. (Copies not covered in SSIC 1730.l.)

Destroy when 2 years old.

d. Terminal Audit Reports.

Destroy after audit reports have been made and recorded.

SSIC 1740

PERSONAL AFFAIRS AND BENEFITS RECORDS

Apply SSIC 1700.

SSIC 1741

INSURANCE RECORDS

Apply SSIC 1700.

SSIC 1742

VOTING RECORDS

1. GENERAL RECORDS.

Apply SSIC 1700.

2. VOTING ASSISTANCE GUIDE (NAVPERS 15562).

Retain for 2 years or until replaced, then destroy.

SSIC 1746

MESSES RECORDS

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

Destroy when 2 years old.

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

a. Ongoing Actions of the Non-appropriated Fund Instrumentality Records. Letters of authorization to commence operation, change in mission, permanent waiver

to regulations, etc.

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

b. Other Records.

Destroy when rescinded or superseded, whichever is earlier.

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

Destroy when 3 years old.

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

Destroy when 2 years old.

5. FINANCIAL RECORDS. Files relating to the operation of non-appropriated messes and consolidated package stores.

Apply appropriate subsection of SSIC 7010.

6. PERSONNEL RECORDS FOR CIVILIAN NONAPPROPRIATED FUND EMPLOYEES

Apply SSIC 7010.4.

SSIC 1750

DEPENDENTS' AID (ASSISTANCE) RECORDS

Apply SSIC 1700.

SSIC 1751

DEPENDENTS' ALLOWANCES RECORDS

Apply SSIC 1700.5.

SSIC 1752

DOMESTIC RELATIONS RECORDS

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

a. DFAS Cleveland Records.

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

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

(2) Other DFAS Records.

Destroy when 3 years old.

b. Other Records.

Destroy when 3 years old.

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

Apply SSIC 1752.1.

SSIC 1754

MARINE CORPS KEY VOLUNTEER NETWORK

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

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

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

Destroy when 5 years old.

SSIC 1755

DEPENDENTS' SCHOOLING RECORDS

1. DOMESTIC.

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

Destroy when transferred to magnetic tape.

b. Machine Readable Data Files (Magnetic Tapes).

Destroy when 75 years old.

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

SSIC 1760

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

SSIC 1780

EDUCATIONAL BENEFITS RECORDS

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

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

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

Permanent. Transfer to WNRC when file becomes

3. LEGISLATIVE PROPOSALS.

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

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

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

Destroy when no longer needed.

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

Destroy when no longer needed.

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

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

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

Destroy when 4 years old.

SSIC 1800-1899

RETIREMENT RECORDS

SSIC 1800

GENERAL RETIREMENT RECORDS

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

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

Retain on board. Destroy inactive files when no longer needed.
inactive. Transfer to NARA when 20 years old.

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

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

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

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

d. Individual Personnel and Health Care Folders.

(1) Death of beneficiary.

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

(2) Discharge of beneficiary.

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

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

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

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

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

SSIC 1810-1819

REGULAR NONDISABILITY RETIREMENT RECORDS

SSIC 1810

REGULAR NONDISABILITY RETIREMENT RECORDS

1. CORRESPONDENCE FILES. Files relating to the processing of officer and enlisted naval personnel for non-disability retirement and to the administration of non-disability retirement functions.

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

SSIC 1820

RESERVE NONDISABILITY RETIREMENT RECORDS

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

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

SSIC 1830

FLEET RESERVE RECORDS

Apply SSIC 1810.

SSIC 1850-1859

DISABILITY RETIREMENT RECORDS

THE RECORDS IN THIS (l850-l859) SERIES RELATE TO INDIVIDUAL CASE FILES (OFFICER AND ENLISTED) OF DISABILITY EVALUATION PROCEEDINGS; MEDICAL BOARD REPORTS; FINDINGS OF PHYSICAL EVALUATION BOARDS; MEDICAL REPORTS FROM VETERANS' ADMINISTRATION AND CIVILIAN MEDICAL FACILITIES; COPIES OF PRIOR ACTIONS TAKEN IN THE CASE; TRANSCRIPTS OF PHYSICAL EVALUATION BOARD HEARINGS; REBUTTALS SUBMITTED BY THE PARTY; INTRA- AND INTER-AGENCY CORRESPONDENCE CONCERNING THE CASE; CORRESPONDENCE TO AND FROM THE MEMBER, MEMBERS OF CONGRESS, ATTORNEYS, AND OTHER INTERESTED PARTIES; PHYSICAL REVIEW COUNCIL ACTIONS; AND PHYSICAL DISABILITY REVIEW BOARD ACTION.

SSIC 1850

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

l. ORIGINAL DISABILITY EVALUATION PROCEEDINGS.

a. Hard Copy Case Files Closed 3l December l977 and Earlier.

Retire to WNRC. Destroy when 75 years old.

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

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

(1) Negative Microfiche Copies.

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

(2) Positive Microfiche Copies.

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

(3) Case Index of Disability Proceedings

Retain on board. Destroy with related records.

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

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

d. Cassette Recordings.

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

e. Optical Disk.

Retain on board. Destroy when paper copy is made.

SSIC 1900-1999

SEPARATION RECORDS

THE RECORDS IN THIS (l900-l999) SERIES ARE RELATED TO GENERAL SEPARATION RECORDS AND INCLUDE ENLISTED (RELEASE FROM ACTIVE DUTY, RESERVE) AND OFFICER (RELEASE FROM ACTIVE DUTY, RESERVE) RECORDS.

SSIC 1900

GENERAL SEPARATION RECORDS

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

Destroy when 2 years old.

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

a. Activities Copies.

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

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

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

c. All Other Copies.

Destroy when purpose is served.

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

Destroy when 1 year old.

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

Destroy after individual is separated.

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

File in individual's service record.

6. ACTIVITY COPIES OF ADMINISTRATIVE DISCHARGE RECORDS.

Destroy when 2 years old.

CHAPTER 2

TELECOMMUNICATIONS RECORDS

SSIC 2000-2999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO THE MANAGEMENT AND OPERATION OF ALL TYPES OF COMMUNICATION SERVICES AND FACILITIES. THEY ARE CREATED OR ACCUMULATED BY DEPARTMENTAL BUREAUS, HEADQUARTERS MARINE CORPS AND NAVY AND MARINE CORPS OFFICES AND FIELD ACTIVITIES THAT EXERCISE MANAGEMENT CONTROL OR FORMULATE AND PRESCRIBE GENERAL COMMUNICATIONS POLICIES AND PROCEDURES AND BY ACTIVITIES AND OFFICES APPLYING THESE PROCEDURES AND PROVIDING COMMUNICATION SERVICES.

SSIC 2000-2099

TELECOMMUNICATIONS SYSTEMS RECORDS

SSIC 2000

GENERAL TELECOMMUNICATIONS SYSTEMS RECORDS

1. PRIMARY PROGRAM CORRESPONDENCE. FILES OF THE OFFICE OF THE CHIEF OF NAVAL OPERATIONS (OPNAV) (N6), COMMANDER, NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND (NCTC), AND COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND. Files include correspondence, studies, and reports that document the planning and development of telecommunications programs, policies, procedures, methods, and significant accomplishments. Files retired under this number are from the immediate offices of the commanders named above and from program coordinators and action officers under their command. (For routine, general correspondence documenting the day to day administration of these headquarters, use subparagraph 2000.2.)

Permanent. Retire to the Washington National Records Center (WNRC) when 10 years old. Transfer to the National Archives and Records Administration (NARA) when 20 years old.

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers relating to the internal operations and administration of communications offices. These are routine files concerning the day to day operations, maintenance, installation of equipment, and other routine matters at subordinate levels.

Destroy when 2 years old.

3. TELECOMMUNICATIONS PUBLICATIONS AND INSTRUCTIONS.

a. Records set. (One copy of each publication originated by cognizant activity.)

Permanent. Transfer to WNRC when superseded, cancelled, or no longer required for reference, whichever is earlier. Transfer to NARA when 20 years old.

b. All other copies.

Destroy when no longer required for reference.

4. TELECOMMUNICATIONS PLANS ISSUED BY ECHELON 1 (CHIEF OF NAVAL OPERATIONS (CNO)) AND ECHELON 2 (COMMANDER, NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND, COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND, AND FLEET CINCS).

a. Record copy. (One copy of each plan originated by cognizant activity.)

Permanent. Transfer to nearest FRC when superseded, cancelled, or no longer needed for reference, whichever is later. Transfer to NARA when 20 years old.

b. All other copies.

Destroy when no longer needed for reference.

SSIC 2007

CIRCUIT MAYFLOWER (AND SUCCESSOR PROGRAM TITLES) RECORDS.

GENERAL CORRESPONDENCE FILES. Routine administrative files concerning testing, maintenance, training and operations of these submarine communications. (Exclude policy files of the program manager and primary program correspondence covered by 2000.1.)

Destroy when 5 years old.

SSIC 2008

CLARINET MERLIN (AND SUCCESSOR PROGRAM TITLES) RECORDS

GENERAL CORRESPONDENCE FILES. Operational, administrative, and training files pertaining to Clarinet Merlin submarine communications. (Exclude policy files of the program manager and primary program correspondence covered by 2000.1.)

Destroy when 5 years old.

SSIC 2010

SPECIAL SYSTEMS/NETWORKS (IN GENERAL) RECORDS

GENERAL CORRESPONDENCE FILES. Files pertaining to special systems and networks in general, not covered under specific SSICs. (Exclude primary program records and program manager records covered by 2000.1).

Destroy when 5 years old.

SSIC 2012

TACTICAL NET RECORDS

1. COMMAND AND CONTROL (C2), FLEET FLASH NET (FFN), AND FLEET TELETYPE CONFERENCE NET (FTCN) PLANNING RECORDS. Records pertaining to all plans for tactical nets between ships, aircraft, and shore stations. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

2. TACTICAL NET OPERATIONS RECORDS. Records pertaining to operation of tactical nets between ships, aircraft, and shore stations.

Destroy when 5 years old.

3. TACTICAL NET RESOURCES RECORDS. Records pertaining to the programming of manpower and funds and procurement and installation of equipment supporting tactical communications.

Destroy when 5 years old.

4. PROJECT IMPLEMENTATION RECORDS. Records pertaining to all tactical (ashore and afloat) systems that are planned, programmed, budgeted and ready for implementation. These records concern the installation and circuit test and acceptance of tactical telecommunications systems.

Destroy when 5 years old.

SSIC 2013

MOBILE-TRANSPORTABLE RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to mobile-transportable communications assets (vehicles, portable antennas, etc.). (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

SSIC 2014

CONTINGENCY COMMUNICATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Records pertaining to communications planning, operations, and resources to be used in natural disasters and in unexpected military operations. (Exclude primary program correspondence covered by 2000.1.)

Destroy when 2 years old.

2. CONTINGENCY PLANS.

a. Record copy.

Permanent. Retire to WNRC when superseded, cancelled, or no longer required for reference, whichever is earlier. Transfer to NARA when 20 years old.

b. All other copies.

Destroy when no longer needed for reference.

SSIC 2015

VISUAL COMMUNICATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to visual communications (flashing light, infrared, laser, flag hoist, and pyrotechnic signals). (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

SSIC 2016

DEFENSE COMMUNICATIONS SYSTEMS (DCS) HF ENTRY RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine Navy files related to DCS high frequency (HF) entry exercise and requirements.

Destroy when 2 years old.

SSIC 2017

DEFENSE INFORMATION SERVICES AGENCY (DISA) QUALITY ASSURANCE PROGRAM RECORDS

1. Information contained in these routine records include technical control matters, DISA circulars, technical evaluation program, performance evaluation, defense switch network, and AUTOSEVOCOM.

Destroy after 5 years old.

SSIC 2020

GENERAL AUTOMATED SYSTEMS RECORDS

PROJECT IMPLEMENTATION RECORDS. Records pertaining to all automated telecommunications systems that are planned, programmed, budgeted, and ready for implementation, that are not filed under specific programs. (Exclude primary program correspondence covered by 2000.1.)

Destroy when 5 years old.

SSIC 2021

WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEMS (WWMCCS) RECORDS

1. PRIMARY PROGRAM RECORDS. Records accumulated by CNO and Commander, Space and Naval Warfare Systems Command relating to preparing, coordinating, issuing, and interpreting policy matters related to fulfilling the functions of communications command and control. Documents related to formulation of policy on general purpose radio navigation, and the application of automatic data processing (ADP) technology to the command control systems, and guidelines for the design and operation of the WWMCCS. There are files unique to the Department of the Navy and not duplicates of records held by DISA. (Data bases that are products of the WWMCCS system are filed under the appropriate SSIC in Chapter 3 of this manual.)

Permanent. Retire to WNRC when 5 years old. Transfer to National Archives when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Files of all other offices concerning the WWMCCS system; funding of hardware and software for Department of the Navy supported sites; and logistic support, architecture, and manpower for the WWMCCS site, includes duplicates of reports, correspondence and other documents held by DISA.

Destroy when 5 years old.

SSIC 2023

RECORDS PERTAINING TO SHIPBOARD AUTOMATED COMMUNICATIONS SYSTEMS

1. NAVY MODULAR AUTOMATED COMMUNICATIONS SYSTEMS (NAVMACS), INFORMATION EXCHANGE SYSTEM (IXS), MESSAGE ROUTING AND DISTRIBUTION SYSTEM (MRDIS), MESSAGE PROCESSING AND DISTRIBUTION SYSTEM (MPDS), AND COMMUNICATION DATA PROCESSING SYSTEM (CDPS) PLANNING RECORDS. Records pertaining to the planning for shipboard automated communications systems research and development, including related funding considerations. (Exclude primary program records covered by 2000.1.)

Destroy when no longer needed.

2. AUTOMATED SYSTEMS OPERATIONS RECORDS. Records pertaining to the routine operations of shipboard automated communications systems and related telecommunication matters.

Destroy when no longer needed.

3. AUTOMATED SYSTEMS RESOURCES RECORDS. Records pertaining to the programming of funds and procurement and installation of shipboard automated communications equipment.

Destroy when no longer needed.

SSIC 2026

RECORDS PERTAINING TO SHORE AUTOMATED SYSTEMS

1. NAVY COMMUNICATION PROCESSING AND ROUTING SYSTEM (NAVCOMPARS), LOCAL DIGITAL MESSAGE EXCHANGE (LDMX), IXS, MRDIS, REMOTE INFORMATION EXCHANGE TERMINAL (RIXT), INTEGRATED SUBMARINE AUTOMATED BROADCAST PROCESSING SYSTEM (ISABPS), AUTOMATED TEXT MESSAGE HANDLING (ATMH), AND MILITARY MESSAGE EXPERIMENT (MME) SYSTEMS PLANNING RECORDS. Records pertaining to the planning for shore automated systems development, equipment upgrades, or ashore communication system configuration, including related funding considerations. (Exclude primary program records covered by 2000.1.)

Destroy when no longer needed.

2. AUTOMATED SYSTEMS OPERATIONS RECORDS. Records pertaining to routine operation of shore automated systems.

Destroy when no longer needed.

3. AUTOMATED SYSTEMS RESOURCES RECORDS. Records pertaining to the programming of manpower, funding and procurement or installation of shore automated communication systems.

Destroy when 5 years old.

SSIC 2030

SECURE VOICE SYSTEMS (EXCLUDING AUTOSEVOCOM) RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational and administrative files including navigation secure voice transit and NAVSTAR global positioning system (GPS) records. (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

SSIC 2031

WIDE BAND RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational and administrative files on wide band planning, operations and resources. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2032

NARROW BAND RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational and administrative files on narrow band planning, operations and resources. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2040-2049

STRATEGIC SYSTEMS RECORDS

THE RECORDS IN THIS (2040-2049) SERIES ARE RELATED TO STRATEGIC SYSTEMS RECORDS AND INCLUDE MINIMUM ESSENTIAL EMERGENCY COMMUNICATIONS NETWORK (MEECN), IMPROVED EMERGENCY MESSAGE AUTOMATIC TELETYPE SYSTEM (IEMATS), JOINT CHIEFS OF STAFF (JCS) ALERTING NET (JCSAN), TAKE CHARGE AND MOVE OUT (TACAMO), AIRBORNE NATIONAL COMMAND POST (ABNCP), EXTRA LOW FREQUENCY (ELF) AND VERDIN (AND PREDECESSORS SEAFARER, SHELF AND SANGUINE).

SSIC 2040

STRATEGIC SYSTEMS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations. (Exclude primary program correspondence covered by 2000.1.)

Destroy when 5 years old.

SSIC 2041

MINIMUM ESSENTIAL EMERGENCY COMMUNICATIONS NETWORK (MEECN)

(Strategic Connectivity System) Records relating to airborne platforms that are capable of relaying Presidential orders on strategic warning. This network includes the National Emergency Airborne Command Post (NEACP).

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources, and operations that duplicate DISA files or are of a routine, administrative, facilitative or operational nature. (Exclude primary program correspondence relating to Navy participation in this network covered by 2000.1.)

Destroy when 5 years old.

SSIC 2042

IMPROVED EMERGENCY MESSAGE AUTOMATIC TELETYPE SYSTEM (IEMATS)

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to planning, resources and operations of this piece of hardware that seizes fixed broadcasts and transmits emergency action messages.

Destroy when 5 years old.

SSIC 2043

JCS ALERTING NET (JCSAN)

1. GENERAL CORRESPONDENCE FILES. Routine, facilitative files pertaining to Department of the Navy planning and resources for implementation and operations.

Destroy when 5 years old.

SSIC 2044

TACAMO (TAKE CHARGE AND MOVE OUT)

1. GENERAL CORRESPONDENCE FILES. Routine records relating to survivable airborne communications links between national command authority and deployed ballistic missile submarines.

Destroy when 5 years old.

SSIC 2045

AIRBORNE NATIONAL COMMAND POST (ABNCP)

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations.

Destroy when 5 years old.

SSIC 2046

EXTREMELY LOW FREQUENCY (ELF) (SUCCESSOR TO SEAFARER, SHELF, SANGUINE)

1. RECORDS RELATING TO ENVIRONMENTAL IMPACT ON ELF PROGRAM AND RESULTING

PUBLIC AND CONGRESSIONAL INTEREST, AT CNO, NAVAL COMPUTERS AND TELECOMMUNICATIONS COMMAND, AND SPACE AND NAVAL WARFARE SYSTEMS COMMAND. Records which document the intense public interest in the ELF program, especially concerning health and environmental issues. Includes briefing papers and slides, health studies, congressional correspondence, photographs and press briefings.

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

2. GENERAL CORRESPONDENCE FILES. Routine files at the above commands and at all other commands pertaining to administration, resources and operations.

Destroy when 5 years old.

SSIC 2047

VERDIN

1. GENERAL CORRESPONDENCE FILES relating to this VLF receiving and transmitting system that processes message traffic to be utilized by submarines and aircraft. Records that relate to planning, resources, routine operations and administration of this system. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2050-2059

SATELLITE COMMUNICATIONS (SATCOM) SYSTEMS RECORDS

THE RECORDS IN THIS (2050-2059) SERIES ARE RELATED TO SATCOM SYSTEMS RECORDS AND INCLUDE ASHORE SATCOM SYSTEMS, AFLOAT SATCOM SYSTEMS AND SATELLITE NAVIGATION SYSTEMS RECORDS.

SSIC 2050

SATELLITE COMMUNICATIONS (SATCOM) SYSTEMS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to routine usage, planning, operations, testing, access and assignment and resources. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

2. MIJI (Meaconing, Intrusion, Jamming and Interference) Reports. Reports about satellite communications interference received by message as interference occurs. Also, Naval Computers and Telecommunications Command summaries of MIJIs.

Destroy when 2 years old.

SSIC 2051

ASHORE SATCOM SYSTEMS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2052

AFLOAT SATCOM SYSTEMS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2054

SATELLITE NAVIGATION SYSTEMS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2060-2069

TELEPHONE SYSTEMS RECORDS

THE RECORDS IN THIS (2060-2069) SERIES ARE RELATED TO TELEPHONE SYSTEMS RECORDS AND INCLUDE DEFENSE TELEPHONE SYSTEM (DTS), COMMAND SWITCH SYSTEMS (CSS), NAVY ADMINISTRATIVE TELEPHONE SYSTEM (NATS) AND FEDERAL TELECOMMUNICATIONS SYSTEMS (FTS) RECORDS.

SSIC 2060

TELEPHONE SYSTEMS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to planning, operations and resources. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

2. TELEPHONE SERVICE RECORDS. Requests for telephone service and other similar records relating to servicing and the operations of telephone service and equipment.

Destroy when 1 year old.

SSIC 2061

DEFENSE TELEPHONE SYSTEMS (DTS)

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to Department of the Navy planning, resources and operations.

Destroy when 5 years old.

SSIC 2063

COMMAND SWITCH SYSTEM (CSS)

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to Department of the Navy planning, resources and operations.

Destroy when 5 years old.

SSIC 2066

NAVY ADMINISTRATIVE TELEPHONE SYSTEM (NATS)

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2069

FEDERAL TELECOMMUNICATIONS SYSTEMS (FTS)

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to Department of the Navy planning, resources and operations.

Destroy when 5 years old.

SSIC 2070

SWITCHED SYSTEMS-NETWORKS RECORDS-GENERAL

1. PLANNING RECORDS. General correspondence pertaining to planning for establishing or disestablishing automatic digital network (AUTODIN) automatic switching centers (ASC) and AUTODIN computers and software.

Destroy when 10 years old.

2. OPERATIONS RECORDS. General correspondence relating to operations of the ASC and specifically those operations that support and impact naval intelligence claimancy operations or support fleet operations.

Destroy when 2 years old.

3. RESOURCES RECORDS. General correspondence pertaining to the manpower and funding of AUTODIN switching centers.

Destroy when 5 years old.

SSIC 2071

AUTODIN I/AUTODIN II RECORDS

1. INTEGRATED AUTODIN SYSTEM ARCHITECTURE (IASA) RECORDS. Records pertaining to AUTODIN system architecture.

Destroy when 5 years old.

2. AUTODIN I RECORDS. Records pertaining to worldwide AUTODIN I planning, operations and resources.

Destroy when 5 years old.

3. AUTODIN II PLANNING, OPERATIONS, AND RESOURCES RECORDS. The AUTODIN II Program has been disestablished.

Destroy when 5 years old.

SSIC 2072

NORTH ATLANTIC TREATY ORGANIZATION (NATO)/ALLIED SYSTEMS RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to NATO and Allied switched systems such as the NATO Integrated Communication System (NICS), Telegraphic Automatic Relay Equipment (TARE), Initial Voice Switching Network (IVSN), the NATO Secure Voice System, etc. These systems handle data traffic and voice traffic. (Exclude primary program correspondence covered by 2000.1.)

Transfer to FRC when 5 years old. Destroy when 15 years old.

SSIC 2073

AUTOVON/DSN

1. GENERAL CORRESPONDENCE FILES. Files pertaining to plans, operations, and resources for automated voice network (AUTOVON)/Defense Switched Network (DSN). Includes records on implementation of all AUTOVON/DSN systems.

Destroy when 5 years old.

SSIC 2074

AUTOSEVOCOM RECORDS (AND SUCCESSOR SYSTEMS)

1. GENERAL CORRESPONDENCE FILES. Files pertaining to plans, operations and resources for automatic secure voice communication (AUTOSEVOCOM).

Destroy when 2 years old.

SSIC 2075

ADVANCED RESEARCH PROJECTS AGENCY NETWORK (ARPANET) RECORDS

1. PLANNING RECORDS. Routine records pertaining to Department of the Navy planning for ARPANET installations. (ARPANET is used to pass data between computers at research laboratories.)

Destroy when 10 years old.

2. OPERATIONS AND RESOURCES RECORDS. Routine records pertaining to Navy operation and resources (programming of manpower and funds) with respect to ARPANET.

Destroy when 5 years old.

SSIC 2080

GENERAL BROADCAST SYSTEMS RECORDS

1. GENERAL CORRESPONDENCE. Routine administrative correspondence concerning Department of the Navy communications broadcasts in general. (Exclude primary program records covered by 2000.1).

Destroy when 3 years old.

SSIC 2081

FLEET BROADCAST RECORDS

1. MULTICHANNEL, AND SINGLE CHANNEL PLANNING RECORDS. Records pertaining to the establishment or disestablishment of communications facilities supporting fleet broadcast or a change in the broadcast alignment or control. (Exclude primary program records covered by 2000.1).

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

2. OPERATIONS RECORDS. Records pertaining to the various components of the composite, multi-channel, single channel and submarine broadcast systems.

Destroy when 2 years old.

3. RESOURCES RECORDS. Records pertaining to programming, procurement, or installation of manpower, funding or equipment used in the fleet broadcast system.

Destroy when 5 years old.

SSIC 2083

SUBMARINE BROADCAST RECORDS

1. MULTICHANNEL AND SINGLE CHANNEL PLANNING RECORDS. Records pertaining to the establishment or disestablishment of communications facilities which support fleet submarine broadcasts or a change in the broadcast alignment or control.

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

2. OPERATIONS RECORDS. Records pertaining to the various components of the composite, multi-channel, single channel and submarine broadcast systems.

Destroy when superseded.

3. RESOURCES RECORDS. Records pertaining to programming, procurement, or installation of manpower, funding or equipment used in the fleet broadcast system.

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

SSIC 2086

ANTI-SUBMARINE WARFARE (ASW) (VP) BROADCAST RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to all planning, operations, and resources with respect to ASW (VP) broadcast systems, circuit connectivity or alignment. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2089

NATO BROADCAST COMMUNICATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, operations, and resources with respect to broadcast systems, circuit connectivity or alignment.

Destroy when 5 years old.

2. MULTICHANNEL, SINGLE CHANNEL, AND NATO PLANNING RECORDS. Records pertaining to the establishment or disestablishment of communications facilities supporting fleet broadcasts.

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

3. OPERATIONS RECORDS. Records pertaining to the

various components of the composite, multi-channel, single channel and submarine broadcast systems.

Destroy when 2 years old.

4. RESOURCES RECORDS. Records pertaining to programming, procurement, or installation of manpower, funding or equipment used in the fleet broadcast system.

Destroy when 5 years old.

SSIC 2090

GENERAL MISCELLANEOUS SYSTEMS RECORDS

SSIC 2092

COMMERCIAL REFILE/CLASS "E" MESSAGES RECORDS

1. COMMERCIAL REFILE RECORDS. Correspondence relating to business traffic transmitted on Department of the Navy circuits, then transmitted commercially.

Destroy when 1 year old.

2. CLASS "E" MESSAGES. Correspondence pertaining to the transmittal of personal messages to or from naval personnel.

Destroy when 30 days old.

SSIC 2093

MILITARY AFFILIATE RADIO SYSTEM (MARS)/AMATEUR RADIO RECORDS

1. MEMBERSHIP DOCUMENTS. Includes membership applications and records reflecting participation of members such as licenses, forms of assignments, change of status, transfer or termination of membership.

Destroy 1 year after termination of membership.

2. EXCESS EQUIPMENT RECORDS. Includes shipping, issuing, and receipting documents for excess and surplus equipment.

Destroy when 2 years old.

3. GENERAL CORRESPONDENCE FILES. Routine, administrative correspondence concerning MARS call signs, frequency interference and other operational matters. (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

4. STATION LOGS. Documents reflecting the time stations go on and off the air, stations contacted, name of operator on duty, and similar data. Included are logs, registers and comparable documents.

Destroy 1 year after final entry.

5. MESSAGES. Messages of individuals and military units received and transmitted by MARS facilities.

Destroy after 60 days.

SSIC 2095

FLEET COMMAND CENTER/TASK FORCE COMMAND CENTER (FCC/TFCC)

1. GENERAL CORRESPONDENCE. These are routine records about systems which carry information pertaining to fleet operations. This SSIC covers only routine records on the telecommunications systems used at these centers, and not operational data carried on those systems. (Exclude primary program records covered by 2000.1.)

Destroy when systems are obsolete or when no longer needed for reference. For disposition of operational data carried on these systems, see appropriate SSIC in Chapter 3.

SSIC 2096

OCEAN SURVEILLANCE INFORMATION SYSTEM (OSIS) RECORDS

1. GENERAL CORRESPONDENCE. These are routine records about a system which carries current information on location of vessels in various ocean areas. This SSIC covers installation, maintenance and administration of the system itself, and not the data gathered. (Exclude primary program records covered by 2000.1.)

Destroy when system is obsolete or no longer needed for reference. For disposition of data carried on this system, see appropriate SSIC in Chapter 3.

SSIC 2097

SOUND SURVEILLANCE SYSTEM/SURVEILLANCE TOWED ARRAY SYSTEM (SOSUS/SURTAS) RECORDS

1. GENERAL CORRESPONDENCE. Routine records relating to collection and processing of undersea acoustic data. Records concern maintenance, installation and administration of system only, and not the data gathered. (Exclude primary program records covered by 2000.1.)

Destroy when system is obsolete or when no longer needed for reference. For disposition of data collected and processed by this system, see appropriate SSIC in Chapter 3.

SSIC 2098

ANTISUBMARINE WARFARE (ASW) RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to ASW communications including the Antisubmarine Warfare Information Exchange System (ASWIXS) and Nuclear Submarine (Direct Support) (SSN(DS)). This SSIC covers only these telecommunications systems and not the information carried on the systems. (Exclude primary program records covered by 2000.1.)

Destroy when system is obsolete or when no longer needed for reference. For disposition of data collected and processed by this system, see appropriate SSIC in Chapter 3.

SSIC 2099

MERCHANT SHIP COMMUNICATIONS (MERCOMS) RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to the broadcast system used to deliver U.S. Government-originated messages to merchant ships by prior arrangement for delivery of messages to ships. (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

2. MESSAGES.

Destroy when 60 days old.

SSIC 2100-2199

TELECOMMUNICATIONS SERVICES RECORDS

SSIC 2100

TELECOMMUNICATIONS SERVICES RECORDS - GENERAL. These are case files containing information concerning the requisition, acquisition, installation and maintenance of telecommunications services/equipment to shore-based naval activities worldwide. (Exclude primary program records covered by 2000.1.)

Destroy when system is obsolete or when no longer needed for reference.

SSIC 2110

SHORT-HAUL LEASED CIRCUITS RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to short-haul leased circuits.

Destroy when 3 years old.

SSIC 2120

LONG-HAUL LEASED CIRCUITS RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to long-haul leased circuits.

Destroy when 3 years old.

SSIC 2130

ON-BASE CIRCUITS RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to on-base circuits.

Destroy when 2 years old.

SSIC 2140

LEASED EQUIPMENT/TERMINALS ASHORE RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to leased equipment/terminals ashore.

Destroy when 3 years old.

SSIC 2150

LEASED EQUIPMENT/TERMINALS AFLOAT RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to leased equipment/terminals afloat.

Destroy when 3 years old.

SSIC 2160

LANDLINES RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to landlines.

Destroy when 3 years old.

SSIC 2180

TELECOMMUNICATIONS SERVICE REQUEST (TSR) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to TSR.

Destroy when 3 years old.

SSIC 2200-2299

COMMUNICATIONS SECURITY (COMSEC)

RECORDS

THE RECORDS IN THIS (2200-2299) SERIES ARE RELATED TO GENERAL COMSEC RECORDS (POLICY AND DOCTRINE, ASSISTANCE TO FOREIGN GOVERNMENTS, AND COMSEC EQUIPMENT INSTALLATION AND CONFIGURATION CONTROL) AND INCLUDE PHYSICAL SECURITY OF CRYPTOGRAPHIC EQUIPMENT AND MATERIALS (STANDARDS AND LOSS OR COMPROMISE), TRANSMISSION SECURITY (LOW PROBABILITY OF INTERCEPT (LPI), ANTI-JAMMING (AJ), COMSEC TRAFFIC ANALYSIS, COMSEC SIGNAL ANALYSIS, AND CHANGING CALL SIGN AND FREQUENCY), CRYPTOGRAPHIC SECURITY (POLICY, DOCTRINE AND PROCEDURES; VIOLATIONS AND INSECURITIES).

SSIC 2200

COMMUNICATIONS SECURITY-GENERAL

1. ROUTINE ADMINISTRATIVE RECORDS RELATING TO COMMUNICATIONS SECURITY (COMSEC) PERTAINING TO CRYPTOGRAPHIC KEYING MATERIAL, EQUIPMENT OR ASSOCIATED ITEMS (EXCEPT PRIMARY PROGRAM CORRESPONDENCE COVERED BY 2201).

Destroy when 2 years old or when no longer needed for operations, whichever is later.

SSIC 2201

POLICY AND DOCTRINE

1. PRIMARY PROGRAM CORRESPONDENCE ACCUMULATED BY COMMANDER, NAVAL SECURITY GROUP RELATING TO COMMUNICATIONS SECURITY WITHIN THE DEPARTMENT OF THE NAVY INCLUDING PLANS, DOCTRINE PROGRAMMING AND GUIDANCE DEVELOPED BY NAVAL SECURITY AGENCY (NSA) AND THE CNO AND DEVELOPMENT AND PROMULGATION OF PROCEDURAL INSTRUCTIONS APPLICABLE TO THE DEPARTMENT OF THE NAVY'S COMMUNICATIONS MATERIALS SECURITY.

Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Transfer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records or 5-year blocks thereof will then be transferred to NARA through appropriate channels.

SSIC 2202

ASSISTANCE TO FOREIGN GOVERNMENTS
(N1-NU-02-4) Deleted: see SSIC 4920.5.

SSIC 2206

COMSEC EQUIPMENT INSTALLATION

Covers progress of implementation programs designed to introduce new equipment to ship and shore commands. Also covers distribution of equipment currently in stock.

1. IMPLEMENTATION PROGRAMS.

a. Financial Management and Funding.

Destroy when 2 years old.

b. Initial Distribution of Equipment.

Destroy when 2 years old.

c. Distribution of Ancillary Equipment.

Destroy when 2 years old.

d. Visit Reports.

Destroy when action is completed.

2. ACQUISITION OF CURRENT EXISTING EQUIPMENT (ALREADY AVAILABLE).

a. Requests for Equipment.

Destroy when 2 years old.

b. Approvals.

Destroy when 2 years old.

c. Funding Documents.

Destroy when 2 years old.

3. COMSEC EQUIPMENT CONFIGURATION CONTROL. Changes and modifications to current COMSEC equipment. Changes to existing configurations due to planned upgrading of communications systems. (See SSIC 4720 also.)

a. Request for Authorization of Circuits.

Destroy when 2 years old.

b. Equipment Modifications-Routine.

Destroy when 2 years old.

(1) Funding Documents.

Destroy when 2 years old.

(2) Distribution of Equipment/Modifications.

Destroy when 2 years old.

c. Equipment Modifications - Major changes to systems components that have a significant impact on programs.

Permanent. Transfer to NARA per SSIC 2201.

SSIC 2207

OPERATING AND MAINTENANCE MANUALS

OPERATING AND MAINTENANCE PUBLICATIONS FOR CRYPTOGRAPHIC AND CRYPTOGRAPHIC-RELATED EQUIPMENT.

1. RECORD COPY MAINTAINED BY PROGRAM SPONSOR.

Permanent. Transfer to NARA per SSIC 2201.

2. ALL OTHER COPIES.

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

SSIC 2208

FOREIGN MILITARY SALES
(N1-NU-02-4) Deleted: see SSIC 4920.

Temporary. Destroy per instructions under SSIC 4920, Foreign Military Sales Records.

SSIC 2210

PHYSICAL SECURITY OF CRYPTOGRAPHIC EQUIPMENT AND MATERIALS

1. RECORDS RELATING TO THE PHYSICAL SECURITY OF CRYPTOGRAPHIC EQUIPMENT AND MATERIALS. (EXCLUDE PRIMARY PROGRAM RECORDS FILED IN 2201.)

Destroy when 2 years old or when no longer needed for operations, whichever is later.

SSIC 2212

LOSS OR COMPROMISE

1. RECORDS RELATING TO LOSS OR COMPROMISE OF CLASSIFIED CRYPTOGRAPHIC MATERIAL.

a. Major violations, including espionage.

Permanent. Transfer to NARA per SSIC 2201.

b. All other violations.

Destroy when 10 years old or when no longer needed, whichever is later.

SSIC 2230-2233

CRYPTOGRAPHIC SECURITY

1. THESE SSIC'S ARE BEING DELETED FROM SECNAVINST 5210.11D, DEPARTMENT OF THE NAVY FILE MAINTENANCE PROCEDURES AND STANDARD SUBJECT IDENTIFICATION CODES.

Retire records under SSIC 2212 of this instruction or under appropriate SSIC in the 3200 series.

SSIC 2250

CRYPTOGRAPHIC EQUIPMENT, GENERAL

RECORDS RELATING TO CRYPTOGRAPHIC EQUIPMENT AND MATERIAL THAT HAVE A DIRECT FUNCTION IN THE ENCRYPTION/DECRYPTION PROCESS, SUCH AS ON LINE TRANSMITTERS AND RECEIVERS, IDENTIFICATION, FRIEND OR FOE (IFF) UNITS AND OFF LINE ENCRYPT/DECRYPT EQUIPMENT. THEY ALSO INCLUDE RELATED NON-PAPER MATERIAL WITHOUT DIRECT ENCRYPT/DECRYPT FUNCTIONS SUCH AS POWER TIMERS, REMOTE AND EXTENDER UNITS, REPAIR, MAINTENANCE AND MODIFICATION KITS. INCLUDES AIRBORNE, SHIPBOARD, SHORE, VEHICULAR/MANPACK AND MASTER STATION KEYED CRYPTOGRAPHIC EQUIPMENT.

1. PRIMARY PROGRAM RECORDS RELATING TO POLICY AND PROCEDURES REGARDING CRYPTOGRAPHIC EQUIPMENT.

Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series of 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA through appropriate channels.

2. ADMINISTRATIVE CORRESPONDENCE RELATING TO INSTALLATION, MAINTENANCE

AND OTHER ROUTINE MATTERS.

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

SSIC 2251

PROJECT MANAGEMENT

1. RECORDS RELATING TO THE DEPARTMENT OF THE NAVY'S CRYPTOGRAPHIC EQUIPMENT RESOURCES FROM PROCUREMENT THROUGH FINAL DESTRUCTION, INCLUDING THE COORDINATION OF LOGISTIC SUPPORT AMONG VARIOUS ACTIVITIES INTERNAL AND EXTERNAL TO DEPARTMENT OF THE NAVY (DON). (EXCLUDE PRIMARY PROGRAM RECORDS COVERED BY 2250.1.)

Destroy upon completion of project or when no longer needed.

SSIC 2252

MODIFICATIONS TO CRYPTOGRAPHIC EQUIPMENT

1. RECORDS RELATING TO SOFTWARE CHANGES WHICH DO NOT AFFECT THE ELECTRICAL OR MECHANICAL CHARACTERISTICS OF CRYPTOGRAPHIC EQUIPMENT.

Destroy when superseded or obsolete.

SSIC 2253-2257

MASTER STATION KEYED CRYPTOGRAPHIC EQUIPMENT, AIRBORNE CRYPTOGRAPHIC EQUIPMENT, SHIPBOARD CRYPTOGRAPHIC EQUIPMENT, SHORE CRYPTOGRAPHIC EQUIPMENT, VEHICULAR/MANPACK CRYPTOGRAPIC EQUIPMENT.

Retire records under SSIC 2250 of this instruction.

SSIC 2280

COMSEC MATERIAL SYSTEM, GENERAL

ROUTINE ADMINISTRATIVE RECORDS RELATING TO THE PROPER DISTRIBUTION, CONTROL, SECURITY AND ACCOUNTABILITY OF COMSEC MATERIAL USED TO PROVIDE CRYPTOGRAPHIC SECURITY FOR NATIONAL SECURITY-RELATED INFORMATION. THE COMSEC SYSTEM CONSISTS OF SYSTEMS, PROCEDURES, EQUIPMENT, KEYING MATERIAL AND FACILITIES USED AT ALL LOCATIONS WHERE COMMUNICATIONS FUNCTIONS ARE PERFORMED IN SUPPORT OF NATIONAL SECURITY.

1. ROUTINE CORRESPONDENCE CONCERNING COMSEC MATERIAL SYSTEM (CMS) ACCOUNTS FILED IN OFFICE OF THE DIRECTOR, CMS.

Transfer to Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when CMS account is closed. Destroy 5 years after closure.

2. GENERAL CORRESPONDENCE AT ALL OTHER COMMANDS RELATING TO CMS ACCOUNT MATTERS.

Destroy when 2 years old.

3. ACCOUNT ADMINISTRATION DOCUMENTS (AND SUCCESSOR EDITIONS).

a. Local Destruction reports.

Destroy 90 days after supersession.

b. Destruction records.

(1) For material classified SECRET and above.

Destroy when 2 years old.

(2) For CONFIDENTIAL and below.

Retention at the discretion of the Commanding Officer. Destroy per command policy or when 2 years old, whichever is earlier.

c. Custodian/Alternate Letters of Appointment (CMS account and local holder).

Destroy 2 years after date individual is relieved of CMS custodian duties.

d. CMS Running Inventory, retyped pages.

Destroy when 90 days old.

e. CMS Running Inventory, pages removed because all listed items have been disposed of.

Destroy when 90 days old.

f. CMS Transaction Log, retyped pages.

Destroy when accuracy of new page has been confirmed.

g. CMS Transaction Log, entire, previous year's log.

Destroy when 2 years old.

h. Inventory Reports.

(1) Fixed-cycle, Combined, and Local Holder/User.

Destroy when 2 years old.

(2) Special (Change of Command, Change of SCMSRO, Change of Custodian).

Destroy when subsequent Fixed-cycle/Combined inventory is reconciled by DCMS or when 2 years old.

(3) Working copies of Fixed-cycle/ or Combined.

Destroy when subsequent Fixed-cycle or Combined inventory is reconciled by DCMS or when 2 years old.

4. GENERAL MESSAGES (ALNAVS, ALCOMS, ETC.) RELATING TO CMS MATTERS (EXCLUDE THOSE DOCUMENTING SIGNIFICANT PRIMARY PROGRAM POLICY MATTERS COVERED BY 2281.)

Destroy upon cancellation by originator.

5. ROUTINE MESSAGES RELATING TO CMS MATTERS.

Destroy when 2 years old.

6. DIRECTIVES, MESSAGES AND CORRESPONDENCE RETAINED IN THE CMS DIRECTIVES FILE.

Destroy upon cancellation or supersession of individual directive.

7. PROGRESSIVE WATCH INVENTORY.

Destroy when 30 days old.

8. RECEIPTS FROM ARMED FORCES COURIER SERVICE, OFFICER-MESSENGER MAIL, COURIER MAIL, REGISTERED MAIL AND COMMAND-CONTROLLED PACKAGE NUMBER.

Destroy when 1 year old.

9. SPECIAL AUTHORIZATIONS CORRESPONDENCE.

Destroy when requirement expires or is cancelled.

SSIC 2281

POLICY, PLANS AND PROCEDURES

1. RECORDS RELATING TO DEVELOPMENT AND IMPLEMENTATION OF PLANS, POLICY, PROCEDURES, DOCTRINE, PROGRAMMING AND GUIDANCE BOTH INTERNAL AND EXTERNAL TO THE COMMUNICATIONS SECURITY MATERIAL SYSTEM, ACCUMULATED AT THE OFFICE OF THE DIRECTOR, CMS AND AT THE CNO LEVEL. INCLUDES RECORDS RELATING TO LIAISON AND COORDINATION MATTERS AND DEVELOPMENT AND ISSUANCE OF PROCEDURAL INSTRUCTIONS APPLICABLE TO COMMUNICATIONS SECURITY.

Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Transfer to NARA entire records series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA through appropriate channels.

SSIC 2282

DISTRIBUTION AND ALLOWANCE

1. ROUTINE RECORDS RELATING TO ROUTINE AND EMERGENCY DISTRIBUTION OF COMSEC KEYING MATERIAL TO CMS ACCOUNTS.

Destroy when 2 years old.

SSIC 2283

ACCOUNTING AND INVENTORY CONTROL

1. ROUTINE RECORDS RELATING TO THE PROPER ACCOUNTING FOR ALL COMSEC MATERIAL FROM PRODUCTION TO DESTRUCTION.

Destroy when 2 years old

SSIC 2284

AUTOMATED DATA PROCESSING SUPPORT

1. ROUTINE RECORDS RELATING TO DEVELOPMENT, MAINTENANCE AND MANAGEMENT OF COMPUTER ADP SYSTEMS IN SUPPORT OF DCMS WITH REGARD TO DISTRIBUTION, ACCOUNTING AND MATERIAL MANAGEMENT OF COMSEC MATERIAL.

Destroy when 2 years old or when no longer needed for operations, whichever is later.

2. BACK-UP FILES OF ANCRS DATA BASE.

Destroy when replaced with updated versions.

SSIC 2285

COMSEC MATERIAL SYSTEM ISSUING OFFICES

1. ROUTINE RECORDS RELATING TO THE SECURE STOWAGE, ACCOUNTING AND DISTRIBUTION OF CRYPTOGRAPHIC EQUIPMENT, ANCILLARY DEVICES, KEYING MATERIAL, OPERATING AND MAINTENACE MANUALS, AND COMSEC- RELATED PUBLICATIONS AND FORMS TO CMS ACCOUNTS.

Destroy when account is closed.

SSIC 2300-2399

COMMUNICATIONS METHODS AND PROCEDURES RECORDS

1. GENERAL. THESE FILES INCLUDE GENERAL COMMUNICATIONS METHODS AND PROCEDURES RECORDS FOR THE FOLLOWING AREAS: TRAFFIC HANDLING/PROCESSING; TRAFFIC ANALYSIS/ENGINEERING; QUALITY CONTROL; COMMUNICATIONS EVALUATION; TRAFFIC STATISTICAL DATA; COMMUNICATIONS PROBLEMS AND INVESTIGATIONS; MESSAGE FORMATS AND PROCEDURES; GENERAL ROUTING DOCTRINE; COMMUNICATION ALTERNATE ROUTINE (ALTROUTE); STABILIZED ROUTING FOR AFLOAT COMMANDS; WORLDWIDE MOBILE ROUTING INDEX (WWMRI); ACP-117 LISTING; COMMUNICATIONS GUARD SHIFT; PLAIN LANGUAGE ADDRESS DIRECTORY (PLAD); AICS/CADS/GENERAL MESSAGE RECORDS; ROUTING INDICATORS; INTERNATIONAL CALL SIGNS AND VOICE CALL SIGNS.

SSIC 2300

GENERAL COMMUNICATIONS METHODS AND PROCEDURES RECORDS

1. FILES OF OPNAV (N6), SPACE AND NAVAL WARFARE SYSTEMS COMMAND AND THE NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND. Files include studies and reports that document the planning and development of telecommunications programs, policies, procedures, methods and significant accomplishment. (For routine general correspondence documenting the day-to-day administration of communications methods and procedures, use SSIC 2300.2.)

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

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers relating to the internal operations and administration of communications offices.

Destroy when 2 years old.

3. TECHNICAL COMMUNICATIONS PUBLICATIONS

a. Record set.

Permanent. Apply SSIC 2000.3.

b. All other copies. Includes technical communications, publications and instructions originated by outside activities, but used for reference in the performance of mission-related tasks.

Destroy when no longer required for reference.

SSIC 2310

TRAFFIC HANDLING/PROCESSING RECORDS

1. OPNAV COMMUNICATIONS CENTER.

a. All incoming and outgoing messages received, relayed or sent (by whatever means) by OPNAV.

(1) Silver halide microform message files arranged in date time group order.

Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.

(2) Paper copies of messages.

Destroy when microform copy has been verified.

(3) Magnetic tape copy of message files.

Destroy when no longer required for reference use.

b. Microform index to OPNAV message files showing date time group, originator, classification, special handling instructions and location on the microform.

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

2. COMMANDER IN CHIEF U.S. PACIFIC COMMAND (USCINCPAC) AND COMMANDER IN CHIEF U.S. ATLANTIC COMMAND (USACOM) COMMUNICATIONS CENTERS.

a. All incoming and outgoing messages received, relayed, or sent (by whatever means) by USCINCPAC and CINCUSACOM that are identified under SSIC's 3000 to 3999 (Operations and Readiness) and SSIC's 4900 to 4960 (Foreign Military Assistance and Mutual Security Programs).

(1) Microform copy.

Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.

(2) Magnetic tape and paper copies.

Destroy when microform copy has been verified.

(3) Indexes to microform message files.

Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.

3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS

a. Message center files. Ship's copies of all messages received or sent (by whatever means), filed chronologically in date-time-group order. Includes magnetic tape copy.

(1) Intelligence summaries.

Destroy when 10 days old.

(2) Messages incident to distress and disaster.

Destroy when 3 years old.

(3) Messages incident to, or involved in, any complaint of which the command has been notified.

Destroy when 2 years old.

(4) General messages (such as ALNAV).

Destroy when cancelled.

(5) Meteorological maps and summaries.

Destroy when 2 days old.

(6) Facsimiles.

Destroy when 30 days old.

(7) Commercial message traffic.

Destroy when 1 year old.

(8) Monitor rolls and message tapes for relay purposes only.

Destroy when 1 day old.

(9) All other messages, including key-punched cards, Special Category Message, Single Integrated Operational Plan-Essential Sustainment Items files, communications center master file, and crypto center file

Destroy when 30 days old.

b. Message file of fleet broadcast.

(1) USNS ships.

Destroy upon inactivation of vessel.

(2) All other message files of fleet broadcasts.

Destroy when 10 days old or no longer needed for reference, whichever is later.

c. Visual station messages (sent via flag hoist, semaphore, and flashing light.

Destroy when 30 days old.

4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES ABOARD NAVAL SHIPS.

a. Central message log.

Destroy when 30 days old.

b. Crypto center destruction log.

Destroy when 2 years old.

c. Top secret control log.

Destroy when 60 days old.

d. Watch-to-watch inventory.

Destroy when 30 days old.

e. Circuit (teletype) log and monitor rolls.

Destroy when 30 days old.

f. Tape relay station monitoring tapes or page copies of outgoing messages and service desk rerun records (primarily relay station log records of all messages).

Destroy when 30 days old.

g. Visual station logs.

Destroy when 6 months old.

5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. (NOTE: Visual and radio station files, including radiophoto files and circuit copies (magnetic tapes) of messages received or sent, are excluded. These records are filed in the action office as part of the appropriate general correspondence file (subject file, case

file or other official file) documenting the program or function to which the messages relate and will be disposed of as authorized for their respective SSIC.)

a. Message Center Files.

(1) Intelligence summaries.

Destroy when 10 days old.

(2) Messages incident to distress and disaster.

Destroy when 3 years old.

(3) Messages incident to, or involved in, any complaint of which the command has been notified.

Destroy when 2 years old.

(4) General messages (such as ALNAV).

Destroy when cancelled.

(5) Meteorological maps and summaries.

Destroy when 2 days old.

(6) Facsimiles.

Destroy when 30 days old.

(7) Commercial message traffic.

Destroy when 12 months old.

(8) Monitor rolls and messages tapes for relay purposes only.

Destroy when 1 day old.

(9) All other messages, including key-punched cards, SPECAT SIOP-ESI files, communications center master file, and crypto center file.

Destroy when 30 days old.

b. Message files of fleet broadcast.

(1) USNS ships.

Destroy when 30 days old.

(2) All other message files of fleet broadcast.

Destroy when 10 days old or when no longer needed for reference, whichever is later.

6. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES AT SHORE STATIONS.

a. Central message log.

Destroy when 30 days old.

b. Crypto center destruction log.

Destroy when 2 years old.

c. Top Secret control log.

Destroy when 30 days old.

d. Watch-to-watch inventory.

Destroy when 30 days old.

e. Circuit (teletype) log and monitor rolls.

Destroy when 30 days old.

f. Tape relay station monitoring tapes or page copies of outgoing messages and service desk rerun records (primary relay station log records of all messages).

Destroy when 30 days old.

7. EXERCISE MESSAGE HANDLING RECORDS. Records pertaining to the transmission, routing and handling of exercise messages.

Destroy when 1 year old.

SSIC 2311

TRAFFIC ANALYSIS/ENGINEERING RECORDS

1. TRAFFIC ENGINEERING RECORDS. Records pertaining to the development of message flow schemes between ships and shore stations. Files include order wires and interfaces between satellite and non-satellite commercial and Allied systems. These records are used for design or engineering purposes and pertain to the management of the flow of message traffic.

Destroy when 5 years old.

2. SPEED OF SERVICE OF TELECOMMUNICATIONS RECORDS.

a. Broadcast messages including speed of service.

Destroy when 1 month old.

b. Magnetic tapes selecting data extracts of elements of message traffic for the purpose of analysis.

Destroy when 1 year old.

3. GENERAL CORRESPONDENCE FILES. Routine files pertaining to traffic handling with reference to analysis, quality control, message format and procedures (excluding

primary program records covered by 2000.1).

Destroy when 2 years old.

SSIC 2313

QUALITY CONTROL RECORDS GENERAL CORRESPONDENCE FILES. Routine files pertaining to quality control of telecommunications traffic and messages. These files relate to error rates and retransmission rates.

Destroy when 1 year old.

SSIC 2314

COMMUNICATIONS EVALUATION RECORDS. Case files at Naval Computer and Telecommunications Command (NCTC) containing evaluations of requests for solving communications or technical problems, e. g., overloading circuits.

Destroy 2 years after action is completed or when no longer needed for reference, whichever is later.

SSIC 2316

TRAFFIC STATISTICAL DATA RECORDS. Records filed at NCTC concerning trends and statistics for message traffic volumes, manual intervention rates and availabilities and reliabilities for the principal Department of the Navy message handling systems. Includes statistics on AUTODIN volumes.

a. Input reports from all sources.

Destroy when 2 years old.

b. Naval telecommunications system performance annual report compiled from input reports.

Permanent. Retire to FRC when 10 years old. Transfer to NARA when 20 years old.

SSIC 2319

MESSAGE FORMATS AND PROCEDURES RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to message format and procedures.

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

SSIC 2320

GENERAL ROUTING DOCTRINE RECORDS

1. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers related to internal operations and administration of message routing.

Destroy when 2 years old.

2. PUBLICATIONS AND INSTRUCTIONS. Publications and instructions governing message routing and providing general routing doctrine.

Destroy when superseded, cancelled or no longer required for reference, unless otherwise directed.

SSIC 2321

COMMUNICATION ALTERNATE ROUTING (ALTROUTE) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to ALTROUTE.

Destroy when 1 year old.

SSIC 2322

STABILIZED ROUTING FOR AFLOAT COMMAND (STROFAC) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to STROFAC temporary circuit routes routinely established for 90 days.

Destroy when 1 year old.

SSIC 2324

ACP-117 LISTING RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to Allied Communications Publication 117 (ACP-117).

Destroy when incorporated in revised edition or change to ACP-117.

SSIC 2325

COMMUNICATIONS GUARD SHIFT RECORDS

1. MESSAGES PERTAINING TO COMMUNICATIONS GUARD SHIFTS.

Destroy when 1 month old.

SSIC 2340

GENERAL ADDRESS DESIGNATORS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files include reports and other papers related to plain language addresses, address indicator groups, collective address designators and call signs.

Destroy when 2 years old.

2. PUBLICATIONS AND INSTRUCTIONS. These govern Plain Language Address Directory (PLAD), Address Indicating Groups (AIGs), Collective Address Distributions (CADs) and call signs.

Destroy when superseded, cancelled, or no longer needed, unless otherwise directed by applicable regulations.

SSIC 2341

PLAD RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to the PLAD.

Destroy when 2 years old.

SSIC 2342

AIG'S/CAD'S/GENERAL MESSAGE RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to AIGs, CADs, and general messages.

a. CADs.

Destroy when 1 year old.

b. AIGs and general messages.

Destroy when 1 year old.

SSIC 2343

ROUTING INDICATORS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to routing indicators.

Destroy when 1 year old.

SSIC 2344

INTERNATIONAL CALL SIGNS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to international call signs.

Destroy when 3 years old.

SSIC 2345

VOICE CALL SIGNS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to voice call signs.

Destroy when 3 years old.

SSIC 2400-2499

ELECTROMAGNETIC SPECTRUM RECORDS

SSIC 2400

GENERAL MANAGEMENT RECORDS

1. GENERAL SPECTRUM MANAGEMENT RECORDS. Records pertaining to the electromagnetic spectrum.

Destroy when 5 years old.

2. SPECTRUM MANAGEMENT TRAINING RECORDS. Records pertaining to allocations, electromagnetic compatibility and related areas of frequency management.

Destroy when 2 years old.

3. SPECTRUM MANAGEMENT AUTOMATION RECORDS. Records pertaining to development and use of computer programs in connection with frequency allocations and assignment functions.

Destroy when 2 years old.

SSIC 2410

ALLOCATION/ASSIGNMENT RECORDS

1. ALLOCATION RECORDS. Records documenting the application, coordination, approval and authorization of frequency allocations for operational use of telecommunication equipment and systems.

Transfer to WNRC on revocation of allocation. Destroy 10 years after revocation. (NC1-38-79-2)

2. ASSIGNMENT RECORDS. Records of proposals, authorizations, assignments, deletions and cumulative resources of radio frequencies for the operation of telecommunication equipment.

a. Changes to frequency assignments made on-line in the Frequency Resource Records System maintained by the Electromagnetic Compatibility Analysis Center for the Department of Defense and input to systems operated by any other Federal government agency.

Overwrite old assignments when obsolete.

b. Paper records on assignments, whether above or below 30 MHZ. Includes electronic environment studies used to evaluate feasibility of assigning new frequencies.

Destroy 2 years after revocation.

SSIC 2420

INTERFERENCE RECORDS

1. RADIO FREQUENCY INTERFERENCE RECORDS. Records of electromagnetic disturbances which interrupt, obstruct or degrade the effective performance of telecommunications electronic equipment.

Destroy when 2 years old.

2. RADIO NOISE RECORDS. Records of background noise created by natural or man-made causes.

Destroy when 2 years old.

3. INTERFERENCE (MAN MADE) RECORDS. Records of electromagnetic noises generated by machine or other devices which degrade the effective performance of telecommunications electronic systems.

Destroy when 2 years old.

4. ELECTROMAGNETIC PULSE (EMP) RECORDS. Records of the degradation effect of radio frequency energy created by nuclear explosions on communications and electronic equipment or systems. (Exclude summaries and primary program records covered by 2000.1.)

Destroy when 2 years old.

SSIC 2430

PROPAGATION RECORDS

1. PROPAGATION RECORDS. Records of special frequency predictions including tables of maximum useable frequency/frequency optimum traffic (MUF/FOT) for times of day.

Destroy when 2 years old.

SSIC 2440

USAGE RECORDS

1. FREQUENCY USAGE RECORDS. Records of actual usage of radio frequencies.

Destroy when 10 years old. (NC1-38-79-2).

SSIC 2450-2459

ELECTROMAGNETIC COMPATIBILITY RECORDS

SSIC 2450

GENERAL ELECTROMAGNETIC COMPATIBILITY RECORDS

1. ELECTROMAGNETIC COMPATIBILITY ANALYSIS CENTER (ECAC) RECORDS. Records pertaining to the assistance and advice provided the Department of Defense (DOD) on electromagnetic compatibility matters.

Destroy when 2 years old.

2. ELECTROMAGNETIC COMPATIBILITY SHIPBOARD PROGRAM RECORDS. Records of programs devoted to assure ECM shipboard.

Destroy when 2 years old.

3. ELECTROMAGNETIC COMPATIBILITY AIRCRAFT PROGRAM RECORDS. Records of programs devoted to assure ECM in aircraft.

Destroy when 2 years old.

4. OTHER ELECTROMAGNETIC COMPATIBILITY RECORDS. Records pertaining to the compatibility of communications and electronic equipment to be operated in there intended operational electromagnetic environment without causing unacceptable performance degradation.

Destroy when 2 years old.

5. ELECTROMAGNETIC COMPATIBILITY PROGRAM FUNDS RECORDS. Records of funds committed to assure ECM throughout the DOD.

Destroy when 2 years old.

SSIC 2460-2469

FREQUENCY SOUNDERS RECORDS

SSIC 2460

GENERAL FREQUENCY SOUNDERS RECORDS

1. RADIO FREQUENCY COORDINATION RECORDS. Records pertaining to inter-service and intra-service coordination and national and international coordination frequency assignments.

Destroy when 2 years old.

2. RADIO FREQUENCY ENERGY RECORDS. Records of energy (power) produced in radio frequency portion of the electromagnetic spectrum by devices and communications and electronic equipment or systems.

Destroy when 2 years old.

3. RADIATION HAZARD (RADHAZ) RECORDS. Routine records of the effect of radio frequency energy on personnel, flammable mixtures, ordnance and communications and electronic equipment from a hazard standpoint. (Exclude policy and standard procedure records covered by 5100, Safety and Occupational Health.)

Destroy when 6 years old.

SSIC 2500-2599

SI COMMUNICATIONS RECORDS

THE RECORDS IN THIS (2500-2599) SERIES ARE RELATED TO GENERAL SPECIAL INTELLIGENCE (SI) COMMUNICATIONS (SI COMMUNICATIONS PLANNING AND MANAGEMENT, SI COMMUNICATIONS PROCEDURES, SI COMMUNICATIONS EQUIPMENT INSTALLATION AND CONFIGURATION CONTROL) RECORDS INCLUDING SI COMMUNICATIONS SYSTEMS (MULTI-USER SI COMMUNICATIONS CENTER, SI OFF-LINE ENCRYPTED COMMUNICATIONS SYSTEMS, SI RED LINE MULTIPLEXING SYSTEMS (LEMONADE), CLASSIC WIZARD COMMUNICATIONS SYSTEMS, AUTOMATIC PROCESSING SYSTEMS FOR MESSAGES, AND SI AUTODIN LIMITED PRIVACY SERVICE (ALPS)), SI HIGH FREQUENCY DIRECTION FINDING (HFDF) COMMUNICATION SYSTEMS (SI HFDF COMMUNICATIONS RELIABILITY REPORTS AND SI HFDF COMMUNICATIONS CONTROL SHIFTS), SI TACTICAL COMMUNICATIONS (SI AIR/GROUND COMMUNICATIONS SYSTEMS, SI SHIP/SHORE COMMUNICATIONS SYSTEMS, SI MOBILE COMMUNICATIONS--SHORE BASED, SI MOBILE COMMUNICATIONS--AFLOAT, SI TACTICAL EXCHANGE AUTOMATED SYSTEM (TEXAS), SI TACTICAL INTELLIGENCE COMMUNICATIONS SYSTEMS AND SI OPERATIONAL INTELLIGENCE COMMUNICATIONS SYSTEMS) RECORDS.

SSIC 2500

SI COMMUNICATIONS RECORDS - GENERAL. Records dealing with communications, which exist to support a cryptology and/or Sensitive Compartmented Information (SCI) mission. These communications consist of systems, networks, circuits, and facilities at locations where cryptology functions are performed by personnel of the Naval Security Group and those portions of the Office of Naval Intelligence operated by Navy or Marine Corps personnel. These are documents concerning telecommunications systems and not text actually transmitted via the systems.

1. PRIMARY PROGRAM CORRESPONDENCE. Records of OPNAV, Commander, Naval Security Group (COMNAVSECGRU), Director, Office of Naval Intelligence and flag level headquarters, such as memoranda, letters, messages, reports and attachments, documenting high level Department of the Navy SI communications policy.

Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA.

2. ROUTINE ADMINISTRATIVE CORRESPONDENCE. Correspondence, reports and messages documenting routine matters at all other naval activities.

Destroy when 2 years old.

SSIC 2501

SI COMMUNICATIONS PLANNING AND MANAGEMENT

Records relating to planning, programming, directing, and coordinating cryptology communications systems within NAVSECGRU such as: implementing plans, doctrine, programming and guidance developed by NSA; maintaining liaison and coordination with agencies involved in communications matters of NAVSECGRU interest and responsibility; developing and issuing procedural instructions applicable to Navy-operated communications; and the review and evaluation of NAVSECGRU field station communications performance.

1. PRIMARY PROGRAM RECORDS. Records relating to the Navy's policy and doctrine regarding SI communications planning at OPNAV, COMNAVSECGRU, Director, Office of Naval Intelligence and flag level headquarters.

Permanent. Transfer to NARA per par. 2500.1.

2. ROUTINE ADMINISTRATIVE CORRESPONDENCE. Correspondence, reports and messages documenting routine matters at all other naval activities.

Destroy when 2 years old.

3. PLANS.

a. Record copy of Navy-originated plans.

Permanent. Transfer to NARA per para. 2500.1.

b. All other copies.

Destroy when no longer required for reference.

SSIC 2502

SI COMMUNICATION PROCEDURES

1. ROUTINE OPERATIONAL CORRESPONDENCE. Correspondence concerning procedures used in operating telecommunications systems.

Destroy when no longer needed for operations.

2. PUBLICATIONS.

a. Official record copy developed by program sponsor.

Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA through appropriate channels.

b. All other copies.

Destroy when superseded.

SSIC 2506

SI COMMUNICATIONS EQUIPMENT AND CONFIGURATION CONTROL

RECORDS RELATING TO ALL PROPOSED CHANGES TO THE BASELINE SOFTWARE AND HARDWARE CONFIGURATION ITEMS EVALUATED AND DISCUSSED BY ALL INTERESTED PARTIES DURING THE CONFIGURATION CONTROL BOARD (CCB) MEETING. INCLUDES INFORMATION ON DESIGN SUCH AS WIRING DIAGRAMS AND BLUEPRINTS.

1. MINUTES OF BOARD MEETINGS AND SUPPORTING TECHNICAL DOCUMENTS, INCLUDING WIRING DIAGRAMS AND BLUEPRINTS.

Permanent. Transfer to NARA per para. 2500.1.

2. ROUTINE ADMINISTRATIVE CORRESPONDENCE.

Destroy when relevant system is superseded.

SSIC 2510

SI COMMUNICATIONS SYSTEMS - GENERAL

RECORDS PERTAINING TO TELECOMMUNICATIONS SYSTEMS USED FOR TRANSMISSION OF SECURITY INFORMATION DEVELOPED BY OPERATIONAL USERS.

1. PRIMARY PROGRAM CORRESPONDENCE. Records of OPNAV, COMNAVSECGRU, flag level headquarters and the office of program sponsor. Includes: plans for installation and concepts of operations; records relating to actual installation and concepts of operations; and records relating to actual installation schedules and system obsolescence and removal. For routine administrative correspondence at these commands, use paragraph 2510.2.

Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years there after until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA through appropriate channels.

2. ROUTINE OPERATIONAL AND ADMINISTRATIVE CORRESPONDENCE AT ALL OTHER NAVAL ACTIVITIES.

Destroy when 2 years old.

3. PUBLICATIONS.

a. Official record copy developed by program sponsor.

Permanent. Apply para. 2510.1.

b. All other copies.

Destroy upon suppression.

SSIC 2511

MULTI-USER SPECIAL INTELLIGENCE COMMUNICATIONS SYSTEMS (MUSIC)

1. RECORDS RELATING TO MUSIC AUTOMATED COMMUNICATIONS SYSTEMS THAT INTERFACE EXISTING COMMUNICATIONS NETWORKS AND INCORPORATE TACTICAL INTELLIGENCE COMMUNICATIONS CENTER (TICC) FUNCTIONS WITHIN A SINGLE SYSTEM.

Apply SSIC 2510.

SSIC 2512

SI OFF-LINE ENCRYPTED COMMUNICATIONS SYSTEMS

1. CONCERNS A VARIETY OF OFF-LINE CRYPTOGRAPHIC EQUIPMENTS AND THEIR USE FOR TRANSMISSION OF MESSAGE TRAFFIC.

Apply SSIC 2510.

SSIC 2513

SI RED LINE MULTIPLEXING SYSTEMS (PROJECT LEMONADE)

1. RECORDS RELATING TO TIME DIVISION MULTIPLEXING OF MULTIPLE CIRCUITS INTO A SINGLE TRANSMITTED DATA STREAM.

Apply SSIC 2510.

SSIC 2515

CLASSIC WIZARD COMMUNICATIONS SYSTEMS

1. RECORDS RELATING TO A GROUP OF REGIONAL REPORTING CENTERS (CO-LOCATED WITH NAVSECGRU STATIONS) WHICH PROVIDE SPECIAL MISSION SUPPORT TO TACTICAL/NATIONAL CONSUMERS. A SYSTEM THAT PROVIDES TELECOMMUNICATIONS SUPPORT FOR PROJECT CLASSIC WIZARD.

Apply SSIC 2510.

SSIC 2516

AUTOMATIC PROCESSING SYSTEM FOR SI MESSAGES. Covers ADP systems used for transmission of messages among naval and Department of Defense (DOD) command elements.

Apply appropriate subparagraph of SSIC 2510.

SSIC 2517

SI AUTODIN LIMITED PRIVACY SERVICE (ALPS)

1. RECORDS RELATING TO AUTODIN LIMITED PRIVACY SERVICE (ALPS) WHICH IS A COMMUNICATIONS HANDLING SYSTEM THAT ALLOWS FOR PROTECTION OF ELECTRONICALLY TRANSMITTED COMPARTMENTED MESSAGES VIA THE AUTODIN/DSSCS WITHOUT FORMAL INDOCTRINATION OF AUTOMATIC SWITCHING CENTER (ASC) PERSONNEL.

Apply appropriate subparagraph of SSIC 2510.

SSIC 2520

SI HFDF COMMUNICATION SYSTEMS

1. RECORDS RELATING TO CIRCUITRY USED FOR TRANSMISSION OF HFDF DATA.

Apply appropriate subparagraph of SSIC 2510.

SSIC 2521

SI HFDF COMMUNICATIONS RELIABILITY REPORTS

1. MONTHLY REPORTS ON CIRCUIT RELIABILITY.

Destroy when 2 years old.

SSIC 2522

SI HFDF COMMUNICATIONS CONTROL SHIFTS

1. RECORDS RELATING TO SHIFT OF NETWORK CONTROL AMONG VARIOUS STATIONS.

Destroy when 1 year old.

SSIC 2530

SI TACTICAL COMMUNICATIONS - GENERAL

RECORDS CONCERNING TELECOMMUNICATIONS SYSTEMS AND CIRCUITRY IN SUPPORT OF TACTICAL OPERATIONS.

1. PRIMARY PROGRAM CORRESPONDENCE. Records of OPNAV, COMNAVSECGRU, flag headquarters and the office of program sponsor. Includes plans for installation, concept of operations and records relating to actual installation schedules and systems obsolescence and removal. For routine administrative correspondence at these commands, use SSIC subparagraph 2530.2.

Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA through appropriate channels.

2. ROUTINE OPERATIONAL AND ADMINISTRATIVE CORRESPONDENCE AT ALL OTHER NAVAL ACTIVITIES.

Destroy when 2 years old.

3. PUBLICATIONS.

a. Official record copy developed by program sponsor.

Permanent. Apply SSIC subparagraph 2530.1.

b. All other copies.

Destroy upon supersession.

SSIC 2531

SI AIR GROUND COMMUNICATIONS SYSTEM

1. OPERATIONAL RECORDS RELATING TO THE SI

AIR GROUND COMMUNICATIONS SYSTEM WHICH PROVIDES SPECIFIC AIRCRAFT SECURE COMMUNICATIONS WITH DESIGNATED SI CAPABLE SHIPS AND NAVSECGRU SHORE STATIONS.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2532

SI SHIP SHORE COMMUNICATIONS SYSTEMS

1. RECORDS RELATING TO SI SHIP SHORE COMMUNICATIONS SYSTEMS.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2533

SI MOBILE COMMUNICATIONS - SHORE BASED

1. RECORDS RELATING TO VARIOUS TACTICAL SI COMMUNICATIONS AND ENCRYPTION SYSTEMS USED BY THE USMC FOR CRYPTOLOGIC SUPPORT TO AMPHIBIOUS WARFARE DURING AMPHIBIOUS ASSAULTS AND WHEN ASHORE.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2534

SI MOBILE COMMUNICATIONS - AFLOAT

1. OPERATIONAL RECORDS RELATING TO VARIOUS TACTICAL SI COMMUNICATIONS SYSTEMS AND CIRCUITRY USED TO PROVIDE REAL-TIME CRYPTOLOGIC AND INTELLIGENCE SUPPORT TO BATTLE GROUP COMMANDERS, BETWEEN UNITS OF A BATTLE GROUP AND FOR VARIOUS SPECIAL OPERATIONS. SYSTEMS INCLUDE ENCRYPTED VOICE, DATA, AND IMAGERY TRANSMITTED VIA UHF SATCOM, LONG HAUL HF AND SEVERAL FREQUENCY BANDS FOR LINE-OF-SIGHT.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2535

SI TACTICAL EXCHANGE AUTOMATED SYSTEM (TEXAS)

1. RECORDS CONCERNING AN OBSOLETE SYSTEM PROVIDING CIRCUIT INTERCONNECTIONS FOR TRANSMISSION OF DATA AMONG DEPARTMENT OF THE NAVY AND OTHER DOD ACTIVITIES.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2536

SI TACTICAL INTELLIGENCE COMMUNICATIONS SYSTEMS (TACINTEL)

1. RECORDS RELATING TO THE SI TACTICAL INTELLIGENCE COMMUNICATIONS SYSTEM (TACINTEL), WHICH IS A MEMBER OF THE FAMILY OF AUTOMATED INFORMATION EXCHANGE SUBSYSTEMS, DEVELOPED UNDER THE FLEET SATELLITE COMMUNICATIONS (FLTSATCOM) PROGRAM TO SUPPORT THE RAPID INTERCHANGE OF INFORMATION BETWEEN MOBILE TERMINALS.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2537

SI OPERATIONAL INTELLIGENCE COMMUNICATIONS (OPINTEL)

1. RECORDS RELATING TO THE SI OPERATIONAL INTELLIGENCE COMMUNICATIONS (OPINTEL) BROADCAST WHICH PROVIDES A MEANS FOR BROAD AND RAPID DISSEMINATION OF OPERATIONAL INTELLIGENCE, COMMUNICATIONS INTELLIGENCE (COMINT), SI, AND SPECIAL WEATHER INTELLIGENCE (SWI) TO SELECTED FLEET UNITS AND COMMANDERS AFLOAT.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2538

SI SUBMARINE SATELLITE INFORMATION EXCHANGE SUBSYSTEM (SI SSIXS)

1. RECORDS RELATING TO THE SI SUBMARINE SATELLITE INFORMATION EXCHANGE SUBSYSTEM (SI SSIXS), WHICH IS A COMMUNICATIONS RELAY SYSTEM, DESIGNED TO PROVIDE HIGH DATA RATE MESSAGE DELIVERY TO SUBMARINES.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2700-2799

AFLOAT COMMUNICATIONS RECORDS

SSIC 2700

GENERAL AFLOAT COMMUNICATIONS RECORDS

1. OPLANS (AFLOAT COM OPS) RECORDS. Records pertaining to afloat communication OPLANS for monitoring naval telecommunications system (NTS) participation.

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

2. GENERAL CORRESPONDENCE FILES.

Destroy when 2 years old.

SSIC 2710

CIRCUITRY AND NETWORK RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to circuitry and networks.

Destroy when 2 years old.

SSIC 2720

EXERCISES RECORDS

1. EXERCISE (AFLOAT COMMUNICATION OPERATIONS) RECORDS. Routine operational records relating to afloat communication exercises.

Destroy when 2 years old.

SSIC 2730

REQUIREMENTS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to requirements of general circuitry and networks.

Destroy when 1 year old.

SSIC 2740

READINESS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to readiness of general circuitry and networks. Records site problems encountered with circuits on ship while underway.

Destroy when 1 year old.

SSIC 2750

PLANS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to plans of general circuitry and networks and to plans for tactical nets between ships, aircraft and shore stations.

Destroy when 2 years old.

SSIC 2760

OPERATING RECORDS

1. FLEET OPERATIONAL TELECOMMUNICATIONS PROGRAM (FOTP) RECORDS. Records pertaining to development, enhancement and operation of the FOTP reporting system which establishes time criteria for broadcast shifts, messages and equipment.

Destroy when 2 years old.

2. OTHER OPERATIONS RECORDS. Records pertaining to routine operation of general circuitry and networks and the operation of tactical nets between ships, aircraft and shore stations.

Destroy when 2 years old.

SSIC 2780

QUALITY MONITORING AND CONTROL RECORDS

1. OPERATIONAL READINESS EVALUATION (ORE) RECORDS. Records pertaining to exercises, discrepancies, feedback and resolution of problems relating to OREs (shipboard level inspections) conducted for NAVCAMS. (Exclude primary program records covered by SSIC 2000.1.)

Destroy when 2 years old.

2. OTHER QUALITY MONITORING AND CONTROL RECORDS. Records pertaining to quality monitoring and control of afloat communications operations.

Destroy when 2 years old.

SSIC 2790

AFLOAT COMMUNICATIONS SUPPORT RECORDS

1. PERFORMANCE EVALUATION (AFLOAT COMMUNICATION SUPPORT) RECORDS. Records pertaining to support of afloat communications.

Destroy when 2 years old.

2. OTHER AFLOAT COMMUNICATIONS SUPPORT RECORDS. Records pertaining to support of afloat communications.

Destroy when 1 month old.

SSIC 2791

COMMUNICATIONS AREA MASTER STATION (CAMS) RECORDS

1. CAMS RECORDS. Records pertaining to the operational requirements of the CAMS, support provided and missions accomplished. (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

2. TRAFFIC HANDLING/PROCESSING RECORDS.

Apply appropriate subparagraph of SSIC 2310.

SSIC 2792

PRIMARY SUPPORT STATION (NAVAL COMMUNICATIONS STATIONS AND NAVAL COMMUNICATIONS UNITS) RECORDS

1. PRIMARY SUPPORT STATION (AFLOAT COMMSPT) RECORDS. Records pertaining to operational requirements, support provided and missions accomplished by the NTS primary support stations. (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

2. PRIMARY/SECONDARY SHIP/SHORE SYSTEM RECORDS. Records pertaining to the planning, operation and resources in support of the primary/secondary ship/shore communication system.

Destroy when 5 years old.

3. TRAFFIC HANDLING/PROCESSING RECORDS.

Apply SSIC 2310.

SSIC 2793

RESIDUAL STATION (NAVAL TELECOMMUNICATIONS CENTER) RECORDS

1. RESIDUAL STATION (AFLOAT COMMSPT) RECORDS. Records pertaining to operational requirements, support provided and missions accomplished by the NTS residual support station. (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

2. TRAFFIC HANDLING/PROCESSING RECORDS.

Apply appropriate subparagraph of SSIC 2310.

SSIC 2797

HIGH COMMAND (HICOM) RECORDS

1. HICOM COMMUNICATIONS NETS RECORDS. Records pertaining to planning for changes in configuration to or fleet commander HICOM nets and to the operation, programming, funding and maintenance of the system. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2800-2899

COMMUNICATIONS PLANS, PROGRAM, AND REQUIREMENTS RECORDS

SSIC 2800

GENERAL COMMUNICATIONS PLANS, PROGRAMS, AND REQUIREMENTS RECORDS

Apply subparagraph 2000.4

SSIC 2801

SUBSYSTEM PROJECT PLAN (SPP) RECORDS

1. GENERAL CORRESPONDENCE FILE. Files pertaining to major telecommunications subsystems which require separate approval and funding from the parent program. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2802

MANAGEMENT ENGINEERING PLAN (MEP) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to the assignment of responsibility for management engineering, operation and maintenance of facilities of the naval telecommunications or defense communications systems. (Exclude primary program records covered by 2000.1.)

Destroy 1 year after disestablishment of installation.

SSIC 2803

MASTER INSTALLATION INFORMATION PLAN (MIIP) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files prepared by major claimants for subordinate activities listing projects to be implemented. (Exclude primary program records covered by 2000.1.)

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

SSIC 2804

BASIC ELECTRONICS SYSTEM ENGINEERING PLAN (BESEP) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files and records of BESEPs prepared by Commander Space and Naval Warfare Systems Command (COMSPAWARSYSCOM) field activities on telecommunications projects.

Destroy when 5 years old.

SSIC 2805

COMMUNICATIONS LONG AND MID-RANGE PLANNING RECORDS

Apply subparagraph 2000.4.

SSIC 2830-2839

COMMUNICATION CONSOLIDATION RECORDS

SSIC 2830

GENERAL COMMUNICATION CONSOLIDATION RECORDS

1. JOINT STANDARDS AND INTEROPERABILITY RECORDS. Records pertaining to standards of interoperability among Army, Navy, Air Force and Coast Guard.

Retire to WNRC when 3 years old. Destroy when 10 years old.

2. AUS-CAN-NZ-UK-US; NATO; AND BILATERAL/REGIONAL INTEROPERABILITY RECORDS. Records pertaining to interoperability of communications equipment to be sold, leased or loaned, or pertaining to the exchange of communication information between the Navies of Australia, Canada, New Zealand, the United Kingdom and the United States; between the United States and other NATO countries; and between the United States and individual foreign countries (bilateral) and regions. These are not FMS records (see SSIC 4920).

a. Records concerning interoperability policy and programs.

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

b. Routine administrative records.

Destroy when 5 years old.

3. DEFENSE COMMUNICATIONS SYSTEMS RECORDS. Routine administrative records pertaining to consolidation of development efforts of systems design of the major telecommunications systems used by the military services and DOD. (Exclude primary program records relating to Department of the Navy policies covered by 2000.1.)

Destroy when 3 years old.

4. NON-DOD TELECOMMUNICATIONS RECORDS. Records pertaining to the State Department or maritime, commercial or other communications not under DOD. (Exclude primary program records relating to Department of the Navy policies covered by 2000.1.)

Destroy when 3 years old.

5. AGREEMENTS AND MEMORANDA OF UNDERSTANDING CONCERNING CROSS SERVICING OF TELECOMMUNICATIONS. These policy records relate to inter-service, inter-agency and Allied agreements.

Permanent. Retire to WNRC when 10 years old. Transfer to NARA when 25 years old.

6. MF/HF AND VHF/UHF EQUIPMENT RECORDS. Routine administrative and operational records pertaining to the interoperability of radio equipment installed in aircraft and equipment afloat and ashore dedicated to aircraft communications. (Exclude primary program correspondence covered by 2000.1.)

Destroy when 5 years old.

7. AIR TRAFFIC CONTROL RECORDS. Records pertaining to the coordination of air traffic control between the military services and the federal government. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

8. AIRCRAFT COMMUNICATIONS PROCEDURES RECORDS. Routine records concerning coordination of aircraft communications procedures including secure and non-secure voice, authentication, distress and lost communications procedures. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2860-2869

MILITARY COMMUNICATIONS ELECTRONICS BOARD (MCEB) RECORDS

SSIC 2860

GENERAL MILITARY COMMUNICATIONS ELECTRONICS BOARD (MCEB) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to MCEB standards. (Exclude primary program records covered by 2000.1.)

Destroy when no longer needed for reference.

SSIC 2880-2899

TELECOMMUNICATIONS REQUIREMENTS RECORDS

SSIC 2880

TELECOMMUNICATIONS OPERATING REQUIREMENTS (TELCOR) RECORDS.

1. INPUT OF TELECOMMUNICATIONS TRUNKS AND CIRCUITS AFFECTING MAJOR COMMANDS, SUBMITTED ON OPNAV 2010/2.

Destroy when no longer needed for reference. (NCTC keep last two current in file.)

2. TELCOR SUMMARY.

a. Master copy filed at NCTC.

Permanent. Transfer to NARA 25 years after superseded.

b. All other copies.

Destroy when superseded.

CHAPTER 3

OPERATIONS AND READINESS

SSIC 3000-3999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO ALL PHASES OF NAVAL AND MARINE CORPS OPERATIONS, SEA, LAND, OR AIR, INCLUDING THOSE PERTAINING TO NAVAL AND MARINE CORPS STRATEGIES AND PLANS; GEOPHYSICAL AND HYDROGRAPHIC SUPPORT; ASTRONOMICAL AND CHRONOMETRIC SUPPORT; PORT OPERATIONS; CRYPTOLOGY; WARFARE TECHNIQUES; TRAINING AND READINESS; FLIGHT/AIR SPACE; NAVAL INTELLIGENCE; AND RESEARCH, DEVELOPMENT, TEST, AND EVALUATION. THE RECORDS ARE ACCUMULATED BY ACTIVITIES ASHORE AND AFLOAT APPLYING PROCEDURES AND POLICIES ESTABLISHED BY HIGHER ORGANIZATION ELEMENTS, COMMAND ACTIVITIES EXERCISING MANAGEMENT AND OPERATIONAL CONTROL, AND DEPARTMENTAL (HEADQUARTERS) OFFICES RESPONSIBLE FOR MANAGING, PLANNING, DEVELOPING, AND PRESCRIBING OPERATIONAL POLICIES AND PROCEDURES FOR JOINT OPERATIONS, MOBILIZATION, AND FLEET OPERATIONS.

SSIC 3000

GENERAL OPERATIONS AND READINESS RECORDS

1. IMMEDIATE OFFICE OF THE CHIEF OF NAVAL OPERATIONS CORRESPONDENCE FILE (DOUBLE ZERO FILE). Primary Program records and correspondence files that reflect the establishment of Navy policy in matters of naval operations and naval warfare. This file is maintained in the immediate office of the Chief of Naval Operations (CNO) by the Executive Secretariat and includes correspondence and other records receiving the personal attention of the CNO.

Permanent. Retire to Director of Naval History Operational Archives (CNO N09BH) annually. N09BH transfer to NARA when 50 years old.

2. CHIEF OF NAVAL OPERATIONS CENTRAL CORRESPONDENCE FILE. Incoming and outgoing correspondence to/from the Office of the Chief of Naval Operations (OPNAV) including designated OPNAV Principal Officials and their component offices and divisions. Records reflect the establishment of policies, plans, programs, and procedures and the procedural development, execution and accomplishment of naval operations and programs relating to the assigned responsibilities of OPNAV. Records are maintained in the CNO Central Mail Room.

a. Paper copies created prior to 1975 and after June 1995.

Permanent. Retire to WNRC in 6-month increments (Jan-Jun/Jul-Dec) when 2 years old. Transfer to NARA when 20 years old.

b. Microfiche copies.

(1) Silver master and one diazo copy of files created 1975-1995.

PERMANENT. Retire to WNRC in 6-month increments (Jan-Jun/Jul-Dec) when 2 years old. Transfer to NARA when 20 years old.

(2) Optical Disk Files created after June 1995.

Retain in CNO Mail & Files Branch. (Destroy when no longer needed for reference.)

3. COMMANDANT OF THE MARINE CORPS (CMC) CORRESPONDENCE FILE. Incoming/outgoing correspondence to/from the Office of the Commandant and the Headquarters Staff Agencies that relate to the development, establishment, and implementation of plans, programs, warfare techniques, operational training and readiness, and operational intelligence. This file includes papers that depict the evolution of such policies, plans, and procedures. Records include the file copy of directives issued through the Marine Corps directives system as Marine Corps orders and bulletins (including ALMARs and ALMARCONs); studies pertaining to, and file copies of manuals, publications, and periodicals issued by Headquarters, U.S. Marine Corps (HQMC) or issued jointly by the Marine Corps and another military service or agency of the Department of Defense; planning and programming documents, including the Marine Corps Troop and Organization Document (TOPDOC), the Marine Corps Long-Range Plan (MLRP), the Marine Corps Mid-Range Objective Plan (NMROP), and the Marine Corps Capabilities Plan (MCP); studies concerning tactical concepts of Fleet Marine Force employment and Fleet Marine Force operational requirements; Mounting-out material readiness reports; and Briefing Memorandums addressed to the CMC, the Assistant Commandant of the U.S. Marine Corps, the Director, Marine Corps Staff, or the Deputy Chief of Staff.

Permanent: Retire to WNCR when 5 years old. Transfer to NARA when 25 years old.

4. CNO AREA COORDINATOR PROGRAM FILES. Correspondence, reports, studies, and other records that reflect the development and execution of the command's plans, policies, primary functions, programs, procedures, and essential transactions relating to the Area Coordination function. Files may include portions of the files of the Chief of Staff, Assistant Chiefs of Staff, and

Staff Offices primarily concerned with Area Coordination. Records are accumulated by Commandant, Naval District Washington (NDW), Commander in Chief U.S. Atlantic Fleet, Commander in Chief U.S. Pacific Fleet, Commander in Chief U.S. Naval Forces Europe, Commander U.S. Naval Forces Central Command, Chief of Naval Education and Training, and Commander Naval Reserve Force, New Orleans only.

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

5. BASE HEADQUARTERS RECORDS. Records are accumulated by naval operating bases, submarine bases, amphibious bases, construction battalion centers and Marine Corps air bases and major subordinate commands.

a. Primary Program Records. Correspondence, reports, and other records of the commander/ commanding general that document the organization of the Headquarters and the development and execution of its primary mission or functions together with official documentation of its policies, problems, decisions, procedures, and essential transactions.

Permanent. Retire to nearest FRC when 5 years old. Transfer to NARA when 25 years old.

b. General Correspondence Files. Routine administrative correspondence relating to the internal administration of the base and files of departments, divisions, and other offices that are duplicated or summarized in the commander's/commanding general's Primary Program Files.

Retire to nearest FRC when 2 years old. Destroy when 6 years old.

6. NAVAL STATIONS AND NAVAL AIR STATIONS RECORDS.

a. Primary Program Records. Correspondence, reports, and other records of the commanding officer/commanding general that document the organization of the station and the development and execution of its primary mission or function together with official documentation of procedures and essential transactions. Exclude Operational Flight Records files under SSIC 3700 of this instruction.

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

b. General Correspondence File. Routine administrative correspondence relating to the administration of the station and tenant activities located thereon and files of departments, divisions, and other offices.

Retire to nearest FRC when 2 years old. Destroy when 4 years old.

7. CORRESPONDENCE FILES OF ALL OTHER NAVY AND MARINE CORPS ACTIVITIES. General correspondence files relating to the administration and operation of the activity and program records relating to implementation of policy. Exclude program records specifically designated as permanent records elsewhere in this instruction.

Destroy when 2 years old.

8. STATION JOURNALS. A daily journal in which is recorded important information and noteworthy occurrences in the administration of Navy shore stations.
a. Journals for calendar year 1973 and earlier.

Offer to NARA immediately. NARA will accession those Journals of historical value and is authorized to destroy Journals lacking historical value.

b. Informal Station Journals maintained 1974 and later. Historically significant data for the command is included in the Command History filed under SSIC 5757 of this instruction.

Destroy when 2 years old.

SSIC 3005

CIVIL DEFENSE RECORDS

THESE RECORDS ARE RELATED TO THE DEVELOPMENT AND IMPLEMENTATION OF CIVIL DEFENSE EMERGENCY PLANS FOR PROTECTION OF LIFE AND PROPERTY DURING EMERGENCY CONDITIONS.

1. EMERGENCY PLANNING RECORDS OF THE OFFICE OF THE ASSISTANT SECRETARY OF THE NAVY FOR MANPOWER AND RESERVE AFFAIRS (ASN(M&RA)) AND OPNAV. Documents relating to planning for and providing military assistance to civil authorities as a result of emergency conditions resulting from civil unrest, violation of federal law, natural disaster, and emergency conditions that may result from enemy attack. Include consolidated or summary reports of tests conducted under emergency civil defense plans.

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

2. EMERGENCY PLANNING REFERENCE FILES. Copies of emergency planning operating directives, plans, and procedures received from other DOD components or civilian agencies including delegations of authority, civil defense assignments, instructions, and similar background material.

Destroy when no longer required for reference.

3. EMERGENCY (CIVIL DEFENSE) PLANS AND

DIRECTIVES ORIGINATED BY SECOND ECHELON COMMANDS AND SUBORDINATE UNITS. Exclude copy included in Annual Command History.

Retire to nearest FRC when cancelled or superseded. Destroy when 5 years old.

4. OTHER COPIES OF EMERGENCY (CIVIL DEFENSE PLANS AND DIRECTIVES.

Destroy when cancelled or superseded.

5. EMERGENCY REPORTING FILES. Correspondence, messages, reports and related records that document assistance provided by the Department of the Navy (DON) to civil authorities as a result of civil unrest, violation of Federal law, and civil defense emergencies and other emergency conditions except natural disaster operations. Include initial, daily, interim, and final operations reports.

a. Special Events Folders maintained by CNO (N3/5) in the Navy Command Center.

Permanent. Forward annually to the Director of Naval History (DNH) CNO (N09BH). DNH transfer to NARA when 30 years old.

b. Report files maintained by participating operating force units.

Destroy when 2 years old.

SSIC 3006

NATURAL DISASTER CONTROL RECORDS

1. NATURAL DISASTER RELIEF OPERATIONS REPORTING FILES. Correspondence, reports, messages, and related records that document DON response to natural disasters and other humanitarian relief efforts. Include damage estimates, initial and interim situation reports, and final reports.

a. Special Events Folders maintained by CNO (N3/5) in the Navy Command Center.

Permanent. Forward annually to the DNH, CNO (N09BH). DNH transfer to NARA when 30 years old.

b. Report files maintained by participating operating force units.

Destroy when 2 years old.

SSIC 3010

OPERATING PLANS RECORDS

OPERATING PLANS (INCLUDING COMBINED, JOINT, NAVY, AND MARINE CORPS), RELATED CORRESPONDENCE, AND SUPPORTING DOCUMENTS. EMERGENCY PLANS ARE UNDER SSIC 3005 AND EXCLUDED. RECORDS RELATING TO JOINT PLANS (SSIC 3020), UNIFIED COMMAND PLANNING MATTERS (SSIC 3025) AND NAVY PLANS (SSIC 3030) SHOULD BE RETIRED UNDER SSIC 3010.

1. DEPARTMENTAL MASTER OPERATING PLANS OR OTHER MASTER COPIES MAINTAINED BY THE OFFICE OF CNO AND CMC AND DEPARTMENTAL IMPLEMENTATION PLANS OF WASHINGTON HEADQUARTERS COMMANDS. Include related background papers and supporting documentation.

Permanent. Retire to WNRC 1 year after cancelled or superseded. Transfer to NARA when 20 years old.

2. WAR PLANS AND OTHER CONTINGENCY PLANS ORIGINATED BY CNO (N3/N5), FLEET COMMANDERS IN CHIEF, FORCE COMMANDERS, JOINT COMMITTEES, AND BILATERAL INTERNATIONAL TREATY ORGANIZATIONS. Include plans for the evacuation of U.S. Nationals, Emergency Operations Plans, Logistics Support, and Mobilization Plans. Include background papers and supporting documentation as well as minutes of planning meetings for Joint and Unified Committees.

Permanent. Retire to WNRC 5 years after cancelled or superseded. Transfer to NARA when 25 years old.

3. PLANS FOR SPECIFIC TASKS ISSUED BY TYPE COMMANDERS, OPNAV DIVISIONS AND CERTAIN DESIGNATED NAVAL COMMANDS. Include Amphibious Warfare Plans, Mine Warfare Plans, Anti-Submarine Warfare Plans, Anti-Air Warfare Plans, Inshore Undersea Warfare Plans, Communications Plans, Naval Aviation Op Plans, Strike Warfare Plans, Expeditionary Warfare Plans, and similar.

a. Copy maintained by OPNAV.

Permanent. Retire to WNRC 1 year after cancelled or superseded. Transfer to NARA when 20 years old.

b. All other copies.

Destroy when cancelled or superseded.

4. CONTINUITY OF OPERATIONS PLANS (STANDARD OPERATING PLANS) ISSUED BY FLEET AND FORCE LEVEL COMMANDS. Include standard 1-YR Plans.

Retire Plans with Fleet Command (Flag) Files under SSIC 3100.1 of this instruction.

5. STANDARD AND CONTINGENCY PLANS ISSUED BY COMMANDS BELOW THE FORCE COMMAND LEVEL AND DUPLICATE COPIES OF ALL OTHER OP PLANS.

Destroy when cancelled or superseded.

SSIC 3040-3049

CASUALTIES AND CASUALTY REPORTING RECORDS

RECORDS IN THIS (3040-3049) SERIES RELATE TO CASUALTIES AND CASUALTY REPORTING RECORDS AND INCLUDE HULL, MECHANICAL, AND ELECTRICAL CASUALTIES; ORDNANCE CASUALTIES; ELECTRONICS (RADAR, SONAR, COMMUNICATIONS, AND OTHER) CASUALTIES; AND PERSONNEL CASUALTIES (SHORTAGES).

SSIC 3040

CASUALTIES AND CASUALTY REPORTING RECORDS

1. OFFICIAL FILES OF REPORTS MAINTAINED BY CNO OR HQMC.

Destroy when 1 year old.

2. COPIES OF SUMMARY OR STATISTICS MAINTAINED BY CNO OR HQMC THAT INDICATE FAILURE TRENDS OR NEED FOR CORRECTIVE ACTION.

Destroy when 5 years old.

SSIC 3041

HULL, MECHANICAL, AND ELECTRICAL CASUALTIES

1. OFFICIAL FILES OF REPORTS MAINTAINED BY THE NAVAL SEA SYSTEMS COMMAND.

Destroy when 5 years old or when incorporated into the 5-year overhaul cycle, whichever is sooner.

2. COPIES OF REPORTS MAINTAINED BY FIELD ACTIVITIES AND OFFICES.

Destroy when 1 year old.

SSIC 3042

ORDNANCE CASUALTIES

1. OFFICIAL FILES OF REPORTS MAINTAINED BY THE NAVAL SEA SYSTEMS COMMAND (NAVSEASYSCOM).

Destroy when 5 years old or incorporated in an ordnance alteration, whichever is sooner.

2. COPIES OF NONNUCLEAR ORDNANCE CASUALTY REPORTS MAINTAINED BY FIELD ACTIVITIES AND OFFICES.

Destroy when 1 year old.

3. STRATEGIC WEAPONS TROUBLE/FAILURE REPORTS.

a. Navy surface and air launched missile weapons, high energy laser systems, and FBM/SWS trouble/failure and corrective action reports maintained in electronic form by the Naval Warfare Assessment Center (NWAC), Corona, CA.

Retire to nearest FRC when 3 years old. Destroy when weapons system is removed from the inventory or when no longer supported for US/United Kingdom (UK) use by Navy resources. Magnetic tapes must be withdrawn from FRC when 7 years old and destroyed or recertified for continued retention by the Commanding Officer, NWAC.

b. Paper copies of trouble/failure and corrective action reports for FBM/SWS weapons, surface and air launched missile weapons, and high energy laser systems maintained by NWAC, Corona.

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

c. Information copies maintained by originator and other activities.

Destroy when 1 year old.

SSIC 3043

ELECTRONICS (RADAR) CASUALTIES

1. OFFICIAL FILES OF REPORTS MAINTAINED BY THE PROGRAM MANAGER.

Destroy when 3 years old.

2. COPIES OF REPORTS MAINTAINED BY FIELD ACTIVITIES AND OFFICES.

Destroy when 1 year old.

SSIC 3044

ELECTRONICS (SONAR) CASUALTIES

1. OFFICIAL FILES OF REPORTS MAINTAINED BY THE PROGRAM MANAGER.

Destroy when 3 years old.

2. COPIES OF REPORTS MAINTAINED BY FIELD ACTIVITIES AND OFFICES.

Destroy when 1 year old.

SSIC 3045

ELECTRONICS (COMMUNICATIONS) CASUALTIES

1. OFFICIAL FILES OF REPORTS MAINTAINED BY THE PROGRAM MANAGER.

Destroy when 3 years old.

2. COPIES OF REPORTS MAINTAINED BY FIELD ACTIVITIES AND OFFICES.

Destroy when 1 year old.

SSIC 3046

1. OFFICIAL FILES OF REPORTS MAINTAINED BY THE PROGRAM MANAGER.

Destroy when 3 years old.

2. COPIES OF REPORTS MAINTAINED BY FIELD ACTIVITIES AND OFFICES.

Destroy when 1 year old.

SSIC 3047

PERSONNEL CASUALTIES (SHORTAGES)

1. OFFICIAL FILES OF REPORTS THAT ATTRIBUTE CASUALTY TO SHORTAGES OF PERSONNEL MAINTAINED BY THE BUREAU OF NAVAL PERSONNEL.

Destroy when 3 years old or when necessary changes to personnel allowances have been made, whichever is sooner.

2. COPIES OF REPORTS MAINTAINED BY FIELD ACTIVITIES AND OFFICES.

Destroy when 1 year old.

SSIC 3050

NAVAL STRATEGY RECORDS

1. STRATEGIC PROGRAMS FILES. Strategies underlying the procurement, limitations, operations, and possible use of strategic and theater nuclear forces; reviews of strategic retaliatory and defense forces, nuclear weapons requirements, and strategic arms control measures; and prepared summaries of alternative programs in terms of effectiveness, feasibility and cost.

a. Special Weapons and Support. Analyses of nuclear, biological, and chemical weapons systems; quantitative requirements and technical development, including Department of Energy and Defense Nuclear Agency costs; and inputs to contingency plans and alternate policies.

Permanent. Retire to WNRC 5 years after supersession. Transfer to NARA 20 years after retirement.

b. Strategic Planning and Arms Limitations. Support for strategic arms limitation talks (SALT); broad policy studies on arms control issues; detailed analyses of present and future U.S./USSR strategic capabilities; studies of impact on alternate limits on strategic forces; and balance studies on SALT related issues.

Permanent. Retire to WNRC 5 years after supersession. Transfer to NARA 20 years after retirement.

c. Strategic Forces. Analyses of U.S. strategic force postures and requirements including continental air defense, ballistic missile defense, civil defense, space defense, strategic command and control, warning and surveillance, and U.S. bomber survivability. Studies and evaluations of alternative force postures, summaries of alternative programs for decisions on strategic defensive and command, control, and surveillance forces, including characteristics, effectiveness, costs, and alternatives to meet strategic objectives.

Permanent. Retire to WNRC when superseded. Transfer to NARA 20 years after transfer.

SSIC 3051

MISSIONS RECORDS

1. RECORDS OF NAVAL WARFARE MISSION AREAS AS CONTAINED IN REQUIRED OPERATIONAL CAPABILITY (ROC)/PROJECTED OPERATIONAL ENVIRONMENT (POE) MISSION STATEMENT DIRECTIVES.

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

SSIC 3052

FUNCTIONS RECORDS

1. RECORDS OF NAVAL WARFARE FUNCTION AREAS AS CONTAINED IN REQUIRED OPERATIONAL CAPABILITY (ROC)/PROJECTED OPERATIONAL ENVIRONMENT (POE) MISSION STATEMENT DIRECTIVES.

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

SSIC 3053

WARFARE TASKS RECORDS

1. CNO (N3/N5) MASTER PLANS FOR EACH WARFARE TASK. Files that support broad command and control goals in support of individual and collective warfare tasks as related to antisubmarine warfare (ASW), antiair warfare (AAW), strike warfare, amphibious warfare. antisurface warfare. and special warfare.

Retire records under SSIC 3010.3 of this instruction.

2. GENERAL CORRESPONDENCE OF A ROUTINE NATURE.

Destroy when 3 years old.

SSIC 3054

FORCE EMPLOYMENT RECORDS

1. CONCEPTUAL PAPERS. Files define strategic issues related to force employment which could have specific impact upon naval strategies.

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

SSIC 3055

FORCE CHARACTERISTICS RECORDS

1. CONCEPTUAL PAPERS. Files define strategic issues related to force characteristics, which could have specific impact upon naval strategies.

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

SSIC 3056

FORCE LEVEL RECORDS

1. CONCEPTUAL PAPERS. Files define strategic issues related to force level planning which could have specific impact upon naval strategies.

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

SSIC 3057

THREAT ASSESSMENT RECORDS

1. RECORDS ASSESSING THE ADEQUACY OF TACTICAL WARFARE PROGRAMS WITH REGARD TO REQUIREMENTS IMPOSED BY THE CURRENT AND PROJECTED THREAT.

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

SSIC 3058

RISK ASSESSMENT RECORDS

1. RECORDS, PAPERS, CORRESPONDENCE CALCULATING THE IMPACT OF CHANGES TO AND THE EVOLUTION OF NAVY PLANS, POLICY AND STRATEGY.

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

SSIC 3060

MOBILIZATION RECORDS

1. HISTORICAL DOCUMENTATION/FILES REGARDING PAST NATIONAL, NAVY AND USMC MOBILIZATION EVOLUTIONS.

Permanent. Forward to DNH when no longer required. DNH transfer to NARA when 50 years old.

SSIC 3061

MOBILIZATION PLANS AND POLICIES

1. PLANS, CORRESPONDENCE AND RELATED DIRECTIVES REGARDING COMBINED, JOINT, NAVY AND MOBILIZATION CONTINGENCIES.

Retire records under SSIC 3010.2 of this instruction.

SSIC 3062

MOBILIZATION OPERATION REQUIREMENTS

1. RECORDS, CORRESPONDENCE AND SPECIFIC DOCUMENTS RELATING TO SPECIFIC NATIONAL, NAVY AND MOBILIZATION CONTINGENCIES.

Retire records under SSIC 3010.2 of this instruction.

SSIC 3070

OPERATIONS SECURITY RECORDS

1. OPERATIONS SECURITY (OPSEC) POLICY GUIDANCE, PLANS, POLICY DIRECTIVES, AND FORMAL REPORTS OF LESSONS LEARNED. RECORDS ORIGINATED BY SECNAV, CNO, CMC, FLTCINCSs, COMOPTEVFOR, COMNAVSECGRU, AND DIRECTOR, OFFICE OF NAVAL INTELLIGENCE.

Permanent. Retire to WNRC 3 years after cancelled. Transfer to NARA when 25 years old.

2. OPSEC IMPLEMENTING DIRECTIVES

MAINTAINED BY ALL OTHER COMMANDS AND OFFICES.

Destroy when cancelled or superseded.

3. OPSEC SURVEY REPORT FILE. Records include correspondence initiating the survey, progress reports, and final survey report.

Destroy when 10 years old.

4. GENERAL CORRESPONDENCE FILES. Correspondence relating to the routine administration of OPSEC programs.

Destroy when 2 years old.

5. OPSEC TRAINING MATERIALS. Lesson plans, course outlines, exercises, and other training materials.

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

SSIC 3080-3099

RELIABILITY AND MAINTAINABILITY (R&M) RECORDS

THESE RECORDS IDENTIFY AND REPORT (R&M) DESIGN REQUIREMENTS, STATUS, DEFICIENCIES AND CORRECTIVE ACTIONS.

SSIC 3080

GENERAL RELIABILITY AND MAINTAINABILITY (R&M) RECORDS

1. GENERAL CORRESPONDENCE FILE. Correspondence, reports, and other records that reflect the general reliability and maintainability of Fleet use equipment. Included are effects analyses, failure analysis and evaluation reports, maintainability design criteria summaries, and level and skill analyses. Records are accumulated by the DCNO (Resources, Warfare Requirements and Assessments) (N8) and the Director of Space and Electronic Warfare (N6).

Destroy when 3 years old.

SSIC 3081

HARDWARE, FLEET AIR RECORDS

1. GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES) CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES AND OPERATIONAL TRAINING AND READINESS OF FLEET AIR HARDWARE. Included are copies of contract files, reports, plans, project equipment/systems files, other similar correspondence and related papers, inspection/acceptance reports, and reference files. Records are accumulated by OPNAV Principal Officials and their component offices and divisions.

Destroy when 5 years old.

SSIC 3082

GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES) CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES, OPERATIONAL TRAINING AND READINESS OF SURFACE FLEET HARDWARE, Included are copies of contract files, reports, plans, project equipment/systems files, other similar correspondence and related papers, inspection/acceptance reports, and reference files. Records are accumulated by OPNAV Principal Officials and their component offices and divisions.

Destroy when 5 years old.

SSIC 3083

HARDWARE, FLEET SUBSURFACE RECORDS

GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES) CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES, OPERATIONAL TRAINING AND READINESS OF SUBSURFACE FLEET HARDWARE. Included are copies of contract files, reports, plans, project equipment/systems files, other similar correspondence and related papers, and reference files. Records are accumulated by OPNAV Principal Officials and their component offices and divisions.

Destroy when 5 years old.

SSIC 3084

HARDWARE, SHORE RECORDS

GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES) CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES, OPERATIONAL TRAINING AND READINESS OF NAVY SHORE HARDWARE. Included are copies of contract files, reports, plans, project equipment/systems files, other similar correspondence and related papers, inspection/acceptance reports, and reference files. Records are accumulated by OPNAV Principal Officials and their component offices and divisions.

Destroy when 5 years old.

SSIC 3085

OPERATIONAL ADP COMPUTER SOFTWARE

GENERAL CORRESPONDENCE (PRIMARY PLANS,

PROGRAMS AND PROCEDURES) CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES, OPERATIONAL READINESS AND TRAINING OF ADP COMPUTER SOFTWARE.

1. CONTRACT FILES, EQUIPMENT/SYSTEMS FILES AND OTHER SIMILAR CORRESPONDENCE OR RELATED PAPERS.

Destroy when 3 years old.

a. Informational Material and Working Papers.

Destroy when no longer required or when 3 years old, whichever is sooner.

SSIC 3086

SOFTWARE, SURFACE RECORDS

GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES) CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES, OPERATIONAL TRAINING AND READINESS OF SURFACE FLEET SOFTWARE.

Destroy when 3 years old.

SSIC 3087

SOFTWARE, SUBSURFACE RECORDS

GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES) CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES, OPERATIONAL TRAINING AND READINESS OF SUBSURFACE FLEET SOFTWARE.

Destroy when 3 years old.

SSIC 3088

SOFTWARE, SHORE RECORDS

GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES) CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES, OPERATIONAL TRAINING AND READINESS OF SHORE SOFTWARE.

Destroy when 3 years old.

SSIC 3090

COMMAND, CONTROL, AND COMMUNICATIONS (C3) RECORDS

GENERAL CORRESPONDENCE FILES. Files related to the Naval Telecommunications Systems (NTS) requirement in support of C3.

Destroy when 3 years old.

SSIC 3091

WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS)

1. GENERAL RECORDS. WWMCCS is a comprehensive command and control system consisting of approximately 200 data bases and special files relating to military operations and readiness of combat and supporting units throughout the world, up to date intelligence and other supporting information, operational reports, and battle mission assessments of previous combat actions. Exclude from this item Navy Command and Control System (NCCS)/Operations Support System (OSS) records filed under SSIC 3092, Integrated Command Antisubmarine Warfare Prediction System (ICAPS) records filed under SSIC 3145.4, Tactical Environment Support System (TESS) records filed under SSIC 3145.5, and WWMCCS input documents and generated reports scheduled under other SSIC's in Chapter 3 of this instruction. WWMCCS records accumulated by CNO (N6) and Commander Space and Naval Warfare Systems Command (SPAWAR) that relate to policy interpretation, systems operation, funding, logistics support, and manpower are filed under SSIC 2021 of this instruction.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Deliver to action office/requester. Destroy when no longer required unless designated for permanent retention elsewhere in this instruction.

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

Destroy when superseded, cancelled or when directed by Joint Chiefs of Staff (JCS) or DCA.

SSIC 3092

NAVY OPERATIONS SUPPORT SYSTEM (OSS)

1. GENERAL. System tracks the employment and movements of naval units and changes of material and operational readiness status. The system includes employment schedules provided by the operational commanders, movement reports (MOVREPS) of vessels and other Navy units, essential data on port visits, and changes to the conditions of readiness under which the units operate and global positioning information. The

system is maintained by the SPAWAR. System input received from Navy Status of Forces file and Positional Processing System.

a. Consolidated History File (Navy Status of Force).

Permanent. See SSIC 3503 for transfer instructions.

b. Global Positioning Information Files.

Disposition not authorized pending evaluation by NARA.

c. Input data tapes and paper records.

Destroy when no longer required and after transactions have been recorded and verified on Consolidated History File.

d. On-line master file.

Destroy after third system backup.

e. Output data and reports - COM and paper.

Deliver to action office/requester. Destroy when no longer required.

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

Permanent. Transfer to NARA with first transfer of history tape. Transfer any changes to systems documentation to NARA with subsequent transfers of tape.

SSIC 3093

STANDARDS OF INTEROPERABILITY

1. INTERFACE PLANNING FILES. Correspondence, reports, and other records relating to the development, coordination, and approval of technical interface concepts and technical interface design plans for tactical command and control systems.

Destroy when 5 years old.

2. JOINT TEST PROCEDURES PLANNING FILES. Reports, analyses, plans, and similar documents relating to the development of test philosophies, proposals, plans, and procedures. Included are coordination actions, recommendations from DON and other services, and recommendations for implementing action.

Destroy when 5 years old.

3. GENERAL CORRESPONDENCE RECORDS. These files include records and other papers related to ensuring standard configuration and interoperability within and between the joint services, except where otherwise documented in this manual.

Destroy when information no longer required.

4. PUBLICATIONS, INSTRUCTIONS, AND MEMORANDA OF AGREEMENT. Includes specifications, doctrine, and guidance pertaining to standards and interoperability.

Destroy when superseded, cancelled or no longer required.

SSIC 3100-3199

OPERATIONS RECORDS

SSIC 3100

GENERAL OPERATIONS RECORDS

RECORDS OF SHORE-BASED NAVY AND MARINE CORPS ACTIVITIES AS WELL AS AFLOAT ACTIVITIES WHEN THE ACTIVITY IS AN INTEGRAL PART OF THE OPERATING FORCES (INCLUDING BOTH FLEET COMMANDERS AND FLEET COMMAND ACTIVITIES), BUT DOES NOT INCLUDE RECORDS RELATING TO THE DIRECTION OF THE OPERATING FORCES MAINTAINED BY THE OPNAV AND HQMC.

THE TERM "FLEET COMMAND" OR "FLAG COMMAND," AS USED HERE, REFERS TO AN OFFICER OR HIS OR HER STAFF WHO DIRECTS THE MOVEMENTS OF TWO OR MORE VESSELS, AVIATION SQUADRONS, COMPANIES, OR OTHER UNITS, OR WHO DIRECTS AN ADMINISTRATIVE OR SPECIAL NAVY AND MARINE CORPS COMMAND WHOSE FUNCTIONS ARE A PART OF FLEET OPERATIONS.

1. NAVY AND MARINE CORPS FLEET COMMAND (FLAG) FILES. Files related to the command's primary mission, its fleet operational functions, and the command's organization. They consist of correspondence, messages, and message summaries, reports, instructions, movement orders, maps, studies, photographs, charts, overlays, plans, sketches, memoranda, minutes of staff conferences, staff studies, project plans and specifications, war diaries or unit journals, action reports, patrol and reconnaissance reports, and other records that document the planning, development, execution and history of the command's mission and its specific operations which include combat, training, readiness, and intelligence operations, and the organization, movement, and deployment of fleet units, and other correlated operations. Included are files of Commander in Chief, US Atlantic Command; Commander in Chief, US Pacific Command; Fleet Commanders in Chief, i.e., Commander in Chief, US Atlantic Fleet (CINCLANTFLT), Commander in Chief, US Pacific Fleet (CINCPACFLT), and Commander in Chief, US Naval

Forces Europe (CINCUSNAVEUR); Fleet Commanders, i.e., 2nd, 6th, 3rd, 5th, 7th, and other numbered fleets as activated; Naval Force Commands as defined in SNDL Part 1 (including Navy Component Commanders of Unified Commands, but excluding Naval Construction and Naval Reserve Forces; Type Commanders, i.e., Naval Air Force Commanders, Naval Surface Force Commands, Naval Submarine Force Commanders, and Commander Mine Warfare Command; and units subordinate to Force Commanders, i.e., Flotilla, Wings, Squadrons, Task Forces, Task Groups, etc. that are commanded by a flag officer).

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

2. MARINE CORPS ACTIVITIES AND INDIVIDUAL OPERATING FORCE ACTIVITIES RECORDS.

a. General Correspondence Files of Individual Fleet Command (Operating Forces) Activities. Files related to the routine internal operation and administration of the individual fleet activity.

Destroy when 2 years old.

b. Records of Marine Corps Activities. Operational records and records pertaining to activities, alerts, and deployments in actual or potential combat-type situations of Fleet Marine Force activities through regimental (group) size, including separate battalions (squadron) and companies; and battalions (squadrons) or companies on detached service that are not duplicated in fleet commanders' files.

Permanent. Retire to WNRC when 4 years old or upon disestablishment, whichever is earlier. Transfer to NARA when 20 years old.

3. RESERVE FLEET HEADQUARTERS RECORDS. Records of reserve fleet components, including reserve fleet group and subgroup headquarters. (Does not include records accumulated aboard individual vessels, regardless of whether records are left aboard ship when placed in reserve or are moved to the group or subgroup headquarters to be maintained on a current basis.)

a. General Correspondence Files.

Destroy when 2 years old.

b. Ship Inactivation Records. Files related to the status of ships under the headquarters' cognizance.

Destroy upon reactivation of ship concerned or when ship leaves jurisdiction of the cognizant reserve fleet, whichever is sooner.

c. Ship Material Readiness Records.

(1) Reserve fleet headquarters correspondence, reports, inspection records, and other readiness data.

Retire to nearest FRC 2 years after reactivation of ship concerned. Destroy 3 years after transfer.

(2) Reserve fleet group and subgroup headquarters individual vessel files consisting of work orders and similar records related to the inactivation, status, and reactivation of individual vessels. Files also include electronic and ordnance material readiness records and machinery indexes or machinery index work sheets.

(a) When ship is activated.

Transfer to ship concerned.

(b) When ship is sold or transferred and stricken from the naval list.

1. Pertinent plans, equipment, and maintenance records.

Transfer to new owner.

2. All other records.

Destroy immediately.

(c) When ship is scrapped, or sold as scrap, and stricken from the naval list.

Destroy immediately.

d. Dehumidification (D/H) Records.

(1) Instrument readings, including zone and package readings, hygrometer checks, and periodic readings and reports on D/H.

(a) If summarized to show elapsed time to reach 30% humidity, average hours per day D/H machines operate to maintain 30% relative humidity, and prolonged or marked deviation from required average humidity.

Destroy when 2 years old.

(b) If not summarized.

Destroy after next periodic Board of Inspection and Survey Inspection or after reactivation of ship concerned, whichever is later.

(2) Completed D/H job orders.

Destroy 6 months after posted to the relevant history card or D/H machinery and equipment.

(3) D/H plans.

Destroy when superseded or no longer applicable, whichever is later.

(4) History cards for D/H machinery and equipment.

(a) If machinery or equipment is returned to stock or transferred.

Transfer with machinery or equipment.

(b) If machinery is surveyed.

Destroy when surveyed.

4. CONSTRUCTION FORCE ACTIVITIES RECORDS.

a. Primary Program Records. Correspondence, reports, and other records accumulated by the Office of the DCNO (Logistics) (N4) and Naval Facilities Engineering Command (NAVFACENGCOM) Headquarters that relate to the policy, direction, and employment of naval construction forces as part of the Navy Operating Forces and to the planning, development, and execution of plans and projects.

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

b. General Correspondence Files. Correspondence, messages, and reports accumulated by CNO, NAVFACENGCOM, and other Departmental Headquarters Offices that relate to the routine administration of the Naval Construction Forces.

Destroy when 5 years old.

c. Commanders Construction Battalions (COMCBLANT/COMCBPAC) and Naval Construction Regiments Administrative Files. Records documenting the employment, movement, readiness, and field operations of construction forces including operational, logistic, and project planning. Include copies of OP Orders, Plans, and Public Affairs materials.

Forward to NAVFACENGCOM Historian, Bldg. 99, CBC, Port Hueneme, CA 93041 when 2 years old. Destroy when no longer required for historical program use.

d. Construction Unit Files. Correspondence, reports, tasking instructions, and related records that document the routine administration and operations of the unit. Include copy of command history, unit- originated OP Orders, unit copies of muster rolls, unit newsletter files, and non-official photographs of construction projects and training exercises. Records are maintained by Mobile Construction Battalions (MCB), Amphibious Construction Battalions (ACS), Construction Battalion Detachments, Underwater Construction Teams, and Reserve Naval Mobile Construction Battalions.

Forward to NAVFACENGCOM Historian, Bldg. 99, CBC, Port Hueneme, CA 93041 when 2 years old. Destroy when no longer required for historical program use.

e. Officer of the Day Battalion Logs.

Destroy when 2 years old.

f. Deployment Completion Reports. Comprehensive narrative reports of operations. Records accumulated by Mobile Construction Battalions and Amphibious Construction Battalions.

Forward originator copy to NAVFACENGCOM Historian, Bldg. 99, CBC, Port Hueneme, CA 93041 when 1 year old. Destroy when no longer required for historical program use.

g. Monthly Reports of Operations.

(1) Prepared by deployed units.

Destroy when 2 years old.

(2) Prepared by Construction Battalion Detachments and Reserve Construction Force Units.

Cut off files annually. Forward to NAVFACENGCOM Historian, Bldg. 99, CBC, Port Hueneme, CA 93041 when 2 years old. Destroy when no longer required for historical program use.

h. Logistics Records.

(1) Records of brigades and regiments (logistic divisions) documenting plans and procedures for material support within advanced base functional components

Destroy when 4 years old.

(2) All other records.

Destroy when 2 years old.

i. Construction Maintenance Records.

(1) Records related to construction schedules, project requirements for material and equipment, technical services, technical field assistance to naval construction forces, plans for projects assigned them (brigades and regiments only). Correspondence related to employment schedules of naval construction forces (brigades only).

Destroy when 2 years old.

(2) Work progress and other reports related to the operation and performance of plants, power, equipment, and installations.

(a) When summary reports are made.

1. Battalions.

Destroy when 6 months old.

2. All other activities.

Destroy when 1 year old.

(b) When summary reports are not made.

1. Permanent units.

Destroy 2 years after plant is closed.

2. Mobile units.

Destroy after completion of project, after plant is closed, or 3 months after deployment, whichever is later.

(3) Records relating to maintenance work such as shop schedules, progress reports, status reports, and related data.

(a) When summary reports are made.

Destroy when 6 months old.

(b) When summary reports are not made

1. Permanent units.

Destroy when 1 year old.

2. Mobile units.

Destroy 3 months after deployment.

(4) Logs of operations, equipment and installations.

(a) When summary reports are made.

Destroy when 1 year old.

(b) When summary reports are not made.

1. Permanent units.

Destroy 2 years after plant is closed.

2. Mobile units.

Destroy when project is completed or plant is closed, whichever is earlier.

(5) Work orders, work requests, and related papers. (See SSIC 4200 for job purchase orders.)

(a) Permanent units.

Destroy 1 year after completion of project.

(b) Mobile units.

Destroy after deployment.

(6) Other construction, maintenance, and facility records not specifically covered in this paragraph.

Retire records under appropriate subsection of SSIC 11200.

5. DECK LOGS OF COMMISSIONED VESSELS OF THE U.S. NAVY.

a. Original Deck Log maintained by the Officer of the Deck on a watch to watch basis on all commissioned vessels of the United States Navy.

Commanding officer forward daily deck logs monthly to Naval Historical Center (DL) as directed by OPNAVINST 3100.7B. (N1-38-92-1)

b. Original Deck Logs predating 1 January 1979 in the custody of the DNH (CNO (N09BH)).

Permanent. Transfer to NARA annually when 30 years old. (N1-38-92-1)

c. Silver Halide Microform and one diazo copy of Deck Logs created 1 January 1979 and later in the custody of the DNH.

Permanent. Transfer to NARA annually when 30 years old. (N1-38-92-1)

d. Second diazo copy of Deck Logs created 1 January 1979 and later and in the custody of the DNH.

Destroy when no longer required for reference use. (N1-38-92-1)

e. Original Deck Logs created 1 January 1979 through 31 December 1993.

Destroy when microfilm has been verified for conformity with archival quality standards and completeness. If log has not been microfilmed: Permanent. Transfer original to NARA annually when 30 years old. (N1-NU-98-1)

f. Original Deck Logs created 1 January 1994 and later.

Permanent. Transfer to NARA annually when 30 years old. (N1-NU-98-1)

6. OPERATIONAL RECORDS OF COMMISSIONED NAVAL VESSELS. Logs, reports, notebooks, check off sheets and similar records relating to seamanship and navigation that are maintained by Commissioned Vessels of the U.S. Navy.

a. Quartermaster's Notebook.

Destroy 3 years after the date of the last entry.

b. Commanding Officer's Night and Day Order Books.

Destroy when 2 years old.

c. Engineering Logs and Engineer's Bell Book.

Destroy 3 years after the date of the last entry.

d. Magnetic Compass Records.

Destroy 1 year from date of the last entry.

e. Navigational Timepiece Performance Certificates.

Destroy when rate for new or replacement instrument has been established on board ship.

f. Navigational Timepiece Rate Books.

Destroy 3 months after book is filled.

g. Magnetic Compass Tables.

Destroy when compass is readjusted.

h. Navigator's Workbooks and Records. Include coastal books, loran logs, sight record books, direction finder logs, fathometer readings and soundings.

Destroy when 3 years old.

i. Navigational, Hydrographic and Meteorological Charts, Maps, and Publications. Include sailing directions, light lists, and other navigational devices.

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

j. Port Clearance Records.

Destroy when 1 year old.

k. Anchor Logs.

Destroy after next regular shipyard overhaul.

l. Condition Inspection Reports and Check off Sheets. Conditions that may affect the safety or operation of the vessel that are maintained by the First Lieutenant.

Destroy when 3 months old.

SSIC 3103

NAVAL AIR RESERVE OPERATIONS RECORDS

Retire records under appropriate subsection of SSICs 3700, 3750, or 3760.

SSIC 3104

COMBAT CAMERA OPERATIONS RECORDS

1. VISUAL INFORMATION (VI) MATERIALS FILES. Motion media; still photography; and audio; recordings covering air, sea, and ground actions, contingencies and emergencies of Armed Forces in combat and combat support operations, including force deployments and activities before, during, and after military engagements.

a. VI-materials (films, tapes, discs, still photo or graphic arts) recorded by Navy and Marine Corps combat camera activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps.

Forward immediately to the Naval Media Center, Washington, DC.

b. Other VI materials accumulated by Navy and Marine Corps combat activities including that of local use only.

Destroy when 2 years old or until no longer needed, except destroy immediately rejects, retakes, or unreproducibles, and destroy duplicate or extra copies when no longer needed.

c. VI materials accumulated by the Naval Media Center for the Navy and Marine Corps central files.

Disposition of VI materials is governed by SSIC 5290 of this instruction.

SSIC 3110

ADMINISTRATIVE ASSIGNMENT OF OPERATING FORCES OF THE NAVY RECORDS

1. RECORDS PERTAINING TO INITIAL ADMINISTRATIVE ASSIGNMENT OR CHANGES TO THE ADMINISTRATIVE ORGANIZATION OF THE OPERATING FORCES OF THE NAVY.

a. NDW and CNO Area Coordinators' Files.

Destroy when 4 years old.

b. All Other Files.

Destroy when 2 years old.

SSIC 3111

HOMEPORTS AND YARDS AND PERMANENT DUTY STATIONS RECORDS

1. GENERAL CORRESPONDENCE, FILES, REPORTS, AND OTHER RECORDS. Files pertain to the homeports and permanent duty stations establishment, disestablishment, and modification of activities of the operating forces of the Navy.

Destroy when no longer needed for reference.

SSIC 3120

OPERATING PROCEDURES, TASKS, AND EMPLOYMENT RECORDS

1. CORRESPONDENCE, REPORTS, AND OTHER PAPERS OF INDIVIDUAL FIELD ACTIVITIES. Files that document internal operating procedures or tasks and the employment or deployment of personnel and materials. Exclude Fleet Command (Flag File) records filed under SSIC 3100 of this instruction.

Destroy when 2 years old.

SSIC 3121

OPERATION PLANS AND ORDERS RECORDS

1. NAVY MASTER COPY OF OPERATIONS ORDERS (OP-ORDERS). One copy of all Navy Op-Orders forwarded by the originator to the OPNAV in accordance with current OPNAV directives.

Permanent. OPNAV forward all cancelled and superseded OP Orders annually to the DNH CNO (N09BH). DNH transfer to NARA when 30 years old.

2. OP-ORDERS ORIGINATED BY NAVY AND MARINE CORPS FLEET COMMANDS.

File record copy with Flag Files under appropriate subsection of SSIC 3100.

3. OP-ORDERS ORIGINATED BY NAVY AND MARINE CORPS UNITS SUBORDINATE TO THE FLEET COMMAND LEVEL.

Destroy 3 years after cancelled or superseded.

4. COPIES OF OP-ORDERS DISTRIBUTED TO SUBORDINATE UNITS OR COPIES MAINTAINED FOR INFORMATION ONLY.

Destroy when cancelled or superseded.

5. EXERCISE OP-ORDERS. Operations Orders prepared by the officer conducting the exercise for fleet, routine, and specialized training exercises to increase level of Fleet readiness. Exclude copy included with the final exercise report.

a. Routine Exercises.

Destroy when 2 years old.

b. Fleet Exercises.

Retire to WNRC when 4 years old. Destroy when 15 years old.

6. OPERATING PLANS (OP-PLANS)

File records under the appropriate subsection of SSIC 3010.

SSIC 3122

MILITARY-MEDICAL-DENTAL GUARDSHIP ASSIGNMENT RECORDS

1. CORRESPONDENCE, REPORTS, AND OTHER RECORDS. Records related to guardship assignments including the employment of Marine security guard forces.

Destroy when 3 years old.

SSIC 3123

MOVEMENT REPORTS RECORDS

1. CORRESPONDENCE, ORDERS, AND RELATED RECORDS CONCERNING THE MOVEMENT OF AIRCRAFT, SHIPS, AND OTHER CRAFT.

Destroy when 3 years old.

2. MOVEMENT REPORTS. Reports of arrival and departure, vessel operations, or related movement concerning naval craft including logs and other control or scheduling records relating to craft movements within an activity's area maintained by field activities and not specifically covered elsewhere in SSICs 3120-3129. (Exclude MOVREPS in the Navy Operations Support Systems (SSIC 3092.1.))

Destroy when 2 years old.

3. CONTROL OF SHIPPING OFFICES AND NAVAL PORT CONTROL OFFICES MOVEMENT RECORDS.

Destroy when 2 years old.

4. MOVEMENT REPORT CENTERS AND OFFICES RECORDS.

a. General Correspondence Files. Files related to the operations and administration of movement report functions.

Destroy when 2 years old.

b. Incoming Message Reporting Movements of the Fleet

Destroy when 1 year old.

c. Daily Summary Message Sheets. Summaries prepared by each movement report center or office for

transmission of information to other centers or offices.

Destroy when transmission to other centers or offices is completed.

d. Ship Locator Cards. Records showing movement made by each unit of the fleet.

(1) Temporary cards showing progress of movement for each fleet units.

Destroy upon arrival of craft destination.

e. Copies of Photographs of Daily Continuous Location Plots.

Permanent. Retire to WNRC when 1 year old. Transfer to NARA when 20 years old.

SSIC 3124

FLEET AIR OPERATIONS RECORDS

1. OPERATIONAL RECORDS OF AIRCRAFT SQUADRONS AND SUBORDINATE UNITS THAT ARE NOT INCLUDED UNDER SSIC 3100.

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

2. RECORDS OF FLEET ACTIVITIES. Files related to the routine internal operation and administration of air/space traffic.

Destroy when 2 years old.

SSIC 3125

MARINE AVIATION RECORDS

1. PROGRAM RECORDS. Marine aviation plans and programs to formulate and coordinate plans and to initiate action to fulfill the requirements of Marine aviation, Regular and Reserve in matters of organization personnel, operational readiness, and logistics to ensure Marine aviation is developed and supported in concert with the overall naval aviation program. Exclude policy records included in CMC central correspondence file (SSIC 3000.3) and Fleet Command files (SSIC 3100.1).

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

2. GENERAL CORRESPONDENCE OF A ROUTINE INTERNAL NATURE.

Destroy when 3 years old.

SSIC 3126

FLEET EMPLOYMENT SCHEDULES AND CHANGES RECORDS

1. RECORDS CONSIST OF EMPLOYMENT SCHEDULES, CHANGES, AND GENERAL CORRESPONDENCE.

Destroy when 2 years old.

SSIC 3127

EMPLOYMENT OF THE NAVAL RESERVE RECORDS

1. RECORDS CONCERNING ACTIVE DUTY FOR TRAINING, WEEKEND AWAY TRAINING, TEMPORARY ACTIVE (TEMAC), AND OTHER TYPES OF EMPLOYMENT OF THE NAVAL RESERVE INCLUDING TRAINING AND ADMINISTRATION OF THE NAVAL RESERVE.

Destroy when 3 years old or no longer needed for reference.

SSIC 3128

VISITS OF SHIPS RECORDS

1. GENERAL CORRESPONDENCE, FILES, REPORTS, AND OTHER RECORDS. Records pertaining to visits by ships, including visits of U.S. ships to foreign ports and visits of foreign ships to U.S. ports. Records include policy, procedures and instructions for coordination of port visits; regulations prescribed by the Navy or host government; requests, modifications, approvals, and disapprovals of port visit and diplomatic clearance requests; reports of conditions experienced or incidents that occurred; and any post visit reports.

Destroy when 3 years old. Maintain instructions until cancelled or superseded.

a. Ships visits by Nuclear Powered Warships. Records pertaining to regulations, instructions, and procedures for visits. Records include restrictions, environmental monitoring requirements, and special safety regulations enacted by host nation government; procedures for safety and security of the vessel; procedures and instructions for coordination of port visits; requests; modifications, approvals, and disapprovals of port visit and diplomatic clearance requests; and reports during or after the visit of conditions encountered or incidents that occurred.

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

SSIC 3129

MARINE AMPHIBIOUS OPERATIONS RECORDS

RETIRE RECORDS UNDER APPROPRIATE

SUBSECTION OF SSIC 3100 FOR ACTUAL OPERATIONS OR SSIC 3340 FOR TACTICAL GUIDES.

SSIC 3130

SEARCH AND RESCUE (SAR) RECORDS

1. DEPARTMENTAL SAR POLICY FILE. Instructions, notices, and planning papers that document Navy policy for reaction to vessel and aircraft accidents requiring SAR operations. Records are accumulated by OPNAV.

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

2. AGREEMENTS RECORDS. Formal agreements and supporting papers relating to SAR operations involving foreign, federal, state, local, and private organizations.

Destroy 1 year after agreement is terminated.

3. SAR SUPPORT CONTROL RECORDS. Lists of organizations participating in SAR operations and locations of facilities.

Destroy when cancelled or superseded.

4. PROCEDURE FILES. Plans, OP-Order Annexes, Tactical Publications, Watch Quarter and Station Assignment Bills, and instructions that detail individual activities response in SAR missions.

Destroy when cancelled or superseded.

5. SAR EXERCISES AND DRILLS RECORDS. Reports of exercises conducted by Navy units to test response to emergency situations.

Destroy when 6 months old.

6. SAR MISSION AND INCIDENT REPORTS. Exclude reports filed with Flag files under SSIC 3100.1.

Destroy when 1 year old.

SSIC 3140-3148

GEOPHYSICAL, OCEANOGRAPHIC, HYDROGRAPHIC, OR MAPPING, CHARTING, AND GEODETIC (MC&G) SUPPORT RECORDS

RECORDS IN THIS SERIES (3140-3148) RELATE TO ALL PHASES OF OCEANOGRAPHIC; METEOROLOGICAL; HYDROGRAPHIC; OR MC&G FUNCTIONS. THESE RECORDS ARE ACCUMULATED BY FIELD ACTIVITIES AND BY DEPARTMENTAL HEADQUARTERS, MAJOR COMMANDS AND OFFICES THAT FORMULATE OR PRESCRIBE POLICIES AND/OR PROCEDURES AND BY THE NAVAL METEOROLOGY AND OCEANOGRAPHY COMMAND.

SSIC 3140

NAVAL OCEANOGRAPHY PROGRAM RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence and other records of OPNAV; Commander Naval Meteorology and Oceanography Command (COMNAVMETOCOM), and the following third echelon commands: Naval Oceanographic Office, Naval Pacific Meteorology and Oceanography Center, Naval Atlantic Meteorology and Oceanography Center, Fleet Numerical Meteorology and Oceanography Center, Naval Ice Center, and other NAVMETOCOM facilities that document primary mission responsibilities for the development and execution of procedures pertaining to oceanography, meteorology, hydrographic, or MC&G- related operations, and to the overall performance of these operations. Included are the records and files of Navy offices having liaison with Interdepartmental, International, and treaty organizations consisting of reports, minutes, agendas, and supporting papers.

a. Commands converting data to microform:

(1) Original documents.

Destroy after verification that microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

(2) One silver halide microform set and one diazo or vesicular copy.

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

(3) Other microform copies.

Destroy when no longer required for reference.

b. Commands not converting data to microform:

(1) Original documents.

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

2. GENERAL RECORDS.

a. Files of 4th echelon and subordinate oceanography commands. Files and records documenting the organization of the command; accomplishment of plans, studies, projects; and essential transactions of the command.

Destroy when 2 years old.

b. Files of COMNAVMETOCOM and subordinate 3rd echelon commands that document routine internal

activities.

Destroy when 2 years old.

3. WEATHER PHENOMENA RECORDS. Files documenting the history of and research into hurricanes, typhoons, or other storms, ice formulation, meteorological and other weather or related phenomena; records related to meteorological equipment and materials research. Consists of reports, research data, photographs, and other supporting papers.

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

SSIC 3141

OBSERVATIONS/MEASUREMENTS RECORDS

1. WEATHER OBSERVATIONS.

a. Monthly observations. Routine observations from naval units.

Transfer monthly to Fleet Numerical Meteorology and Oceanography Detachment (FLENUMMETOC DET), 37 Battery Park Avenue, Federal Building, Asheville, NC 28801-2696 for periodic transfer to the National Climatic Center.

b. Monthly observations from units attached to special missions or expeditions.

Retain on board for 3 months, then transfer to FLENUMMETOC, 37 Battery Park Avenue, Federal Building, Asheville, NC 28801-2696 for periodic transfer to the National Climatic Center.

c. Reconnaissance observations and other observations not covered by specific directives.

Retain on board for 1 year, then transfer to FLENUMMETOC, 37 Battery Park Avenue, Federal Building, Asheville, NC 28801-2696.

d. Duplicate copies of observations.

Destroy when 6 months old.

e. Worldwide unclassified weather observations received in electronic form by FLENUMMETOCEN from WMO and other national and international sources. Included is some satellite data.

Transfer monthly to FLENUMMETOC, 37 Battery Park Avenue, Federal Building, Asheville, NC 28801-2696 for periodic transfer to the National Climatic Data Center (NCDC).

f. North Atlantic Treaty Organization (NATO) and Department of the Navy security classified weather observations.

Retain on board (Fleet Numerical Meteorology and Oceanography Center (FLENUMMETOCEN) Monterey, CA, until declassified then transfer to FLENUMMETOC, 37 Battery Park Avenue, Federal Building, Asheville, NC 28801-2696 for periodic transfer to NCDC.

g. Satellite observations consisting of:

(1) Microwave Imagery (SSMI).

Transfer to National Environmental Satellite Data Information Systems (NESDIS) - a component of NOAA.

(2) GEOSAT extended mission data (altimetry) and visual infrared (IR) data from all satellites.

Destroy when no longer required for reference use.

(3) Shared processing data received from Television Infrared Observation Satellite (TIROS), Geostationary Meteorological Satellite (GOES), Advanced Very High Resolution Radiometer (AVHRR), and MCSST.

Destroy when no longer required for current operational use.

2. OCEAN SURVEY RECORDS. Including all intermediate survey data generated in deep sea bathymetric surveys.

a. Hydrographic survey Records.

(1) Silver halide microform copies of Real Time System (RTS) logs, sounding journals, sonar tracer and data sheets, Senior Naval Oceanographic Office Scientist (SNS) Reports, and hydrographic survey smooth sheets.

Permanent. Transfer to nearest FRC when 4 years old. Transfer to NARA when 30 years old.

(2) Final charts produced from survey.

Permanent. Transfer to nearest FRC when 4 years old. Transfer to NARA when 30 years old.

(3) Paper originals of RTS logs, sounding journals, sonar tracer and data sheets, SNS reports, and hydrographic survey smooth sheets.

Destroy after microform has been verified.

(4) Senior Naval Oceanographic Office Representative (SNR) reports.

Destroy after 2 years.

b. Geodetic Records.

(1) Microform copies of gravimetric, geomagnetic,

satellite altimetry compilations and reports.

Destroy when no longer required.

(2) Paper copies of geodetic compilations and reports.

Destroy after verification of microform.

c. MC&G Records.

(1) Field survey documents and data which are cartographic and geodetic in nature and final products derived there from.

Transfer original data to Defense Mapping Agency (DMA). Transfer copy to nearest FRC when 2 years old. Destroy when 6 years old.

3. DEEP OCEAN BATHYMETRY RECORDS.

a. Intermediate ASW shipboard records and other bathymetric records such as logs, type outs, track or boat sheets, and other similar items used to complete the final survey sheets.

Destroy when no longer needed for survey or compilation check.

b. Final survey sheets (charts), shipboard or office revision, maintained by COMNAVMETOCOM.

Permanent. Transfer to NARA when 50 years old, pending Navy review to determine if continued agency retention is required.

c. Echograms.

(1) From vital ocean area as designated by the CNO and COMSPAWAR.

(a) Microform copy.

Destroy when no longer required for reference.

(b) Original data.

Destroy after verification of microform.

(2) From non-vital ocean areas.

Destroy when no longer required.

d. Survey and project background records, survey information folders, classification histories, and specifications.
Permanent. Transfer to NARA when 50 years old, pending Navy review to determine if continued agency retention is required.

e. Transmittals and letters concerning transmission of data within authorized project working groups, sponsor, and sponsor's contractor.

Transfer to nearest FRC when 2 years old. Destroy when 4 years old.

f. Transmittals and letters concerning transmission of data outside standard project groups, including message or letter authorizations for transfer.

Destroy when no longer required.

4. OCEAN MEASUREMENTS RECORDS.

a. General Records. Reference material such as descriptions of marine environment and study of the oceans and related science, biological, chemical, dynamic, physical, acoustic, shore and near shore processes, ocean bottom processes, underwater sound tabulations of sea and current data; charts containing oceanography illustrations to be incorporated in hydrographic project programs.

Destroy when no longer required for reference use.

b. Geology and Geophysics Records. Intermediate marine geology and geophysics survey data used in chart and publication preparation and models of ocean bottom and subbottom.

Destroy when no longer required for reference use.

c. Gravity Records. Survey records from the field, high and low frequency records, satellite records, quality control records, and survey design and production records.

Destroy when no longer required for reference use.

d. Magnetic Records. Airborne and marine survey documents such as: magnetic tapes, navigational logs, data tapes, charts, plots, microform analog records and chart products.

Transfer to DOD Geomagnetic Library, Stennis Space Center, MS.

e. Bathythermograph (XBT) Recorder Strip Charts

(1) Declassified XBT Recorder Strip Charts maintained by FLENUMMETOCEN.

Transfer to nearest FRC when 2 years old. Destroy when 30 years old.

(2) XBT Recorder Strip Charts that cannot be declassified.

Destroy when 30 years old.

(3) Digitized information extracted from XBT Recorder Strip Charts.

Retain at FLENUMMETOCEN. Destroy when no

longer required for reference use.

f. Bathythermograph (XBT) Message Data.

FLENUMMETOCEN transfer on a regular basis to COMNAVMETOCOM for inclusion in Master Oceanographic Observational Data Set (MOODS).

SSIC 3142

DATA COLLECTION RECORDS

1. CORRESPONDENCE REPORTS, AND OTHER PAPERS DOCUMENTING THE MAKEUP, REVISIONS, AND USE OF CODES OR FORMATS IN COLLECTING AND TRANSMITTING GEOPHYSICS INFORMATION.

Destroy when 2 years old.

SSIC 3143

DATA ANALYSIS RECORDS

1. WEATHER ANALYSIS

a. Maps and charts (or tape records thereof) maintained by Naval Oceanography Centers; exclude weather analysis records maintained by FLENUMMETOC, Monterey, CA

Destroy when 1 year old.

b. Microform weather/oceanographic maps and charts and numerical analysis data maintained by FLENUMMETOC, Monterey.

Destroy when no longer required for reference use.

c. Weather maps and charts maintained by other activities.

Destroy when no longer required.

SSIC 3144

DATA PREDICTION RECORDS

1. WEATHER MAPS AND CHARTS.

a. Originated by Navy Oceanography Centers.

Destroy after 2 years.

b. Originated by other activities.

Destroy when no longer required.

c. Facsimile maps and charts/teletype data.

Destroy after 30 days.

SSIC 3145

INFORMATION PRODUCTS

1. WEATHER FORECASTS, ADVISORIES and other operational support products.

Destroy when 1 year old.

2. CLIMATOLOGICAL INFORMATION excluding publications.

a. Original studies of an area.

Retain on board for 1 year then transfer to FLENUMMETOC, 37 Battery Park Avenue, Federal Building, Asheville, NC 28801-2696 for periodic transfer to NCDC.

b. Optimum Track Ship Routing (OTSR) messages when ship has sustained weather damage on the transit.

Transfer to nearest FRC after 1 year. Destroy when 10 years old.

c. OTSR messages when no weather damages to ship occurred.

Destroy when 1 year old.

d. Climatological studies compiled from published sources.

Destroy when no longer required for reference use.

3. PUBLICATIONS

a. Climatic Publications such as atlases and published studies.

(1) Originator of publication.

Permanent. Retain record copy on board. Transfer to NARA when 50 years old pending Navy review to determine if continued agency retention is required.

(2) Other commands holding climatic publications.

Destroy when cancelled, superseded or no longer required.

b. Oceanographic, hydrographic, or MC&G publications including printed manuals, tables and charts.

(1) Originator of publication.

Transfer record copy to Naval Oceanographic Office.

(2) Record copy maintained by Naval Oceanographic Office.

Permanent. Retain on board. Transfer to NARA when 50 years old, pending Navy review to determine if continued agency retention is required.

(3) Other commands holding publications.

Destroy when cancelled or superseded.

c. Hydrographic Office (HO) Publications 1866-1962 record set of HO Publications (complete - 90 cu ft) maintained by the Matthew Fontaine Maury Oceanographic Library, NSTL, MS.

Permanent. Retain on board. Transfer to NARA when 50 years old, pending Navy review to determine if continued agency retention is required.

4. INTEGRATED COMMAND ANTISUBMARINE WARFARE PREDICTION SYSTEM (ICAPS). ICAPS data base consists of stored sonar characteristics, and extensive files of historic data on temperature, salinity, and depth uniquely indexed by regions within each ocean basin. Upon receipt of timely local data from afloat commands describing the environmental situation in which antisubmarine warfare is about to occur; ICAPS will combine these local entries with the data base through integrated series of programs and generate predictions of how sensors will perform in the current situation. This information is immediately transmitted back to the ship so that Fleet Commanders may make informed and rapid tactical decisions.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

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

Destroy when superseded or no longer needed for reference.

5. TACTICAL ENVIRONMENT SUPPORT SYSTEM (TESS). TESS is a total environmental prediction system consisting of a data base containing stored data on all shipboard sensors, communications and weapons systems as well as historical oceanographic and meteorological data indexed by areas within each ocean basin. Upon receipt of an inquiry from a ship or other fleet unit, TESS will provide on-scene evaluation of the effects of the total physical environment and shipboard sensors, communications equipment, and weapons systems. TESS has the capability of providing tactical commanders with long-range, broad-area forecasts based on information from a global observation network.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

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

Destroy when superseded or no longer needed for reference.

SSIC 3146

DATA/INFORMATION DISSEMINATION

Refer to SSIC 3145.

SSIC 3147

DATA/INFORMATION QUALITY ASSURANCE

Refer to SSIC 3145.

SSIC 3148

DATA/INFORMATION ARCHIVING

Refer to SSIC 3145.

SSIC 3150-3159

SSIC 3150

DIVING AND HYPERBARIC SYSTEMS OPERATIONS

1. INDIVIDUAL DIVING LOG REPORT FORWARDED TO NAVSAFECEN BY EACH DIVER AFTER EACH DIVE OF HYPERBARIC EXPOSURE.

Destroy when 20 years old.

2. COMMAND DIVING LOG. Legal record of details of each dive or hyperbaric exposure conducted.

Destroy after 3 years from date of last entry.

3. INDIVIDUAL DIVING LOG. Record kept by each Navy diver for each dive or hyperbaric exposure, including non-Navy recreational dives.

Kept by individual as long as he or she is an active Navy diver.

4. GENERAL CORRESPONDENCE FILES. Files pertaining to the Navy diving program including copies of accident reports, safety surveys, etc.

Destroy when 2 years old.

SSIC 3151

DIVING AND HYPERBARIC SYSTEMS SAFETY CERTIFICATION

1. DIVING AND HYPERBARIC SYSTEMS MAINTENANCE, WORK PROCEDURES, AND REENTRY CONTROL (REC) RECORDS.

Destroy after 7 years.

2. HYPERBARIC FACILITIES TESTING RECORDS. Maintained by NAVSEASYSCOM, NAVFACENGCOM. Exclude construction records filed under SSIC 11155.

Destroy after 7 years.

3. SYSTEM CERTIFICATION CERTIFICATE AND LETTER OF CERTIFICATION.

Retain until subsequent certification received.

4. GENERAL CORRESPONDENCE FILES. Files and records pertaining to system certification including requests for certification and correspondence on deficiency corrective action.

Destroy when 3 years old.

SSIC 3160-3168

ASTRONOMICAL AND CHRONOMETRIC SUPPORT

RECORDS IN THE 3160-3168 SERIES RELATE TO ALL PHASES OF ASTRONOMY AND TIME SERVICE CARRIED OUT AT THE U.S. NAVAL OBSERVATORY, INCLUDING THE ASTROMETRY AND TIME SERVICE DEPARTMENTS, THE NAUTICAL ALMANAC OFFICE AND FLAGSTAFF STATION. THESE RECORDS ARE ACCUMULATED AT THE NAVAL OBSERVATORY IN WASHINGTON, DC., THE FLAGSTAFF STATION IN ARIZONA, NAVAL OBSERVATORY TIME SERVICE ALTERNATE STATION IN RICHMOND, FLORIDA AND THE BLACK BIRCH ASTROMETRIC OBSERVATORY NEAR BLENHEIM, NEW ZEALAND.

SSIC 3160

GENERAL ASTRONOMICAL AND CHRONOMETRIC SUPPORT RECORDS

1. PRIMARY PROGRAM RECORDS. General correspondence and other records of the Superintendent, Scientific Director, scientific departments, Flagstaff station and other stations that document primary mission responsibilities pertaining to astronomy and timekeeping. This includes records relating to the development and operation of scientific programs, the establishment of stations and substations; and design, development and construction of instruments.

Permanent. Retire to WNRC when 2 years old. Transfer to NARA when 10 years old.

2. PROFESSIONAL SCIENTIFIC PAPERS OF ASTRONOMERS.

Permanent. Retire to WNRC when 2 years old. Transfer to NARA when 10 years old.

3. INCOMING AND OUTGOING MESSAGE OF A ROUTINE NATURE.

Destroy after 2 years.

SSIC 3161

OBSERVATIONS/MEASUREMENTS

1. PHOTOGRAPHIC PLATES FROM ALL NAVAL OBSERVATORY TELESCOPES, INCLUDING THE PZT, 26", 40" AND 61" AS WELL AS OLDER PLATES FROM TELESCOPES NO LONGER IN OPERATION.

Permanent. Transfer to NARA when 10 years old.

2. COMPUTER HARDCOPY, DISK AND TAPE OUTPUT FROM ASTROMETRIC, PHOTOMETRIC, OR SPECTROSCOPIC OBSERVATIONS, CONTAINING ORIGINAL RAW DATA ACQUIRED THROUGH OBSERVATION OR MEASUREMENT, WHETHER MANUALLY OR BY DATA ACQUISITION SYSTEMS.

Disposition not authorized.

SSIC 3162

DATA COLLECTION

1. CORRESPONDENCE, REPORTS AND OTHER PAPERS DOCUMENTING PROCEDURES FOR DATA COLLECTION IN ASTRONOMY AND TIME SERVICE, AND FOR TRANSMITTING ASTRONOMICAL AND CHRONOMETRIC INFORMATION. EXCLUDE PRIMARY PROGRAM RECORDS FILED UNDER SSIC 3160.1. FILE PERTINENT FILE LAYOUTS, CODE BOOKS, AND PROCEDURE DOCUMENTATION WITH PERMANENT RECORDS TRANSFERRED TO NARA UNDER SSICS 3161.2, 3163, 3164 AND 3168.

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

SSIC 3163

DATA ANALYSIS

1. COMPUTER HARDCOPY, TAPE AND DISK OUTPUT RESULTING FROM PHOTOGRAPHIC PLATE MEASUREMENT.

Disposition not authorized.

2. COMPUTER HARDCOPY, TAPE AND DISK OUTPUT RESULTING FROM REDUCTION AND ANALYSIS OF TRANSIT CIRCLE OBSERVATIONS.

Disposition not authorized.

3. HARDCOPY OR COMPUTER RECORDS RELATING TO ALL OTHER NAVAL OBSERVATORY TELESCOPES.

Disposition not authorized.

SSIC 3164

DATA PREDICTION

CORRESPONDENCE, REPORTS AND OTHER PAPERS DOCUMENTING PROCEDURES FOR DATA PREDICTION, AS WELL AS COMPUTER FILES RELATED TO PREDICTION.

Disposition not authorized.

SSIC 3165

INFORMATION PRODUCTS

THESE ARE PUBLISHED RECORDS OF FINAL PRODUCTS, INCLUDING PUBLICATIONS OF THE NAUTICAL ALMANAC OFFICE (SUCH AS THE ASTRONOMICAL ALMANAC), TIME SERVICE AND ASTROMETRY DEPARTMENTS WIDELY DISSEMINATED THROUGH THE GOVERNMENT, SCIENTIFIC COMMUNITY AND THE PUBLIC. PUBLICATIONS INCLUDE NAUTICAL, AIR, AND ASTRONOMICAL ALMANACS, ASTRONOMICAL PHENOMENA, THE ALMANAC FOR COMPUTERS, TIME SERVICE ANNOUNCEMENTS, AND NUMEROUS AIDS FOR NAVIGATORS, ASTRONOMERS, AND GEODISTS. EXCLUDE SCIENTIFIC PAPERS FILED UNDER SSIC 3160.2 OF THIS INSTRUCTION.

Permanent. Retire copy of all publications to WNRC annually. Transfer to NARA when 5 years old.

SSIC 3166

DATA/INFORMATION DISSEMINATION

CORRESPONDENCE, REPORTS AND PAPERS RELATED TO DATA DISSEMINATION, ESPECIALLY BY THE NAUTICAL ALMANAC OFFICE, BUT ALSO DOUBLE STAR, TIME SERVICE, ASTROMETRIC AND OTHER ASTRONOMICAL DATA DISSEMINATED TO THE PUBLIC. EXCLUDE DIRECTIVES, INTER-AGENCY AGREEMENTS AND SIMILAR RECORDS FILED AS PRIMARY PROGRAM RECORDS UNDER SSIC 3160.1 OF THIS INSTRUCTION.

Retire to WNRC when 2 years old. Destroy when 10 years old.

SSIC 3167

DATA/INFORMATION QUALITY ASSURANCE

COMPUTER HARDCOPY, DISKS AND TAPES CONTAINING THE COMPARISON OF STAR CATALOGUES OR OTHER ASTRONOMICAL OR TIME VALIDATION INFORMATION.

Destroy 2 years after inactive.

SSIC 3168

DATA/INFORMATION ARCHIVING

1. COMPUTER PRINTOUTS, TAPES AND DISKS CONTAINING FINAL DATA FOR ASTROMETRY, TIME SERVICE, AND GENERAL ASTRONOMY.

Disposition not authorized.

SSIC 3170

GENERAL PORT OPERATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES AND REPORTS. Records related to the internal operation and administration of port operations at naval activities, including the operation of anchorage and berthing facilities and service craft and ships. Include liaison files with Coast Guard Port Control Officers.

Destroy when 2 years old.

2. NAVAL PORT CONTROL OFFICES' RECORDS.

a. General Correspondence Files that Document Naval Port Control Offices' Programs, Policies, Procedures, and Essential Transactions.

Destroy when 5 years old.

b. General Correspondence Files Related to the Routine Internal Operation and Administration of the Office. Files include those of operating divisions and other organizational units, such as those of the operations officer, the officer in charge of service craft, and the ordnance officer.

Destroy when 2 years old.

c. Daily Shipping Report Files. Records prepared by port control officers or senior officers afloat. Records contain shipping data regarding naval and merchant marine ships in the area, such as information on arrivals, departures, and scheduled departures, port schedules, ships present, and other information regarding naval and merchant marine ships in port.

Destroy when 1 year old.

d. Periodic statistical reports reflecting the nature and volume of ship movements.

Destroy when 3 years old.

e. Movement Files. Files of naval port control offices containing operating and movement data on ships whose operations are of interest to the naval base or the naval port control officer.

(1) Official record copies.

Retire to nearest FRC 3 years after last briefing of ship in the area. Destroy when 7 years old.

(2) Duplicate copies of reports.

Destroy 6 months after the official record copies are forwarded to the operations division of the associated fleet command.

f. Logs or Similar Records of Harbor Services. Files indicate services provided by the naval port control officer to non-naval vessels and activities.

Retire to nearest FRC when 3 years old. Destroy when 7 years old.

g. Service Craft Reports. Related memoranda and correspondence concerning the cleaning, inspection and maintenance of service craft and the care of equipage and stores.

Destroy when 1 year old.

h. Operational Performance Records of Engines of Service Craft.

Destroy when 6 months old.

i. Machinery and Engine Service Records.

Destroy when entry is made on material history card, upon completion of overhaul, or machinery is surveyed, whichever is earlier.

j. Inspection Records. Copies of ships inspections, tests, and check-off sheets, including records of air tests. (See SSIC 4730 for records of boards of inspection and survey.)

Destroy when superseded by new inspection record.

3. NAVAL CONTROL OF SHIPPING OFFICES' RECORDS.

a. General Correspondence Files. Files related to the routine internal operation and administration of the naval control of shipping offices.

Destroy when 3 years old.

b. Ship Data Cards.

Destroy upon disestablishment of the office.

c. Ship Cards or Other Log Records of Serial Numbers of Routing Instructions.

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

d. Commodores Analysis Sheets. Official analysis sheets held by originating naval control of shipping office.

Permanent. Retire to nearest FRC when 6 months old. Transfer to NARA when 20 years old.

e. Convoy Master Sheets. Records held by originating naval control of shipping office.

Permanent. Retire to nearest FRC when 6 months old. Transfer to NARA when 20 years old.

f. Sailing Orders Folders. Official record copies held by originating naval control of shipping office.

Permanent. Retire to nearest FRC when 6 months old. Transfer to NARA when 20 years old.

g. Routing Instructions. Official record copies of routing instructions convoy formation diagrams and routing instruction envelopes maintained by originating naval control of shipping office.

Permanent. Retire to nearest FRC when 6 months old. Transfer to NARA when 20 years old.

h. Secret Naval and Merchant Vessel Logs.

Permanent. Retire to nearest FRC when 6 months old. Transfer to NARA when 20 years old.

i. Naval Control of Shipping Reserve Program Records. Correspondence, reports, orders, mobilization plans, and similar records relating to the administration of the Naval Reserve Naval Control of Shipping Program. Exclude Primary Program Records of Commander Military Sealift Command filed under SSIC 4620.1 and Commander Naval Reserve Force filed under SSIC 1001.1.

Destroy when 3 years old.

j. Peacetime Exercise Records

(1) Exercise Case File. Operations-Orders, critique sheets, final exercise report, evaluation and analysis documents, and lessons learned. Records are maintained by the Officer Conducting the Exercise (usually Fleet Commander or Commander Military Sealift Command).

Retire to WNRC when 2 years old. Destroy when 10 years old.

(2) Participating Unit Files. Exercise message traffic, logs, and similar records relating to the conduct of exercises. Include copies of exercise reports and OP-Orders.

Destroy when 1 year old.

SSIC 3171

ANCHORAGE AND BERTHING RECORDS

1. ANCHORAGE AND BERTHING REPORTS. Monthly or other periodic reports of ships anchored or berthed in the area, including ships of the inactive reserve fleet.

Destroy when 2 years old.

2. BERTHING RECORDS. Cards, lists, or other records of berthing assignments for ships and other craft anchored in the local area.

Destroy 1 year after craft is reassigned or leaves the area.

SSIC 3172

VESSEL BOARDING RECORDS

1. BOARDING REPORTS. Reports of boarding of merchant vessels by Navy Port Control Officers for purposes of inspection for compliance with U.S. and local laws.

Destroy when 1 year old.

SSIC 3173

SHIP'S BOATS RECORDS

1. GENERAL CORRESPONDENCE PERTAINING TO BOATS.

Destroy when 10 years old.

2. CORRESPONDENCE RELATED TO INDIVIDUAL BOATS (BY HULL NUMBER). Files include authorization documents, issue documents, inspection reports, and disposition documents.

Destroy when 10 years old.

SSIC 3180

REPLENISHMENT RECORDS

1. GENERAL CORRESPONDENCE FILES OF A ROUTINE INTERNAL NATURE. Records include underway replenishment group schedules, load lists, message requests from fleet units for supplies.

Destroy when no longer needed.

SSIC 3190

LAW ENFORCEMENT RECORDS

1. COUNTER NARCOTICS SUPPORT RECORDS. Reports, planning and coordination papers that document Navy's participation in government wide interdiction and counter narcotics support operations. Include correspondence and liaison meetings records with Coast Guard and Drug Enforcement Administration. Records are maintained by the DCNO (Plans, Policy, and Operations) (N3/N5).

Destroy when 5 years old.

SSIC 3200-3299

CRYPTOLOGY RECORDS

RECORDS IN THIS (3200-3299) SERIES RELATE TO GENERAL CRYPTOLOGY RECORDS (CRYPTOLOGIC ARCHITECTURE AND TOTAL SYSTEMS INTEGRATION; CRYPTOLOGIC SUPPORT GROUP OPERATIONS (CONCEPT, POLICY); ADP SUPPORT TO CRYPTOLOGIC SYSTEMS; CRYPTOLOGY AND COMMAND, CONTROL, AND COMMUNICATIONS (C3); MARINE CORPS CRYPTOLOGIC POLICY AND OPERATIONS; AND NAVAL RESERVE SECURITY GROUP (NAVRESSECGRU) CRYPTOLOGIC POLICY AND OPERATIONS); GENERAL SIGNALS INTELLIGENCE (SIGINT) RECORDS (SIGINT POLICY AND PROCEDURES (USSID)); NAVY COMPARTMENTED SIGINT PROGRAMS, ALLIED EFFORTS, SIGINT EQUIPMENT RESOURCES, AND SIGINT EQUIPMENT INSTALLATION AND CONFIGURATION CONTROL; NATIONAL SIGINT OPERATIONS RECORDS (COLLECTION, PROCESSING AND REPORTING, EVALUATION, FIELD STATION OPERATIONS, SIGINT SYSTEMS SUPPORT (E.G., FLEXSCOPE, IATS), SIGINT DIRECT SERVICE, AND TARGET COMMUNICATIONS SYSTEMS); FLEET CRYPTOLOGIC SUPPORT RECORDS (SURFACE DIRECT SUPPORT OPERATIONS, AIR SYSTEMS, CRYPTOLOGIC SHORE AIRBORNE DIRECT SUPPORT

OPERATIONS, AIR SYSTEMS, CRYPTOLOGIC SHORE SUPPORT ACTIVITIES, AND SHORE SYSTEMS; ELECTRONIC WARFARE SUPPORT RECORDS (TECHNICAL GUIDANCE UNIT OPERATIONS AND SIGNAL CHARACTERISTICS IDENTIFICATION SYSTEMS; ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS RECORDS (ELINT) COLLECTION SYSTEMS, ELINT SYSTEMS PROCESSING AND REPORTING, ELINT SYSTEMS DATA BASE, AND ELINT TECHNICAL SUPPORT; GENERAL SIGNAL SECURITY (SIGSEC) RECORDS (SIGSEC FLEET AND AFLOAT OPERATIONS, SIGSEC LAND BASED OPERATIONAL SURVEILLANCE SYSTEMS, SIGSEC TACTICAL APPLICATION PROGRAMS (E.G., HULTEC), COMMUNICATION SECURITY (COMSEC) TELEPHONE MONITORING, SIGSEC EQUIPMENT RESOURCES, SIGSEC TRAINING PROGRAM (INCLUDE COMSEC TRAINING VISITS), COMSEC ADVICE AND ASSISTANCE PROGRAM, AND COMSEC BRIEFING AND FILMS PROGRAMS); HIGH FREQUENCY DIRECTION FINDING (HFDF) OPERATIONS RECORDS (NG HFDF OPERATIONS AND WB ACO/HFDF OPERATIONS; AND ADVANCED CRYPTOLOGIC SYSTEMS DEVELOPMENT (CRYPTOLOGIC R&D).

SSIC 3200

CRYPTOLOGY GENERAL RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, directives, and other records created and maintained by SECNAV, CNO, CMC and Commander Naval Security Group Command (COMNAVSECGRUCOM) that reflect Navy implementation of policy established by the Director of the National Security Agency (NSA) relating to the military function that deals with encrypted or otherwise disguised or hidden telecommunications of foreign entities.

Permanent. Retire to Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Transfer entire series or 5-year blocks thereof to NARA, if unclassified or declassified, when 50 years old. Records for which special protection has been extended beyond 50 years will be reviewed for declassification every 10 years thereafter until releasable. The series will then be transferred to NARA in 5-year blocks through appropriate channels.

2. GENERAL CORRESPONDENCE. Correspondence, reports, and other records relating to cryptology maintained by commands subordinate to CNO, CMC, and COMNAVSECGRUCOM.

Destroy when 2 years old.

SSIC 3202

CRYPTOLOGIC ARCHITECTURE AND TOTAL SYSTEMS INTEGRATION

RECORDS RELATING TO THE PLANNING, DEVELOPMENT AND IMPLEMENTATION OF CRYPTOLOGIC SYSTEMS AND RELATED SYSTEMS ARCHITECTURES. RECORDS ACCUMULATED BY COMNAVSECGRUCOMHQ.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

SSIC 3203

CRYPTOLOGIC SUPPORT GROUP OPERATIONS (CONCEPT, POLICY)

RECORDS RELATING TO THE CRYPTOLOGIC SUPPORT GROUP (CONCEPT, POLICY) WORLDWIDE.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

SSIC 3205

ADP SUPPORT TO CRYPTOLOGIC SYSTEMS

Apply appropriate disposition under SSICs 3230 to 3239.

SSIC 3206

CRYPTOLOGY AND COMMAND, CONTROL AND COMMUNICATIONS (C3)

1. PROGRAM RECORDS. Records relating to management of architecture and communications, including directives, policy implementation letters maintained by COMNAVSECGRUCOMHQ.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

2. GENERAL FILES. Records include resource allocation documents, budget and funding files, and management files maintained by 3rd echelon and subordinate activities.

Destroy when 2 years old.

SSIC 3208

MARINE CORPS CRYPTOLOGIC POLICY AND OPERATIONS

1. OPERATIONAL RECORDS. Records relating to all aspects of Marine Corps cryptologic operations including Field Station, Afloat, and Radio Battalion Operations.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

2. GENERAL RECORDS. Organizational and

administrative records maintained by Marine Corps Units.

Destroy when 2 years old.

SSIC 3209

NAVRESSECGRU OPERATIONS AND POLICY

1. NAVAL RESERVE POLICY RECORDS. Mobilization and operational plans and organizational records maintained by Naval Security Group Command HQ.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

2. RESERVE UNIT RECORDS. Training records and correspondence files maintained by NAVRESSECGRU Units.

Destroy when 2 years old.

SSIC 3210

SIGINT GENERAL

SIGNALS INTELLIGENCE IS A GENERAL CATEGORY REFERRING TO INTERCEPTING AND ANALYZING ANY TYPE OF ELECTROMAGNETIC SIGNAL. FILE ALL RECORDS UNDER SSICS 3211-3227.

Apply appropriate disposition under SSICs 3211-3227.

SSIC 3211

SIGINT POLICY AND PROCEDURES (USSID)

RECORDS RELATING TO THE U.S. SIGNALS INTELLIGENCE DIRECTIVES SYSTEM (USSID).

Destroy when no longer required for reference. Record copies are maintained by NSA.

SSIC 3212

NAVY COMPARTMENTED SIGINT PROGRAMS

RECORDS RELATING TO ALL INFORMATION PERTAINING TO COMPARTMENTED PROGRAM ADMINISTRATION, OPERATIONS AND SUPPORT.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

SSIC 3215

SIGINT EQUIPMENT RESOURCES

RECORDS RELATING TO CURRENT EQUIPMENT INVENTORIES, CAPABILITIES AND FUNDING DATA.

Destroy when no longer required.

SSIC 3216

SIGINT EQUIPMENT INSTALLATION AND CONFIGURATION CONTROL

RECORDS RELATING TO INSTALLATION PLANNING, BESEP, ENGINEERING AND TECHNICAL SUPPORT, SITE SURVEYS AND RELATED INFORMATION. EXCLUDE ARCHITECTURE AND SYSTEMS INTEGRATION RECORDS RETIRED UNDER SSIC 3202.

Destroy when 5 years old.

SSIC 3220

NATIONAL SIGINT OPERATIONS

DON IMPLEMENTATION OF NSA POLICY FOR SOURCE IDENTIFICATION, COLLECTION, PROCESSING, EVALUATING AND REPORTING SIGINT OPERATIONS. INCLUDE DIRECTIVES, STUDIES AND OTHER RECORDS SPECIFYING TECHNIQUES EMPLOYED.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

SSIC 3221

COLLECTION

1. RECORDS RELATING TO THE MANAGEMENT OF NATIONAL SIGINT MISSION REQUIREMENTS AND METHODS EMPLOYED. RECORDS ACCUMULATED BY COMNAVSECGRUCOM.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

2. PERSONNEL RECORDS. Training forms, performance evaluations, suitability records and other records relating to individuals assigned to SIGINT collection function.

Destroy when individual is transferred.

SSIC 3222

PROCESSING AND REPORTING

RECORDS RELATING TO SIGINT PROCESSING, REPORTING AND DISSEMINATION METHODS AND MANPOWER. EXCLUDE DIRECTIVES AND PROCEDURAL INSTRUCTIONS FILED UNDER SSIC 3220.

Destroy when 2 years old.

SSIC 3223

EVALUATION

RECORDS RELATING TO INFORMATION WHICH EVALUATES THE EFFECTIVENESS OF ANY ASPECT OF THE NATIONAL SIGINT EFFORT.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

SSIC 3224

FIELD STATION OPERATIONS

1. COMMANDING OFFICER/OFFICER IN CHARGE CORRESPONDENCE FILES AND OTHER RECORDS RELATING TO THE MISSION OF THE SITE. EXCLUDE COMMAND HISTORIES FILED UNDER SSIC 5757.1.

Destroy when 5 years old.

2. GENERAL ADMINISTRATIVE AND HOUSEKEEPING RECORDS.

Destroy when 2 years old.

SSIC 3225

SIGINT SYSTEMS SUPPORT

Apply disposition under SSIC 3220.

SSIC 3226

SIGINT DIRECT SERVICE

TEXTA (Technical Extracts from Traffic Analysis)

Destroy when evaluated and reported or when 1 year old, whichever is earlier.

SSIC 3227

TARGET COMMUNICATIONS SYSTEMS

CASE FILES RELATING TO INFORMATION THAT IS FOREIGN COMMUNICATIONS SYSTEM SPECIFIC. EXCLUDE REPORTS SUBMITTED TO COMMANDER NAVAL SECURITY GROUP COMMAND AND FILED UNDER SSIC 3200.

Destroy when 2 years old.

SSIC 3230

FLEET CRYPTOLOGIC SUPPORT

1. LESSONS LEARNED reports maintained by Naval Security Group Command Headquarters. Include final exercise reports.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

2. REPORTS OF TRAINING VISITS, TECHNICAL ASSISTANCE AND SIMILAR SUPPORTING OPERATIONS.

Destroy when 2 years old.

SSIC 3231

SURFACE DIRECT SUPPORT OPERATIONS

RECORDS RELATING TO SIGINT MISSION SHIP DEPLOYMENTS INCLUDING CRYPTOLOGIC LETTERS OF INSTRUCTION (LOI'S), OTHER TASKING INSTRUCTIONS, AND SPECIAL ANNEXES TO OPERATIONS ORDERS.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

SSIC 3232

SURFACE SYSTEMS

RECORDS RELATING TO SURFACE SPECIFIC CRYPTOLOGIC EQUIPMENT/SYSTEM INFORMATION. INCLUDES CARRY-ON EQUIPMENT. EXCLUDE RECORD COPIES OF SOFTWARE, OPERATING INSTRUCTIONS, AND CONFIGURATION DRAWINGS MAINTAINED BY NSA.

Destroy when equipment is removed from surface vessel.

SSIC 3233

SURFACE CARRY-ON SYSTEMS

Apply disposition under SSIC 3232.

SSIC 3234

SUBMARINE SUPPORT OPERATIONS

RECORDS RELATING TO SUBMARINE CRYPTOLOGIC DEPLOYMENT, TASKING AND OPERATIONS. INCLUDE CRYPTOLOGIC LOI'S AND POST DEPLOYMENT REPORTS.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

SSIC 3235

SUBMARINE SYSTEMS

RECORDS RELATING TO SUBMARINE SPECIFIC CRYPTOLOGIC EQUIPMENT/SYSTEM INFORMATION. INCLUDES CARRY-ON EQUIPMENT. EXCLUDE RECORD COPIES OF SOFTWARE OPERATING INSTRUCTIONS AND CONFIGURATION DRAWINGS MAINTAINED BY NSA.

Destroy when system/equipment is removed from ship.

SSIC 3236

AIRBORNE DIRECT SUPPORT OPERATIONS

RECORDS RELATING TO VQ-1/2, VPU AND ALL OTHER NAVY AIRBORNE CRYPTOLOGIC OPERATIONS. INCLUDE CRYPTOLOGIC LOI'S AND OTHER TASKING INSTRUCTIONS.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

SSIC 3237

AIR SYSTEMS

RECORDS RELATING TO AIR SPECIFIC CRYPTOLOGIC EQUIPMENT/SYSTEM INFORMATION. EXCLUDE RECORD COPIES OF SOFTWARE, OPERATING INSTRUCTIONS, AND CONFIGURATION DRAWINGS MAINTAINED BY NSA.

Destroy when equipment is removed from aircraft.

SSIC 3238
CRYPTOLOGIC SHORE SUPPORT ACTIVITIES

RECORDS RELATING TO OPERATIONAL INFORMATION PERTAINING TO CENTRAL SECURITY SERVICE ACTIVITIES (CSSA'S) WORLDWIDE.

1. COMNAVSECGRU LIAISON TO CSS FILES. Primary program records relating to CSS files. Primary program records relating to NSG as Naval Element Commander. Includes Navy comments on directives, policy matters, operations and technical support.

Permanent. Transfer to NARA in accordance with SSIC 3200.

2. POLICY DIRECTIVES, PROCEDURAL INSTRUCTIONS, AND TECHNICAL SUPPORT DIRECTIVES.

Destroy when cancelled or superseded.

SSIC 3239

SHORE SYSTEMS

RECORDS RELATING TO CRYPTOLOGIC SHORE-BASED SYSTEMS. EXCLUDE RECORD COPIES OF SOFTWARE, OPERATING INSTRUCTIONS, AND CONFIGURATION DRAWINGS MAINTAINED BY CSS/NSA.

Destroy when no longer required.

SSIC 3240

ELECTRONIC WARFARE SUPPORT

1. CONCEPTUAL AND POLICY RECORDS MAINTAINED BY COMNAVSECGRUCOM AND COMSPAWAR.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

2. IMPLEMENTING DIRECTIVES AND INSTRUCTIONS ISSUED OR MAINTAINED BY SUBORDINATE COMMANDS.

Destroy when cancelled or superseded.

SSIC 3241

TECHNICAL GUIDANCE UNIT (TGU) OPERATIONS (AND EQUIPMENT)

RECORDS RELATING TO ALL TGU OPERATIONS AND EQUIPMENT. INCLUDE OPERATING, MAINTENANCE, AND INSTALLATION INSTRUCTIONS PERTAINING TO BEACONRY, SPECIFIC FREQUENCIES USED AND OTHER ACTIVE EW DEVICES.

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

SSIC 3242

SIGNAL CHARACTERISTICS IDENTIFICATION SYSTEMS

PUBLICATIONS/INSTRUCTIONS LISTING THE SIGNAL CHARACTERISTICS OF FRIENDLY AND HOSTILE RADARS AND OTHER ELECTRONIC/ELECTROMAGNETIC EQUIPMENT.

Destroy when cancelled or superseded.

SSIC 3250

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS

1. CONCEPTUAL AND POLICY PAPERS RELATING TO NAVY AND MARINE CORPS ELINT OPERATIONS MAINTAINED BY COMNAVSECGRUCOM AND

COMSPAWAR.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

2. ELINT OPERATING INSTRUCTION AND PROCEDURES PROVIDED TO OPERATING FORCE UNITS.

Destroy when cancelled and superseded.

SSIC 3251

ELINT COLLECTION SYSTEMS

OPERATING AND MAINTENANCE INSTRUCTIONS FOR ELINT-RELATED HARDWARE ITEMS.

Destroy when cancelled or superseded.

SSIC 3252

ELINT SYSTEMS PROCESSING AND REPORTING
RECORDS RELATING TO ELINT PROCESSING, REPORTING, DISSEMINATION, AND EVALUATION. INCLUDE PARAMETRIC DATA.

Destroy when 2 years old.

SSIC 3253

ELINT SYSTEMS DATA BASE

NAVY INPUT TO, AND EXTRACTS FROM, THE DATA BASE. DATA BASE IS MAINTAINED BY NSA.

Destroy when no longer required.

SSIC 3254

ELINT TECHNICAL SUPPORT

RECORDS RELATING TO REPAIR SERVICES AND SPECIALIZED TRAINING PROVIDED TO FLEET UNITS WITH ELINT MISSION CAPABILITIES.

Destroy when 3 years old.

SSIC 3260

SIGNALS SECURITY (SIGSEC) - GENERAL

POLICY, PROCEDURAL, AND CONCEPTUAL RECORDS MAINTAINED BY COMNAVSECGRUCOM THAT RELATE TO DON POLICY FOR SECURITY OF ELECTRONIC EMISSIONS.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

SSIC 3261

SIGSEC AFLOAT OPERATIONS

RECORDS RELATING TO SIGSEC OPERATIONS AFLOAT. INCLUDED ARE OPERATING INSTRUCTIONS, ROUTINE INSPECTIONS RECORDS, AND SPECIFIC AND GENERAL TACTICAL APPLICATION PROGRAM GUIDANCE.

Destroy when 3 years old.

SSIC 3262

SIGSEC LAND BASED SYSTEMS

RECORDS RELATING TO SIGSEC OPERATIONS AT FIELD SITES.
Destroy when 3 years old.

SSIC 3263

SIGSEC TACTICAL APPLICATION PROGRAMS

Apply disposition guidelines under SSIC 3261.

SSIC 3264

COMSEC TELEPHONE MONITORING (TELMON) PROGRAM

LOGS, REPORTS AND OTHER RELATED RECORDS THAT DOCUMENT MONITORING OF TELEPHONE LINES TO DETERMINE VULNERABILITIES IN COMSEC SYSTEMS AND PROCEDURES.

Destroy when 3 years old.

SSIC 3266

COMSEC TRAINING PROGRAMS

RECORDS RELATING TO COMSEC TRAINING.

Retire records under appropriate subsection of SSIC 1500 of this instruction.

SSIC 3267

COMSEC ADVICE AND ASSISTANCE PROGRAM

REPORTS OF TECHNICAL ASSISTANCE VISITS CONDUCTED BY COMNAVSECGRUCOM.

Destroy upon completion of next visit or when 3 years old, whichever is sooner.

SSIC 3268

COMSEC BRIEFING AND FILMS

1. FILMS PRODUCED AND BRIEFINGS CONDUCTED

BY COMNAVSECGRUCOM THAT RELATE TO NAVY'S COMSEC PROGRAM.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

2. BRIEFINGS CONDUCTED BY SUBORDINATE UNITS AND OPERATIONAL COMMANDERS.

Destroy when no longer required.

SSIC 3270

HIGH FREQUENCY DIRECTION FINDING (HFDF) OPERATIONS

1. CONCEPTUAL, PLANNING AND POLICY RECORDS CONCERNING NAVY HFDF OPERATIONS ISSUED BY COMNAVSECGRUCOM.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

2. PROCEDURES AND OPERATING INSTRUCTIONS FOR NARROW BAND (NB) AND WIDE BAND (WB) HFDF OPERATIONS CONDUCTED AT FIELD SITES.

Destroy when cancelled or superseded.

3. LOG SHEETS, FREQUENCY ASSIGNMENTS, TRACKING/PLOT SHEETS AND SIMILAR RECORDS MAINTAINED AT FIELD SITES.

Destroy when 2 years old.

SSIC 3271

NB HFDF OPERATIONS

Apply disposition under SSIC 3270.

SSIC 3272

WB ACO/HFDF OPERATIONS

Apply disposition under SSIC 3270.

SSIC 3280

ADVANCED CRYPTOLOGIC SYSTEMS DEVELOPMENT (R&D)

RDT&E RECORDS FOR CRYPTOLOGIC SYSTEMS ARE HIGHLY CLASSIFIED AND REQUIRE SPECIALIZED HANDLING PROCEDURES AND STORAGE CONDITIONS. CRYPTOLOGIC SYSTEMS RDT&E RECORDS SHOULD NOT BE RETIRED UNDER SSIC 3900 AUTHORITIES.

1. PROJECT CASE FILES. As defined under SSIC 3900.5 of this instruction.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

2. PROGRAM MANAGERS CASE FILES. As defined under SSIC 3900.6 of this instruction.

Retire to Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585 Fort George G. Meade, MD 20755 when system becomes operational or when project is terminated. Destroy when 10 years old.

3. TECHNICAL LABORATORY WORKING PAPERS. As defined under SSIC 3900.11 of this instruction.

Retire to Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755 upon termination of the project. Destroy when 5 years old.

4. OPERATIONAL TEST AND EVALUATION PROJECT CASE FILE. File maintained by Operational Test and Evaluation Force (OPTEVFOR) as defined under SSIC 3980.2.

Permanent. Transfer to NARA in accordance with SSIC 3200.1.

5. TEST DATA. Interim and final reports, working papers, and testing data developed during developmental testing and production acceptance test and evaluation. Include unevaluated data collected during operational testing and evaluation.

Retire to Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755 upon completion of testing. Destroy when 5 years old.

SSIC 3300-3499

WARFARE PROCEDURES RECORDS

SSIC 3300

GENERAL WARFARE PROCEDURES RECORDS

1. PRIMARY PROGRAM NAVAL WARFARE RECORDS. Files concern centralized coordination of planning and requirements for fleet readiness, modernization, and force levels associated with the conduct of tactical warfare by general purpose naval forces; responsibilities for assessment, integration, and coordination of tactical warfare programs at the battle and amphibious force level; for general tactical development and training; and for special management of selected programs. Records are maintained by DCNO (Resources, Warfare Requirements & Assessments) (N8).

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

2. GENERAL CORRESPONDENCE FILES. Routine internal correspondence, background papers, working papers, and reference material.

Destroy when 3 years old.

SSIC 3301

EMERGENCY ACTION RECORDS

1. PRIMARY PROGRAM FILES. Policies and procedures used for initiating emergency action for shipping control and instructions for neutral vessels entering U.S. waters.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

SSIC 3302

NAVY SPECIAL WARFARE OPERATIONS RECORDS

1. PRIMARY PROGRAM FILES. Files documenting the development and direction of special warfare-related programs as coordinated by the OPNAV Principal Officials or their component offices and divisions; and systems commands managing programs.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.

2. GENERAL FILES. Routine internal memorandums and correspondence, working papers, and background material.

Destroy when 4 years old.

SSIC 3305

EVASION AND ESCAPE RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, staff papers, reports, and similar documents relating to departmental policy and specific techniques for evading capture by hostile forces and, if confined, techniques and procedures for escape. Include documentation concerning the training of operating force personnel. Records are maintained by SECNAV, CNO, and CMC.

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

2. GENERAL FILES. Routine internal correspondence and memorandums.

Destroy when 4 years old.

SSIC 3310

AERIAL RECORDS

RECORDS CREATED AND MAINTAINED UNDER SSIC 3311 (TACTICAL AIR RECORDS), SSIC 3312 (ANTISUBMARINE RECORDS), SSIC 3213 (PATROL RECORDS), SSIC 3314 (HELICOPTER RECORDS), SSIC 3315 (RECONNAISSANCE RECORDS), AND SSIC 3116 (AIRBORNE ELECTRONIC COUNTERMEASURES RECORDS) SHOULD BE RETIRED TO WNRC UNDER SSIC 3310.

1. PRIMARY PROGRAM RECORDS. Files pertaining to the preparation of plans, tactical doctrine, and the definition of the requirements to provide for naval aviation forces (including the Naval Air Reserve) and their logistic support. They include files on the preparation of budgets and their sponsorship and coordination with pertinent offices to provide for integration into the overall Navy Program Planning System. Records are maintained by the DCNO (Resources, Warfare Requirements, and Assessments) (N8).

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

2. R&D CASE FILES FOR AVIATION-RELATED EQUIPMENT MAINTAINED BY PROGRAM MANAGERS.

Retire records under SSIC 3900.6 of this instruction.

3. GENERAL CORRESPONDENCE. Internal correspondence, working papers, informal staff studies, and reference files.

Destroy when 3 years old.

SSIC 3320

AIR DEFENSE RECORDS

1. PRIMARY PROGRAM RECORDS. Files related to the determining of requirements, assessing the readiness and training, and planning for the defense of U.S. forces against hostile air attack. Records are maintained by the DCNO (N8).

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

2. GENERAL CORRESPONDENCE FILES. Internal correspondence, working papers, informal staff studies, and reference files.

Destroy when 3 years old.

SSIC 3330

SURFACE RECORDS

1. PRIMARY PROGRAM RECORDS. Files that concern planning, and requirements for fleet readiness, modernization, and force levels associated with the conduct

of tactical warfare by surface force units. Records are maintained by the DCNO (N8).

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

2. PROGRAM MANAGERS R&D CASE FILES FOR SHIP EQUIPMENT AND SHIPMOUNTED ORDNANCE EQUIPMENT.

Retire records under SSIC 3900.6 of this instruction.

3. GENERAL CORRESPONDENCE FILES. Routine internal correspondence, working papers, informal staff studies, and reference files.

Destroy when 3 years old.

SSIC 3340

AMPHIBIOUS RECORDS

1. AMPHIBIOUS BASES RECORDS

a. General Correspondence Files of the Commanding Officer and of the Liaison and Logistic Office. Files related to the overall function and execution of the mission and program.

Retire records under SSIC 3000.5a.

b. General Correspondence Files of Departments, Divisions, and Offices of Amphibious Bases. Files related to their office or division functions and essentially duplicated in the commanding officer's file covered in SSIC 3340, para. 1a. Files include reports made to higher authority and not specifically authorized elsewhere in this paragraph for other disposal.
Destroy when 2 years old.

c. Engineering and Repair Officer's Records. Files related to maintenance and repair work on vessels and crafts.

Destroy when 4 years old.

d. Logs of Incoming and Outgoing Craft

Destroy when 1 year old.

e. Tug Files of the Operations Department. Files comprise repair and other data relating to district tug craft assigned to the base.

Return to tug when the tug leaves base cognizance.

f. Boat Assignment Records. Files show issuance of boats to major craft for shipboard operation use.

Destroy 6 months after boat is returned.

g. Authorization for Release of Boats from the Amphibious Base.

Destroy when 1 year old.

h. Status Cards. Cards or other similar records showing status of boats under the cognizance of the amphibious base.

Destroy when disposal action on craft is completed or craft leaves the amphibious base, whichever is earlier.

i. Boat Engineering and Repair Survey Reports.

Destroy when 1 year old.

j. Work and Job Order Files.

Destroy when 3 years old.

k. Availability Lists. Files show overhaul schedules for craft and daily shop work records.

Destroy when 1 year old.

l. Shop Files. Files related to jobs assigned and completed and to the administration of the shop including job jackets.

Destroy when 2 years old.

SSIC 3350-3359
SUBMARINE MISSIONS RECORDS

THE RECORDS IN THIS (3350-3359) SERIES RELATE TO SUBMARINE MISSIONS RECORDS AND INCLUDE APPROACH AND ATTACK PROCEDURES, TACTICAL WEAPONS EMPLOYMENT, SEARCH PROCEDURES, TRACKING PROCEDURES, TACTICAL SECURITY, ACOUSTIC SENSOR EMPLOYMENT, ELECTRONICS/OPTIC SENSOR, COORDINATION, AND SPECIAL OPERATIONS RECORDS.

SSIC 3350

SUBMARINE MISSIONS RECORDS

1. PRIMARY PROGRAM RECORDS. Files relating to requirements and readiness assessment for submarine missions including approach and attack procedures, tactical weapons employment, search procedures, tracking, acoustic sensor employment, and special operations.

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

2. SUBMARINE PATROL REPORTS FORWARDED VIA THE CHAIN OF COMMAND TO OPNAV.

Permanent. Retire to WNRC when 5 years old. Transfer

to NARA when 20 years old.

3. GENERAL CORRESPONDENCE FILES. Files pertain to submarine missions and include copies of submarine patrols not covered in SSIC 3350, para. 1.

Destroy when 2 years old.

SSIC 3360-3369

ANTISUBMARINE RECORDS

THE RECORDS IN THIS (3360-3369) SERIES RELATE TO ANTISUBMARINE RECORDS AND INCLUDE SURFACE ASW, AIR ASW, SUBSURFACE ASW, AND NON-ACOUSTIC ASW RECORDS.

SSIC 3360

ANTISUBMARINE RECORDS

1. PRIMARY PROGRAM FILES. Files document plans, policy and programs.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

2. GENERAL CORRESPONDENCE, RECORDS AND REPORTS.

Destroy when 2 years old.

SSIC 3361

SURFACE ANTISUBMARINE WARFARE (ASW)

1. SURFACE ASW RECORDS AND FILES. Records and files documenting the development and direction of specific Surface ASW-related programs as coordinated by DCNO (N8), platform sponsors and by cognizant Systems Commands.

a. Primary Program Records.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

b. General Correspondence Records.

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

SSIC 3362

AIR ANTISUBMARINE WARFARE (ASW)

1. AIR ASW RECORDS AND FILES. Records and files documenting the development and direction of specific Air ASW-related programs as coordinated by DCNO (N8), platform sponsors and by cognizant Systems Commands.

a. Primary Program Records.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

b. General Correspondence Records.

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

SSIC 3363

SUBSURFACE ANTISUBMARINE WARFARE (ASW)

1. SUBSURFACE ASW RECORDS AND FILES. Records and files documenting the development and direction of specific Subsurface ASW-related programs as coordinated by DCNO (N8), platform sponsors and by cognizant Systems Commands.

a. Primary Program Records.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

b. General Correspondence Records.

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

SSIC 3364

NON-ACOUSTIC ANTISUBMARINE WARFARE (ASW)

1. NON-ACOUSTIC ASW RECORDS AND FILES. Records and files documenting the development and direction of specific non-acoustic ASW-related programs as coordinated by DCNO (N8), platform sponsors and by cognizant Systems Commands.

a. Primary Program Records.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

b. General Correspondence Records.

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

SSIC 3370

MINE (SEA AND LAND) RECORDS

1. PRIMARY PROGRAM RECORDS. Files relating to requirements, and assessment of readiness of tactical mine warfare.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

2. MINING OPERATIONS REPORTS COPIES. Files accumulated by the operating forces or other actions relating to actual mining operations or to potential implementation of a mining operation. (Exclude fleet command and Navy Department copies covered in SSIC 3100.)

Destroy when 2 years old or after reports are duplicated in files of higher authorities, whichever is later.

SSIC 3380

HARBOR DEFENSE RECORDS

1. GENERAL CORRESPONDENCE FILES. Files consist of external communications related to warfare techniques.

Destroy when 5 years old.

2. INTERNAL CORRESPONDENCE FILES. Files related to routine unit administration and general files.

Destroy when 2 years old.

SSIC 3390

GUIDED MISSILE INSTALLATION DEFENSE RECORDS

1. ACTIVITIES COPIES OF GUIDED MISSILE REPORTS SUBMITTED TO CNO.

Destroy when 1 year old.

2. RECORDS, DRAWINGS, PLANS, TECHNICAL MANUALS, ORDNANCE ALTERATIONS, FIELD CHANGES, MAINTENANCE RECORDS, ETC. Files related to individual ship modifications, and improvements.

a. System Peculiar Records such as Field Change/ORDALT, etc.

Transfer with reinstalled equipments.

b. All Other Records.

Destroy when superseded, transferred to other control, or equipment disposal/scrapping is carried out.

SSIC 3400-3403

GENERAL NUCLEAR, BIOLOGICAL AND CHEMICAL WARFARE RECORDS

SSIC 3401

NUCLEAR RECORDS

1. PRIMARY PROGRAM RECORDS. Records implement the responsibilities of the DCNO (Plans, Policy, and Operations) (N3/N5) with regard to strategic and theater nuclear warfare; planning and policy functions for SECNAV and CNO in matters relating to strategic and theater nuclear warfare, including nuclear-capable forces; development of concepts, requirements, objectives and doctrines for nuclear weapons systems and authoritative planning guidance on such matters; coordination of the development of planning within the strategic and theater nuclear warfare task areas and warfare task sponsors for strategic nuclear forces; development of Navy positions on all matters concerning strategic arms limitations and other nuclear warfare-related negotiations, including strategic ASW; provisions for the analytic basis for the appraisal of existing, programmed, and potential nuclear weapons systems as to their effectiveness, capabilities, employment, and application; and assessment, in cooperations with other warfare and program sponsors, of the ability of naval forces to fulfill missions in a nuclear war.

Permanent. Transfer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE OF A ROUTINE INTERNAL NATURE.

Destroy when no longer needed.

SSIC 3402

BIOLOGICAL RECORDS

1. RECORDS ADDRESS ADEQUACY OF ASSIGNED WARFARE PROGRAMS WITH REGARD TO ASSOCIATED BIOLOGICAL WARFARE REQUIREMENTS (CREATED AT HEADQUARTERS LEVEL).

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

2. GENERAL CORRESPONDENCE OF A ROUTINE INTERNAL NATURE.

Destroy when 3 years old.

SSIC 3403

CHEMICAL RECORDS

1. RECORDS ADDRESSING THE ADEQUACY OF ASSIGNED WARFARE PROGRAMS WITH REGARD TO ASSOCIATED CHEMICAL WARFARE REQUIREMENTS (CREATED AT HEADQUARTERS LEVELS).

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

2. GENERAL CORRESPONDENCE OF A ROUTINE INTERNAL NATURE.

Destroy when 3 years old.

SSIC 3410

PSYCHOLOGICAL RECORDS

1. PSYCHOLOGICAL OPERATIONS (PSYOP) SYSTEMS ACQUISITION RECORDS. Files document operations originated by CNO, fleet commanders in chief, and a commander of a systems command.

a. Originals.

Retire to WNRC 3 years after the initial operational concept (IOC). Destroy when 10 years old.

b. Other copies.

Destroy when no longer needed.

2. PSYOP POLICY CORRESPONDENCE PRIMARY PROGRAM RECORDS. Files document plans, policies, and operations originated by CNO, fleet commanders in chief, and a commander of a systems command.

a. Originals.

Permanent. Forward to WNRC 1 year after policy is superseded. Offer to NARA when 20 years old.

b. Other copies.

Destroy when no longer needed.

3. GENERAL CORRESPONDENCE FILES. Files related to the routine administration of PSYOP matters.

Destroy when 1 year old.

SSIC 3420

CAMOUFLAGE RECORDS

Apply SSIC 3490.

SSIC 3421

DIMOUT AND BLACKOUT RECORDS

Apply SSIC 3490.

SSIC 3430

ELECTRONIC WARFARE RECORDS

1. ELECTRONIC WARFARE RECORDS. Files document all matters pertaining to plans, policies, programs, and training in the area of electronic warfare originated by CNO.

a. Primary Program Records.

Permanent. Retire to WNRC when 5 years old or files become inactive, whichever is earlier. Transfer to NARA when 25 years old.

b. General Correspondence Records.

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

SSIC 3440-3449

DISASTER CONTROL RECORDS

THE RECORDS IN THIS (3440-3449) SERIES RELATE TO NAVY DISASTER CONTROL MATTERS. SPECIFICALLY, THEY ADDRESS NUCLEAR, BIOLOGICAL, AND CHEMICAL DISASTER PREPAREDNESS PLANNING AND PROCEDURES AS THEY PERTAIN TO BOTH THE CIVIL AND MILITARY COMMUNITIES IN PEACETIME OR WARFARE ENVIRONMENTS. IN ADDITION, THE RECORDS CONTAIN INFORMATION REGARDING PLANNING AND PROCEDURAL FUNCTIONS AND INTERFACE WITH OTHER SERVICES AND AGENCIES OF THE FEDERAL GOVERNMENT THAT ARE ESSENTIAL IN PROVIDING MILITARY ASSISTANCE TO LOCAL OR STATE GOVERNMENTS IN THEIR RESPONSE TO A NATURAL DISASTER CAUSED BY AN ACT OF GOD (I.E., EARTHQUAKE, FLOOD, ETC.)

SSIC 3440

DISASTER CONTROL RECORDS

1. PRIMARY PROGRAM RECORDS.

a. CNO Files. Files document the establishment, development, and implementation of policies, plans, and programs for Navy disaster preparedness. Exclude Emergency Planning records retired under SSIC 3005.1.

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

b. Disaster Preparedness Organization and Activity Files. Files document the organizational establishment, history and the development of plans, special programs, studies, or projects that deal with disaster preparedness.

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

2. GENERAL CORRESPONDENCE FILES. Files of disaster preparedness functions involving nuclear materials or biological or chemical substances and natural disasters. (Exclude records covered in SSIC 3440, para. 1.)

Destroy when 2 years old.

3. DISASTER PREPAREDNESS (NUCLEAR, BIOLOGICAL, CHEMICAL AND ACT OF GOD) INSTRUCTIONS.

Destroy when cancelled or superseded.

4. DISASTER PREPAREDNESS ASSISTANCE REPORTS, CLAIMS AND EXPENDITURE REPORTS. Copies of reports forwarded to CNO and not covered elsewhere in this chapter.

Destroy when 5 years old.

SSIC 3450

SHIPPING CONTROL RECORDS

1. POLICY FILES. Files designed to discharge planning and coordinating responsibilities for the control of merchant shipping, including the review of plans for the

U.S. Naval Control of Shipping Organization and the maintenance of publications pertaining to naval control of shipping. (See also SSIC 3170.)

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

2. GENERAL CORRESPONDENCE OF A ROUTINE INTERNAL NATURE.

Destroy when 2 years old.

SSIC 3460-3469

CAPTURED PERSONNEL, MATERIAL, AND DOCUMENTS RECORDS

THE RECORDS IN THIS (3460-3469) SERIES RELATE TO CAPTURED PERSONNEL, MATERIAL, AND DOCUMENTS RECORDS AND INCLUDES PRISONERS OF WAR AND DEFECTORS RECORDS.

SSIC 3460

CAPTURED PERSONNEL, MATERIAL, AND DOCUMENTS RECORDS

1. CAPTURED DOCUMENTS. Documents captured or confiscated during periods of armed conflict. Included are records of foreign governments, military, or private institutions.

Permanent. Transfer to NARA after intelligence evaluation or 25 years after cessation of hostilities, whichever is later. Exclude material returned to originator by competent authority.

2. RECORDS OF CAPTURED MATERIAL. Case files relating to military weapons, strategic supplies, or any other items of value captured from the enemy during periods of armed conflict. Files contain a complete description of the property seized or captured, reports of operations or engagements attendant to the capture, photographs of the captured property, reports of technical analysis and/or intelligence exploitation of the material, and documentation of the ultimate disposition of the captured material.

Permanent. Transfer to NARA 5 years after final disposition of property or when 20 years old, whichever is later.

3. PRISONER OF WAR (PW) AND CIVILIAN INTERNEE (CI)/DETAINEE RECORDS. Includes records relating to enemy military personnel and civilians captured or interned by, or in the custody of U.S. Forces.

a. Administration of Navy and Marine Corps Detention Facilities Files. Records include Departmental policy directives, command implementing instructions, facility routine, rules of conduct for detainee, and similar records.

Retire to nearest FRC when facility disestablished. Destroy when 30 years old.

b. PW/CI Roster Lists and Strength Records. Roster lists identifying PW'S and CI's assigned and attached to Navy or Marine Corps detention facilities and documentation concerning personnel gains or losses to population.

Permanent. Retire to WNRC when facility is disestablished. Transfer to NARA when 20 years old.

c. PW/CI Detention Facility Logs. A watch-to-watch chronological account of significant events of the facility. Included are PW/CI complaints, incidents, deaths, injuries, investigations and final action taken on PW/CI complaints, inspection visits, escapes, and attempted escapes.

Permanent. Retire to WNRC when facility is disestablished. Transfer to NARA when 20 years old.

d. Individual PW/CI Jackets. Individual personnel jackets maintained by detaining authority on enemy PW's and CI's. Record includes questionnaires, correspondence, clinical records, records of impounded personal effects and currency, and reports of injury, escape, apprehension, death and punishments.

Retire to WNRC when detention facility is disestablished. Destroy when 50 years old.

SSIC 3461

PRISONERS OF WAR (POW) RECORDS

1. INDIVIDUAL U.S. PRISONER OF WAR JACKETS. File includes reports of capture and interment received from foreign power; reports of injury, death, escape, apprehension and location; official change of status

reports, e.g., from MIA to POW; intelligence reports; and inspection reports received from the International Committee of the Red Cross or other neutral agency.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.

2. STATUS INQUIRY FILES. Letters and other forms of communications requesting information on the status of U.S. POWs and MIAs received from next of kin, Government agencies, Protecting Powers, and the International Committee of the Red Cross.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.

3. POW/MIA INTELLIGENCE FILES. Reports and other documents relating to or containing information about personnel designated as Missing In Action or recovered from hostile control. Included are intelligence and counterintelligence debriefings.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.

SSIC 3470

COLD WEATHER RECORDS

1. SPECIAL EQUIPMENT OPERATING PROCEDURES FOR USE IN ARCTIC/COLD WEATHER OPERATING AREAS. Records consist of Navy and manufacturers manuals, field change kits, bulletins, cold weather alert notices, and similar material.

Destroy when cancelled or superseded.

2. PROTECTIVE CLOTHING RECORDS. Logs, ledgers, receipts, and similar records relating to the issue of foul weather or wet weather protective clothing to shipboard personnel.

Destroy when 1 year old.

SSIC 3480

COMBAT AND ACTION REPORTS RECORDS

1. NAVY UNITS COMBAT AND ACTION REPORTS. Narrative accounts and other files accumulated by operating forces or other activities relating to actual combat or alerts or to potential combat-type situations.

a. Original Combat and Action Reports and Supporting Documentation.

Transfer to the DNH (N09BH) upon completion of all required operational reports.

b. Original Combat and Action Reports and Supporting Documentation Maintained by the DNH.

Permanent. NHC transfer to NARA when 50 years old.

c. Final Combat and Action Report Maintained by Fleet Commanders.

Incorporate into Flag Files and retire as a Permanent record under SSIC 3100.1 of this instruction.

2. MARINE CORPS ACTION/AFTER ACTION/COMBAT AFTER ACTION REPORTS. Reports prepared by Marine Corps organizations and others at the direction of higher authority and which enumerate events, participants, casualties, and other specified data concerning a particular combat operation.

Permanent. Transfer to CMC (HD) when 1 year old. CMC (HD) transfer to NARA when 30 years old.

3. MARINE CORPS UNITS COMMAND CHRONOLOGIES. Activity reports submitted by Regular and Reserve units that document the administrative and operational experiences of the activity on a continuing basis. Included are missions and tasks assigned, status of readiness of the command, its goals, accomplishments, significant programs, and similar records.

a. Originating Unit.

Forward to the Director of Marine Corps History and Museums - CMC (HD) in accordance with the current edition of MCO P5750.1.

b. Command Chronologies in the custody of the Director of Marine Corps Histories and Museums.

Permanent. CMC (HD) transfer to NARA when 20 years old. Significant entries may be copied for inclusion in the Marine Corps Command Historical Summary File (SSIC 5757.2 of this instruction).

4. MARINE CORPS SPECIAL REPORTS. Reports documenting missions of mercy, Marine Corps participation in state ceremonies, unusual employment of Marines, and unusual incidents during major operations.

Permanent. Forward to the Director of Marine Corps History and Museums CMC (HD) when 1 year old. CMC (HD) transfer to NARA when 30 years old.

5. WAR DIARIES. Special narrative accounts prepared at the direction of Fleet Commanders by Navy afloat units engaged in prolonged periods of combat operations. War Diaries are narrative accounts in chronological order of the unit's day-to-day operations including major changes in disposition of the unit and important changes in formation and composition of the unit and the purpose of these changes together with enemy contacts and brief mention of operations of other units as they contribute to a clear

account of those of the reporting unit. Information contained in Combat and Action Reports should be incorporated by reference. Include summary of significant command changes and administrative developments as well as reporting ordnance expended in action, in training, or by destruction.

Permanent. Forward via Fleet Commander to DNH N09BH. N09BH transfer to NARA when 50 years old.

6. ORIGINATOR AND INFORMATION COPIES OF WARFARE REPORTS. Reports submitted to higher authority as prescribed in Chapter 1 of NWIP 10-1.

Destroy when 2 years old.

7. MARINE CORPS PEACETIME EXERCISE REPORTS. Records consist of final reports and documents used in planning, conducting and evaluating major Marine Corps peacetime exercises.

Forward to Director of Marine Corps History and Museums CMC (HD). CMC (HD) destroy when no longer required.

SSIC 3490

COVER AND DECEPTION RECORDS

1. DECEPTION POLICY AND OPERATIONS DIRECTIVES AND PLANS.

a. Directives and Plans issued by 3rd Echelon and above Operating Force Commands.

Permanent. Originator forward one copy to CNO (N6) under tight control (TICON) procedures when superseded, cancelled, or no longer required. N6 will retain on board and transfer to NARA when 50 years old.

b. Directives and Plans issued by 4th Echelon and subordinate commands.

Retain on board. Destroy when cancelled, superseded or no longer required.

2. DECEPTION TACTICAL DEVELOPMENT AND EVALUATION. Records consist of studies, reports, risk and threat analysis documents, and pilot project evaluations.

Retire to WNRC 2 years after tactics and techniques are incorporated into Naval Warfare Publications. Destroy when 10 years old.

3. UNIT AND PERSONNEL TRAINING FOR TACTICAL DECEPTION. Records consist of training curricula, texts, and lesson plans originated by CNO, Fleet Commanders, and Chief of Naval Education and Training as well as individual training records for tactical deception techniques.

Destroy 3 years after training is completed.

4. GENERAL CORRESPONDENCE FILES. Files relating to the routine administration of deception matters.

Destroy when 2 years old.

SSIC 3500-3613

TRAINING AND READINESS RECORDS

SSIC 3500

GENERAL TRAINING AND READINESS RECORDS

1. EXERCISE AND WAR GAMES REPORTS. Operations orders, letters of instructions, post exercise analysis, interim and final reports.

a. Records of Fleet Level Exercises and War Games Maintained by the Fleet Tactical Library (NAVTACSUPPACT).

Permanent. Retire to WNRC when 12 years old. Transfer to NARA when 20 years old.

b. Fleet Level Exercise Records Maintained by All Other Activities.

Destroy when no longer required.

c. Records of Exercise Scheduled by Commands Subordinate to the Fleet Command Level.

(1) Records used in support of the Fleet Tactical Development and Evaluation (TAC D&E) Program.

Destroy when approved doctrine publication is issued.

(2) All other copies of exercise records.

Destroy 1 year after completion of exercise.

2. AIR RESERVE READINESS REPORTS. Reports show units, state of readiness, personnel strength, qualifications, and aircraft data.

a. Summary Physical Readiness Reports. Summary Report prepared by the Commanding Officer Naval Air Reserve Force.

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

b. Feeder reports from units and activity copies of reports.

Destroy when 1 year old.

SSIC 3501

OPERATIONAL READINESS AND CAPABILITIES RECORDS

1. GENERAL CORRESPONDENCE FILES. Reports, correspondence, studies, and similar records concerning the operational readiness and capabilities of combat, combat support, and combat service support units of the Navy.

Destroy when 2 years old.

2. OPERATIONAL READINESS INSPECTIONS (ORI) RECORDS. Final reports of operational readiness inspections.

Destroy when 3 years old.

SSIC 3502

TRAINING PLANS AND REQUIREMENTS RECORDS

1. COMMAND TRAINING PLANS. Individual command's training records, include schedules, results of practice exercises, and reports identifying weaknesses.

Destroy when 2 years old.

SSIC 3503

1. NAVY STATUS OF FORCES/CONSOLIDATED HISTORY FILE. System tracks the employment and movements of naval units and changes of material and operational readiness status. The system includes employment schedules provided by the operational commanders, movement reports (MOVREPS) of vessels and other naval units, Casualty Reports (CASREPS), essential data on port visits, and changes to the conditions of readiness under which the units operate. The system is maintained by the Navy Command Center in OPNAV.

Permanent. Transfer annually to NARA when 5 years old.

2. INPUT DATA TAPES AND PAPER RECORDS.

Destroy when no longer required and after transactions have been recorded and verified on Consolidated History File.

3. ON-LINE MASTER FILE.

Destroy after third systems back up.

4. SYSTEMS DOCUMENTATION TO INCLUDE DESCRIPTION OF DATA ELEMENTS, FILE LAYOUT, CODE BOOKS, AND OPERATORS AND USERS MANUALS.

Permanent. Transfer full documentation with first transfer of Consolidated History file to NARA. Transfer any updates to documentation with subsequent transfers of the Consolidated History File.

SSIC 3504

OPERATIONAL REPORTING RECORDS

1. UNIT COPIES OF OPERATIONAL REPORTS. Unit copies of OP-Reps and SITREPS.

Destroy when 6 months old.

SSIC 3505

SEAMANSHIP RECORDS

1. SEAMANSHIP QUALIFICATIONS RECORDS. Training syllabus, practical and written test, and similar training records for individual qualifications relating to seamanship. Qualifications may include coxswain, assault boat coxswain, deck watch standees, and similar. Exclude letters of qualification filed in individual's service record.

Destroy when 3 years old.

2. OFFICER OF THE DECK QUALIFICATIONS RECORDS. Training materials, written and practical examinations, evaluations of indoctrination watches, and similar records leading to qualification. Exclude letter of qualification as Officer of the Deck Underway filed in service record and Official Personnel File.

Destroy when 3 years old.

SSIC 3510

TACTICAL DOCTRINE RECORDS

1. NAVY LESSONS LEARNED. Fleet Tactical Development and Evaluation Program (TAC D&E) publications of lesson learned from exercises or actual combat and operating experiences.

a. Copy maintained by the Fleet Tactical Library (NAVTACSUPPACT).

Permanent. Retire to WNRC when 12 years old. Transfer to NARA when 20 years old.

b. Distributed copies of Navy Lessons Learned.

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

2. TACTICAL MEMORANDA (TACMEMOS) AND TACTICAL NOTICES (TACNOTES). Formal issuances of the Navy TAC D&E Program that relate to informal testing of tactics or minor variations in tactics not incorporated into an NWP.

a. Copy maintained by the Fleet Tactical Library.

Destroy when 12 years old.

b. Distributed copies.

Destroy when cancelled or superseded.

3. OPERATIONAL TACTICS GUIDES (OTGs). Tactical Doctrine developed by Commander Operational Test and Evaluation Force (COMOPTEVFOR) during operational testing.

a. Master copy maintained by COMOPTEVFOR.

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

b. Copy maintained by Fleet Tactical Library.

Destroy when 12 years old.

c. Distribution copies.

Destroy when cancelled, superseded, or no longer required.

SSIC 3511

NAVAL WARFARE PUBLICATIONS RECORDS

1. NAVAL WARFARE PUBLICATIONS (NWPs/NWIPs). Warfare publications containing ready reference to current tactics, doctrine, and procedures. Exclude NWP 55 series.

a. Source File copy. Master copy of NWP's except NWP 55 series.

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

b. Copy maintained by the DNH on special distribution.

Destroy when no longer required for historical program use.

c. Copy maintained in Fleet Tactical Library.

Destroy when 12 years old.

d. Distribution copies.

Destroy when cancelled or superseded.

e. Reproducible copies. Original artwork, charts, graphics, negatives, and other printed material.

Destroy when publication has been superseded, declared obsolete, or when no longer needed for further reproduction, whichever is later.

2. BACKGROUND MATERIAL. Paper records used in the preparation, development, review, usage, and distribution of NWPs. Include copies of letters of issuance, printing instructions, agenda correspondence, status reports, cost estimates, and similar records.

Destroy when publication has been printed and distributed.

SSIC 3512

ALLIED TACTICAL PUBLICATIONS RECORDS

1. ALLIED TACTICAL PUBLICATIONS (ATPs). Tactical doctrine publications containing procedures and/or experimental tactics used by NATO forces in joint maneuvers and operations. Publications consist of manuals, training and recognition material, instruction books, pamphlets, and technical manuals relating to NATO tactics.

a. Source File copy. Master copy of ATPs.

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

b. Copy maintained by the DNH on special distribution.

Destroy when no longer required for historical program use.

c. Copy maintained in Fleet Tactical Library.

Destroy when 12 years old.

d. Distribution copies.

Destroy when cancelled or superseded.

e. Reproducible copies. Original artwork, charts, graphics, negatives, and other printed material.

Destroy when publication has been superseded, declared obsolete, or when no longer needed for further reproduction, whichever is later.

2. BACKGROUND MATERIAL. Paper records used in the preparation, development, review, usage, and distribution of ATPs. Include copies of letters of issuance, printing instructions, agenda correspondence, status reports, cost estimates, and similar records.

Destroy when publication has been printed and distributed.

SSIC 3514

INTER TYPE TAC D&E RECORDS

1. SOURCE MATERIAL. Reports, exercise evaluations

and other records used in the development of Battle Group level tactics. Tactics deal with the employment of multiple ships of diverse types together with submarines, aircraft and other assets. Records are accumulated by fleet commanders in chief.

Destroy when 2 years old.

SSIC 3515

SUBMARINE WARFARE TAC D&E RECORDS

1. SOURCE MATERIAL. Reports, tests and evaluations, and other records used in the development of individual submarines procedures for optimum employment of personnel, equipment, and systems to provide an effective fighting unit. Records are accumulated by COMOPTEVFOR, Naval Doctrine Command, and fleet Commander in Chiefs (CINCS).

Destroy when 2 years old.

SSIC 3516

SURFACE WARFARE TAC D&E RECORDS

1. SOURCE MATERIAL. Reports, tests and evaluations, and other records used in the development of individual surface ship procedures for optimum employment of personnel, equipment, and systems to provide an effective fighting unit. Records are accumulated by COMOPTEVFOR, Naval Doctrine Command, and fleet CINCS.

Destroy when 2 years old.

SSIC 3517

AIR WARFARE TAC D&E RECORDS

1. SOURCE MATERIAL. Reports, tests and evaluations, and other records used in the development of individual aircraft procedures for optimum employment of personnel, equipment, and systems to provide an effective fighting unit. Records are accumulated by COMOPTEVFOR, Naval Doctrine Command, and fleet CINCS.

Destroy when 2 years old.

2. AIR WARFARE PUBLICATIONS. Aircraft tactical publications (NWP 55 series), Naval Air Training and Operating Procedures Standardization Program (NATOPS), NAVAIRSYSCOM Manuals and TAC AIDS.

a. Source File copy. Master copy of Air Warfare Publications.

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

b. Copy maintained by the DNH on special distribution.

Destroy when no longer required for historical program use.

c. Copy maintained in Fleet Tactical Library.

Destroy when 12 years old.

d. Distribution copies.

Destroy when cancelled or superseded.

e. Reproducible copies. Original artwork, charts, graphics, negatives, and other printed material.

Destroy when publication has been superseded, declared obsolete, or when no longer needed for further reproduction, whichever is later.

2. BACKGROUND MATERIAL. Paper records used in the preparation, development, review, usage, and distribution of NWPs. Include copies of letters of issuance, printing instructions, agenda correspondence, status reports, cost estimates, and similar records.

Destroy when publication has been printed and distributed.

SSIC 3518

EXERCISE DATA COLLECTION RECORDS

1. MESSAGES AND CORRESPONDENCE RELEVANT TO COLLECTION OF EXERCISE DATA AND ITS RECONSTRUCTION AND ANALYSIS.

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

SSIC 3519

EXERCISE RECONSTRUCTION RECORDS

1. EXERCISE SOURCE DATA, DATA COLLECTION SHEETS, SUMMARY SHEETS, LOGS AND SIMILAR EXERCISE REPORTS USED IN RECONSTRUCTION AND ANALYSIS.

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

SSIC 3520

ELECTRONICS (OTHER THAN NAVIGATIONAL AIDS) RECORDS

1. FLEET AIRBORNE ELECTRONICS TRAINING UNITS RECORDS.

a. General Correspondence (Subject) Files.

(1) Files related to the execution and accomplishment of the activity's mission and programs.

Destroy when 5 years old.

(2) Files related to the routine internal operation and administration of the unit.

Destroy when 2 years old.

b. Officer Flight Training Folders. Folders consist of examination sheets, flight check sheets, and other papers used in qualifying pilots in the use of specialized electronic equipment.

Destroy 3 months after information is recorded in officer jackets (qualification or other) and in pilot log books.

SSIC 3521

RADAR RECORDS

Retire records under SSIC 3520.

SSIC 3522

SONAR RECORDS

1. GENERAL CORRESPONDENCE PERTAINING TO SUBMARINE SONAR TRAINING AND READINESS.

Destroy when 2 years old.

SSIC 3523

COMMUNICATIONS RECORDS

1. GENERAL CORRESPONDENCE RELATED TO TRAINING AND READINESS.

Destroy when 2 years old.

SSIC 3530

NAVIGATION RECORDS

1. GENERAL CORRESPONDENCE FILES RELATED TO TRAINING AND READINESS.

a. Shore-Based and Headquarters Activities Records.

Destroy when 3 years old.

b. Active Ships Records.

Destroy when 2 years old.

SSIC 3531

AIDS TO NAVIGATION RECORDS

1. GENERAL CORRESPONDENCE, INSTRUCTIONS, AND RELATED RECORDS AT HEADQUARTERS ACTIVITIES.

Transfer to FRC when 2 years old. Destroy when 6 years old.

2. CHARTS, OCEANOGRAPHIC OFFICE PUBLICATIONS, NOTICES TO MARINERS, ETC., AT SHORE ACTIVITIES, ON BOARD SHIPS, AIRCRAFT SQUADRONS, AND OPERATIONAL STAFFS.

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

SSIC 3540

ENGINEERING RECORDS

1. GENERAL CORRESPONDENCE PERTAINING TO TRAINING AND READINESS OF ENGINEERING.

Destroy when 3 years old.

SSIC 3541

DAMAGE CONTROL RECORDS

1. RECORDS CREATED AT HEADQUARTERS LEVEL DIRECTING THE OVERALL NAVY EFFORT IN SHIP DAMAGE CONTROL READINESS.

Destroy when 3 years old.

2. GENERAL CORRESPONDENCE PERTAINING TO TRAINING AND READINESS OF DAMAGE CONTROL.

Destroy when 3 years old.

SSIC 3550

TRAINING RANGES

1. RECORDS RELATING TO THE DESIGN, DEVELOPMENT, TEST AND EVALUATION, PRODUCTION AND SUPPORT OF NAVY RANGE INSTRUMENTATION SYSTEMS.

Destroy when 2 years old.

SSIC 3551

TRAINING RANGE INSTRUMENTATION

1. CORRESPONDENCE, REPORTS, AND MESSAGES USED TO SUPPORT FLEET READINESS AND TEST AND EVALUATION RANGES.

Destroy when 2 years old.

SSIC 3560

COMBAT INFORMATION CENTER LOGS

1. COMBAT INFORMATION CENTER LOGS.

Destroy when 3 years old.

2. DEAD RECKONING TRACES (DRT) FOR ROUTINE OPERATIONS.

Destroy when 3 months old.

SSIC 3561

RECOGNITION AND VISUAL IDENTIFICATION RECORDS

1. GENERAL CORRESPONDENCE PERTAINING TO TRAINING AND READINESS OF RECOGNITION AND VISUAL IDENTIFICATION.

Destroy when 3 years old.

SSIC 3570

ORDNANCE AND GUNNERY RECORDS

1. ORDNANCE DISPOSAL TRAINING; GENERAL CORRESPONDENCE, MESSAGES, ETC.

a. Headquarters Activities.

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

b. Field and Operational Activities.

Destroy when 3 years old.

2. ORDNANCE DISPOSAL TRAINING RECORDS, LOGS, ETC., AT OPERATIONAL ACTIVITIES.

Destroy when 3 years old.

3. GUNNERY TRAINING GENERAL CORRESPONDENCE, MESSAGES, ETC.

a. Headquarters Activities and Fleet and Command Staffs.

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

b. On Board Ships and Other Operational Activities. Destroy when 3 years old.

4. GUNNERY TRAINING; LOGS, RECORDS, ETC., ON BOARD SHIPS AND OTHER OPERATIONAL ACTIVITIES.

Destroy when 3 years old.

SSIC 3571

ORDNANCE HANDLING AND DISPOSAL RECORDS

MESSAGES, RECORDS AND CORRESPONDENCE RELATED TO THE OPERATION AND ADMINISTRATION OF ACTIVITIES WHO RECEIVE, STORE, SEGREGATE, ISSUE AND DISPOSE OF ORDNANCE AND AMMUNITION ITEMS.

Destroy when 3 years old.

SSIC 3572

BOMBING RECORDS FOR TRAINING AND EXERCISE OPERATIONS

Apply SSIC 3570.

SSIC 3573

LANDING PARTY AND INFANTRY RECORDS

1. GENERAL CORRESPONDENCE FILES RELATING TO TRAINING AND READINESS OF LANDING PARTIES AND INFANTRY.

Destroy when 2 years old.

SSIC 3574

SMALL ARMS RECORDS

1. GENERAL RECORDS RELATING TO THE JOINT SERVICE SMALL ARMS PROGRAM (JSSAP).

Destroy when 3 years old.

2. FILES RELATING TO THE ROUTINE INTERNAL OPERATION AND ADMINISTRATION OF THE UNIT. Records and reports relating to marksmanship training and readiness with individual small arms to include copies of awards made to individuals. Exclude copies of awards filed in individual official military personnel file.

Destroy when 2 years old.

3. PRACTICE AND TESTING RECORDS. Records include reorganization reports, rifle and pistol line sheets and scoring sheets.

Destroy when 1 year old.

SSIC 3590

COMPETITION AND AWARDS RECORDS

1. RECORDS, INCLUDING REPORTS, RELATING TO TRAINING AND READINESS COMPETITIONS AND AWARDS. Files include copies of awards made to individuals. (Exclude copies filed in individual's service records.)

Destroy when 2 years old.

SSIC 3591

MARKSMANSHIP RECORDS

1. MARKSMANSHIP PRACTICE AND TESTING RECORDS. Files include organizational reports and rifle, pistol line, and pit score sheets.

Destroy when 1 year old.

SSIC 3593

WEAPONS RECORDS

Retire records under SSIC 3590.

SSIC 3600

GUIDED MISSILE (GENERAL) RECORDS

1. GENERAL CORRESPONDENCE OF A ROUTINE INTERNAL NATURE.

Destroy when 3 years old.

SSIC 3610-3613

ELECTRONIC WARFARE RECORDS

THE RECORDS IN THIS (3610-3619) SERIES RELATE TO ELECTRONIC WARFARE RECORDS AND INCLUDE ELECTRONIC SURVEILLANCE MEASURES (ESM), ELECTRONIC COUNTERMEASURES (ECM), AND ELECTRONIC COUNTER/COUNTERMEASURES (ECCM) RECORDS.

SSIC 3610

ELECTRONIC WARFARE RECORDS

1. PRIMARY PROGRAM FILES. Files document the development and direction of electronic warfare policy and programs as established by the Director of Space and Electronic Warfare (N6) and provide assistance in the evaluation of the effectiveness and adequacy of planned electronic warfare capabilities relative to warfare tasks and specialties.

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

2. GENERAL CORRESPONDENCE OF A ROUTINE INTERNAL NATURE.

Destroy when 5 years old.

SSIC 3611

ELECTRONIC SURVEILLANCE MEASURES (ESM)

1. ESM RECORDS AND FILES. Records and files document the direction and development of specific ESM-related programs as coordinated by the Director of Space and Electronic Warfare (N6).

a. Primary Program Records.

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

b. General Correspondence Records.

Destroy when 3 years old or no longer needed for reference, whichever is earlier.

SSIC 3612

ELECTRONIC COUNTERMEASURES (ECM)

1. ECM RECORDS AND FILES. Records and files document the development and direction of specific ECM-related programs as coordinated by the Director of Space and Electronic Warfare (N6) and Systems Commands managing the systems.

a. Primary Program Records.

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

b. General Correspondence Records.

Destroy when 3 years old or no longer needed for reference, whichever is earlier.

SSIC 3613

ELECTRONIC COUNTER COUNTERMEASURES (ECCM)

1. ECCM RECORDS AND FILES. Records and files document the development and direction of specific ECCM-related programs as coordinated by the Director of Space and Electronic Warfare (N6).

a. Primary Program Records.

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

b. General Correspondence Records.

Destroy when 3 years old or no longer needed for reference, whichever is earlier.

SSIC 3700-3799

FLIGHT/AIR SPACE RECORDS

SSIC 3700

GENERAL FLIGHT/AIR SPACE RECORDS

1. PRIMARY PROGRAM RECORDS OF NAVAL AIR STATIONS AND Marine Corps Air Stations.

Apply disposition guidelines under SSIC 3000.6a.

2. GENERAL CORRESPONDENCE FILES OF NAVAL AIR STATIONS AND MARINE CORPS AIR STATIONS.

Apply disposition guidelines under SSIC 3000.6b.

3. CORRESPONDENCE FILES OF NAVAL AUXILIARY AIR STATIONS (NAAS) AND NAVAL AIR FACILITIES (NAF).

Apply disposition guidelines under SSIC 3000.7.

4. CORRESPONDENCE, COPIES OF REPORTS, AND OTHER RECORDS. Files related to the internal operation and administration of air and space traffic and servicing facilities for locally based or transient craft.
Destroy when 2 years old.

5. AVIATION MEDICINE RESEARCH RECORDS.

Retire records under appropriate section of SSIC 6410 of this instruction.

SSIC 3710

GENERAL OPERATING INSTRUCTIONS

Destroy when cancelled or superseded.

SSIC 3720

ALL WEATHER FLYING RECORDS

1. INSTRUMENT APPROACH PROCEDURES CHARTS AND PILOT'S HANDBOOK.

Destroy when cancelled or superseded.

SSIC 3721

NAVIGATIONAL AIDS RECORDS. Charts, tables, frequency designations and technical specifications of electronic aids to navigation.

Destroy when cancelled or superseded.

SSIC 3722

TRAFFIC CONTROL RECORDS

1. TRAFFIC CONTROL RECORDS. Files related to the internal control of air and space traffic, including arrival and departure logs and records relating to the supervision of clearance ad other traffic control functions.

Destroy when 6 months old.

2. AIRCRAFT CLEARANCE AND ARRIVAL REPORTS.

a. Local Clearance Notices.

Destroy when 6 months old.

b. All Other Reports.

Destroy when 3 months old.

3. GENERAL CORRESPONDENCE FILES. Files pertain to Air Defense Identification Zone (ADIZ) and Department of Defense Flight Information Publications (FLIPS).

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

SSIC 3730

EMERGENCY PROCEDURES RECORDS

Destroy when cancelled or superseded.

SSIC 3740

PILOT QUALIFICATIONS RECORDS. Course completion certificates, certifications. Exam results and similar records relating to qualifications of Naval Aviators.

Destroy when record of qualification has been entered in Aviator's NATOPS Training and Qualifications Jacket (SSIC 3760.11).

SSIC 3750

FLIGHT SAFETY AND ACCIDENT ANALYSIS RECORDS

1. AIRCRAFT ACCIDENT REPORTS (CLASS A AND B).

a. Original reports and endorsements. Reports required by OPNAVINST 3750.6Q maintained by the Navy Safety Center, Norfolk, VA.

Permanent. Navy Safety Center transfer in microform to DNH when 20 years old. DNH transfer to NARA when no longer required for reference use.

b. Copies of accident or incident reports maintained by all other organizations.

Destroy when 2 years old.

2. AIRCRAFT MISHAP REPORTS (CLASS C REPORTS).

a. Original reports. Reports of minor accidents and incidents that do not result in injury, death, or significant damage. Reports are maintained by the Navy Safety Center, Norfolk, VA.

Destroy when 10 years old.

b. Copies maintained by all other organizations.

Destroy when 2 years old.

3. AIRCRAFT HAZARD REPORTS.

a. Original reports. Reports of observed unsafe conditions or procedural violations. Reports maintained by the Navy Safety Center, Norfolk, VA.

Destroy when 7 years old.

b. Copies maintained by all other organizations.

Destroy when 1 year old.

SSIC 3760

FLIGHT RECORDS AND REPORTS

1. AIRCRAFT INSPECTION AND ACCEPTANCE (AIA) RECORD. Recorded on OPNAV 4970/141 the AIA identifies the aircraft Bureau number (BUNO), type, model, series, and reporting custodian. Report certifies aircraft readiness for flight by maintenance personnel and records fuel, oil, oxygen, and expendable ordnance on board.

Destroy upon safe completion of flight.

2. MASTER FLIGHT FILES. The original of the NAVAL AIRCRAFT FLIGHT RECORD (OPNAV 3710/4). The data collected include a statistical description of the flight pertaining to the aircraft and crew members, a record of all logistics actions performed during the flight, a record of weapons proficiency, a record of training areas utilized, and other miscellaneous data. MASTER FLIGHT FILES shall be securely bound in hard binders and labeled as MASTER FLIGHT FILES of (squadron designation) and period covered.

a. Routine Operations and Training Flights.

Cut off file annually in November and retire to nearest FRC. Destroy when 7 years old. Units being decommissioned retire files to FRC upon decommissioning.

b. MASTER FLIGHT FILES for Units in a Combat Status.

Permanent. Transfer to Aviation Statistics Office of the appropriate fleet air command (COMNAVAIRLANT or COMNAVAIRPAC) upon completion, fleet air commands will retire records to WNRC when no longer useful as a reference source of combat data or when so directed by CNO. Transfer to NARA when 20 years old.

3. NAVAL AIRCRAFT FLIGHT RECORD (OPNAV 3710/4).

a. Original (copy 1) filed as Master Flight File under SSIC 3760.2.

b. Copy #2 maintained by Operations Departments.

Destroy after monthly reports have been verified.

c. Copy #3 maintained by Maintenance Departments.

Destroy when 3 months old.

4. AVIATORS FLIGHT LOG BOOK (OPNAV 3760/31). A flight by flight record maintained by all aeronautically designated officer personnel and student aeronautical officers. Information recorded in the log includes qualifications and achievements, personnel status changes, summary of total flights, flight record summary for 12 months preceding current log, flight by flight record, flight clothing issue, and mishap and flight rule violations.

Record is personal properly of the aviator. Handle as personal effects upon death of aviator.

5. DAILY FLIGHT LOGS AND LOGS OF VISITING AIRCRAFT.

Destroy 6 months after date of last entry.

6. OPERATIONS LOGS. Logs accumulated by operations departments of flight activities, including control tower records.

Destroy when 6 months old.

7. FLIGHT PLANS.

Destroy when 6 months old.

8. SQUADRON FLIGHT SCHEDULES.

Destroy when 6 months old.

9. FLIGHT CERTIFICATES AND RECORDS OF COMPLETED FLIGHT TIME USED TO

SUBSTANTIATE THE ISSUANCE OF FLIGHT CERTIFICATES.

Destroy when 3 years old. Units scheduled to be decommissioned or deactivated, retire records to nearest FRC until eligible for destruction.

10. AVIATION TRAINING REPORTS. Reports of training received by aviators and flight personnel. Includes squadron training records.

Destroy when 2 years old.

11. NATOPS FLIGHT PERSONNEL TRAINING AND QUALIFICATIONS JACKET (OPNAV 3760/32). A consolidated record of the training status and readiness of flight personnel. Jacket includes a current annual flight time summary, a record of all aircraft mishaps and flight violations involving a pilot cause factor, record of flight equipment issue, mission qualification record, school course attendance record, and Operational Physiology and Survival Training Record. Jacket is maintained by the aviator's current commanding officer and certified annually for accuracy.

Destroy when aviator is no longer in an active or reserve flight status. Record may be given to aviator as a personal record upon termination of flight status.

12. AVIATION TRAINING JACKETS (ATJ's). A comprehensive record of Basic and Advanced Training of Naval Aviators. Records are maintained by the Chief of Naval Air Training (CNATRA) at headquarters in Corpus Christi, TX. (Note: Pre 1977 ATJ's have been retired to FRC Atlanta, GA.)

Retire to FRC Fort Worth, TX 2 years after completion of advanced training. Destroy when 50 years old. Navy may transfer jacket to individual aviator when he/she retires or is released from active/reserve duty. Inactive aviators must submit requests for their ATJ's in writing to CNATRA.

13. COPIES OF FLIGHT ORDERS, LOGS, AND OTHER RECORDS OF ORDERS ISSUED.

Destroy when 2 years old.

14. SQUADRON LOGS.

Destroy when 3 years old.

SSIC 3770

CIVIL AVIATION RECORDS

1. CLEARANCE AND ARRIVAL REPORTS OF NON GOVERNMENT AIRCRAFT USING NAVY FACILITIES.

Destroy when 6 months old.

SSIC 3800-3899

INTELLIGENCE RECORDS

RECORDS IN THIS (3800-3899) SERIES ARE ACCUMULATED BY THE DIRECTOR OF NAVAL INTELLIGENCE (CNO (N2)), THE OFFICE OF NAVAL INTELLIGENCE (ONI), AND BY OTHER ACTIVITIES AND OFFICES CONCERNED WITH INTELLIGENCE MATTERS.

SSIC 3800

GENERAL INTELLIGENCE RECORDS

1. PRIMARY PROGRAM RECORDS. Files, reports, and other records of the Director of Naval Intelligence (N2) that document the development and execution of plans, policies, programs, and procedures relative to the primary intelligence function.

Permanent. Retire to WNRC when 2 years old. Transfer to NARA when 25 years old.

2. INTELLIGENCE OFFICES' PRIMARY PROGRAM RECORDS. Final Intelligence Products generated in response to Tactical Intelligence and Related Activities (TIARA) requirements as designated by CNO. Operational Intelligence Programs, and Sword, Spear and Sabre Programs. Records are accumulated by ONI Directorates, Divisions/Centers of the former Naval Intelligence Command. Exclude Intelligence products coordinated with, registered or disseminated by Defense Intelligence Agency (DIA).

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.

3. INTELLIGENCE OFFICES' GENERAL CORRESPONDENCE FILES. Files, reports, and other records of intelligence offices that relate to intelligence collection, evaluation, and dissemination within the DON and to plans, programs, and transactions pertaining to the overall administration of the office. Included are records of the Directorates of the ONI. Exclude records of Joint Intelligence Offices filed under SSIC 3860 of this instruction.

Retire to nearest FRC (WNRC for ONI Directorates) when 2 years old. Destroy when 10 years old.

4. ADMINISTRATIVE FILES. Files relating to the routine internal operation and administration of the intelligence office.

Destroy when 2 years old.

5. INTELLIGENCE CARD INDEX FILES. Card indexes or similar files of ships, corporations, suspects, and other special categories that are of intelligence or

counterintelligence interest. Records were maintained by Naval District Intelligence Offices and the Intelligence Offices of Force Commanders prior to 1961.

Permanent. Transfer to NARA immediately.

6. SURVIVOR REPORTS. Intelligence Offices' information copies.

Destroy when 1 year old.

7. VESSEL FILES. Records include boarding reports, crew lists, and cargo manifests.

Destroy when 2 years old.

8. INTELLIGENCE CENTER LOGS. A watch-to-watch record of the daily intelligence events occurring during each watch at intelligence centers. The logs also serve as a security register of on board personnel and visitors. Logs include the watch commander, personnel matters concerning the watch team, and an hourly listing of events.

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

9. COASTAL INFORMATION FILES. Reference files of intelligence offices consisting of information on coastal areas such as codes and signals, distress calls, aids to navigation, signal lights, and related commerce and travel reports.

Destroy when 1 year old.

10. SHIPWRECK AND MARINE ARCHAEOLOGY FILES. Reports, surveys, charts, contact confirmations, reports of salvage activity, and similar documentation relating to sunken ships or Navy-sponsored marine archaeological projects.

Permanent. Forward to the DNH (CNO (N09BH)). DNH transfer to NARA when 50 years old.

11. INTELLIGENCE REFERENCE RECORDS. Finished intelligence documentation published by a member of the intelligence community other than Navy. Include printed reports or processed materials, photographs, and maps accumulated by intelligence offices as a reference file or for library research purposes.

Destroy when cancelled or superseded.

12. COPIES OF REPORTS OF DATA. Reports, studies, evaluations, and supporting information that was prepared locally and submitted or forwarded to higher authority.

Destroy when 5 years old or no longer needed for reference in connection with the activity's mission, whichever is sooner.

13. DEFENSE ATTACHES RECORDS.

File records under the appropriate subsection of SSIC 5710 of this instruction.

14. AEROSPACE TECHNICAL INTELLIGENCE REPORTS. Information copies of reports and studies produced by the Foreign Aerospace and Technology Center, Wright Patterson Air Force Base, Dayton, OH.

Destroy when obsolete.

SSIC 3810

INTELLIGENCE PLANNING AND MANAGEMENT RECORDS

1. DEFENSE-WIDE INTELLIGENCE PLANS. Published plans on Continuity of Operations Plans (COOP), Crisis Management Plan (CRIMP) and related Navy background papers.

Destroy when superseded or obsolete.

2. INTELLIGENCE PLANNING RECORDS. Studies, plans and correspondence reflecting the development and establishment of DOD, Joint, DIA, and Navy operational immediate and long-range intelligence plans; war gaming; and liaison with the Unified and Specified Commands.

a. File maintained by the Director of Naval Intelligence (DNI).

Permanent. Retire to WNRC when cancelled, superseded, or no longer required. Transfer to NARA when 30 years old.

b. Files maintained by all other offices.

Destroy when cancelled or superseded.

3. PROJECT ASSIGNMENT RECORDS. Files of major actions assigned to fulfill intelligence production requirements, for use in preparing reports, internal capabilities studies, manpower utilization, and to reflect the scope of the production effort.

Destroy when 5 years old.

4. INTELLIGENCE REQUIREMENTS RECORDS. Guidelines, standards, and comments from, National Level, Presidential, DOD, OSD, JCS, DIA, Unified and Specified Commanders, and DNI regarding requirements for intelligence matters.

Destroy when superseded, obsolete, or no longer required for planning purposes.

SSIC 3811

ESTIMATES AND STUDIES RECORDS

1. INTELLIGENCE ESTIMATES RECORDS. Analyses of the intentions, capabilities, and vulnerabilities of foreign powers, developed for use in operational planning. File includes published estimates as well as estimate requirements, reviews of war plans, and correspondence relating to the improvement of intelligence support.

a. Formal Intelligence Estimates Originated by ONI/MCIA.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA in 5-year blocks when 25 years old.

b. Background File. Records include requirements studies, review documents, correspondence, and published estimates distributed by other intelligence agencies.

Destroy when 5 years old.

SSIC 3820

INTELLIGENCE COLLECTION RECORDS

1. PROPOSALS FILES. Correspondence and related records relating to the presentation of proposals for the collection of intelligence not developed into collection requirements.

Destroy when 2 years old.

2. INTELLIGENCE COLLECTION RECORDS. Records pertaining to the review, validation, coordination, analysis, and evaluation of raw intelligence.

Destroy when 2 years old.

3. COLLECTION REQUIREMENTS RECORDS. Correspondence, messages and other documents pertaining to levy and collection action.

Destroy when 3 years old.

SSIC 3821

HUMAN RECORDS

1. BIOGRAPHIC RECORDS. Biographic information on foreign military service personnel of intelligence interest.

Destroy when no longer needed to support current requirements.

2. HUMAN SOURCE RECORDS. Raw, unprocessed intelligence information received from human sources. Include information obtained from emigre phase of naval intelligence.

Destroy when Intelligence Report has been produced.

SSIC 3822

PHOTOGRAPHIC RECORDS

1. COLLECTION OPERATIONS PHOTOGRAPHY. Photographs produced or assembled during specific intelligence collection operations.

Destroy when Intelligence Report has been produced.

2. TARGET JACKETS. Photographs and other material accumulated on specific targets such as shipyards, bridges, railroads, terrain, ordnance depots, ships, installations, etc.

Retire to WNRC when not needed for active reference. Destroy when 20 years old.

SSIC 3823

ELECTRONIC RECORDS

1. GENERAL CORRESPONDENCE. Files relating to the collection of non-communications electronic intelligence (ELINT) and to specific ELINT operations. Included is documentation on sensors and their placement. Excluded communications-related ELINT records filed under SSIC's 3250-3254.

Retire to WNRC when 2 years old. Destroy when 10 years old.

SSIC 3824

SPECIAL RECORDS

1. GENERAL FILES. Raw unprocessed intelligence information accumulated from special intelligence collection operations.

Destroy when Intelligence Report has been produced.

SSIC 3825

ACOUSTIC RECORDS

1. GENERAL FILES. Raw unprocessed intelligence information collected from acoustic sensors or as a product of acoustic collection operations. Exclude acoustic information collected under programs sponsored by COMNAVMETOCOM and filed under SSIC's 3140-3148.

Retire to WNRC when 2 years old. Destroy when 10 years old.

SSIC 3830

INTELLIGENCE DISSEMINATION RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence, messages, reports and other records accumulated incident to disseminating intelligence reports, publications, and other records; supporting agreements;

interpreting general release policies; and substantiating requirements or the recipients of intelligence products. Exclude dissemination records for special intelligence filed under SSIC 3834 and dissemination of Acoustic intelligence filed under SSIC 3835.

Destroy 2 years after requirement is cancelled.

2. FOREIGN DISCLOSURE FILES. Navy policy documents that reflect, substantiate, and implement international or bilateral negotiations, arrangements, and agreements on exchange or release of classified military intelligence information to foreign governments or international organizations. Included are records of the Navy Representative to the National Military Information Disclosure Policy Committee (NDPC).

Destroy when 10 years old.

SSIC 3831

HUMAN RECORDS

Apply guidance under SSIC 3830.

SSIC 3832

PHOTOGRAPHIC RECORDS

Apply guidance under SSIC 3830.

SSIC 3834

SPECIAL RECORDS

1. GENERAL CORRESPONDENCE FILE. Messages, correspondence, agreements and similar records relating to the dissemination of Special Intelligence information within the Naval Operating Forces. Records are accumulated by ONI and Commander Naval Special Warfare Command, Coronado, CA.

Destroy when 5 years old.

SSIC 3835

ACOUSTIC RECORDS

1. PROCEDURAL FILES. Special procedures for the internal dissemination of information derived from ocean sensors and other acoustic devices to the Navy Operating Forces.

Destroy when cancelled or superseded.

SSIC 3840

OPERATIONAL INTELLIGENCE RECORDS

GENERAL CORRESPONDENCE FILES. Plans, orders, studies, and related documents concerning intelligence support and interface with current operations in a tactical environment. Included are pertinent defense-wide plans applicable to the theater or area of operations. Records are accumulated Fleet/Force Commanders.

Destroy when 2 years old.

SSIC 3841

INDICATIONS AND WARNINGS RECORDS

1. GENERAL CORRESPONDENCE FILES. Copies of correspondence, issued by higher authority and dealing with possible strategic warnings or predictions of the likelihood of imminent hostilities/any impending threat activity which may adversely impact on the United States. Include copies of formal Indications and Warnings studies issued by DIA.

Destroy when cancelled or obsolete or when 2 years old, whichever is sooner.

SSIC 3850

COUNTERINTELLIGENCE (CI) RECORDS

1. COUNTERINTELLIGENCE (CI) FILES. Working files containing information on individuals, companies, associations, and other collective groups of individuals that may be involved in hostile foreign intelligence activities. Exclude investigative and other Naval Criminal Investigative Service (NCIS) records filed under SSIC 3850, paragraph 2 of this instruction. (N1-NU-98-2)

Transfer to NCIS upon initiation of investigation, otherwise destroy when 10 years old.

2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. (N1-NU-98-02) (Privacy Act: N05520-4)

a. Counterintelligence Investigations/Reports of a Routine Nature. Reports of CI investigations (including 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), informational reports and special inquiries into actual, potential or suspected violations of laws, regulations, and directives (excluding investigations covered under SSIC 5580, paragraphs 4a-b) and defections by DON personnel. Also includes security violations, to include investigations that reveal compromise, but not espionage, and reports and investigations of subversion and espionage resolved

favorably.

(1) Case files.

Cut off at case closure. Destroy 25 years after case closure.

(2) Other copies.

Destroy 1 year after case closure. Early destruction is authorized if records are no longer needed.

b. Major CI Investigations. Investigation of actual, potential or suspected espionage, subversion, sabotage, treason, terrorism, defections by DON personnel involving collaboration or security issues or other major investigations or special inquiries of a counterintelligence nature. Includes requests for and results of polygraph examinations, forensic lab examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material. Privacy Act: N05520-2

(1) Case files.

(a) Paper records:

Permanent. Cut off at case closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Transfer to National Archives 50 years after case closure.

(b) 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:

Permanent. NCIS will convert microform images to a medium (paper, magnetic tape, 3480-class tape cartridge or any other medium) and a format that meet the standards specified in Subchapter B or 36 CFR Chapter XII before the transfer of the records to the National Archives' legal custody, which will take place 50 years after case closure. Prior to the transfer National Archives and NCIS representative will determine the medium and format in which records will be transferred.

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

1. Paper copy and microform images copy:

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

2. Electronic/optical image copy:

PERMANENT. Transfer to the National Archives 50 years after case closure. At the time of transfer, NARA and NCIS will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform.

(2) Other copies.

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

c. Counterintelligence Sources. Information containing data about individuals who have been used as sources of CI information by Navy; details on use or activities of source which are necessary to confirm operational use of source, or future claims against Navy by source or heirs of source. Included are agreements, contract, information reports, financial reports, audiovisual products and related information. (Privacy Act: N05520-4) (N1-NU-98-2)

(1) Case files.

Cut off at case closure. Destroy record copy of case file 75 years after case closure.

(2) Other Copies.

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

d. Counterintelligence Special Operations. Information on requests and results of special operations such as counterespionage, counter subversion and counter sabotage or programs conducted by or with the Navy. Information is generally filed under the project indicator for specific operation or program. Included are correspondence, reports, plans and similar or related information and audiovisual products and requests for and results of oral, wire, and electronic intercepts. (Actual identity of source is in records contained under SSIC 3850, para. 2c) (Privacy Act: Not applicable) (N1-NU-98-2)

(1) Case files.

(a) Paper records:

PERMANENT. Cut off upon completion of operation or program. Retire to NCIS Records Management

Division. Transfer to National Archives 50 years after end of operations or program.

(b) 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:

PERMANENT. NCIS will convert microform images to a medium (paper, magnetic tape, 3480 class tape cartridge or any other medium) and a format that meet the standards specified in Subchapter B of 36 CFR Chapter XII before the transfer of the records to the National Archives' legal custody, which will take place 50 years after end of operation or program. Prior to the transfer National Archives and NCIS representative will determine the medium and format in which records will be transferred.

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

1 Paper copy and microform image copy:

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

2 Electronic/optical image copy:

PERMANENT. Transfer to the National Archives 50 years after end of operation or program. At the time of transfer, NARA and NCIS will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform.

(2) Other copies.

Destroy 1 year after end of operation or program or when no longer needed, whichever is later.

e. Reciprocal Investigative Files. Files related to requests from other Federal agencies (Federal Bureau of Investigation, Department of State, etc.) for investigative assistance. (Privacy Act: N05520-4) (N1-NU-98-2)

(1) The basis for the request is a CI matter regarding individuals or organizations under the investigative jurisdiction of the requesting agency.

Apply appropriate sub-item from SSIC 3850, para. 2-a-b.

(2) The basis for the request is a CI personnel security matter regarding DoD affiliated or non-DoD affiliated individuals.

Destroy when 1 year old.

f. CI Defensive Briefings. Requests for and records of briefings of Naval personnel who intend to travel or have traveled, either officially or unofficially, to denied areas. (Privacy Act: N05520-4) (N1-NU-98-2)

Cut off at case closure. Transfer to NCIS Records Management Division. If space is not available, transfer to WNRC. Destroy 15 years after case closure.

g. CI Briefings. Consists of requests for, records of and copies of CI briefings covering topics such as threat, technology transfer and counterterrorism. (N1-NU-98-2)

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

h. Threat Assessment (General). Contains reports on collection and assessment of threat information pertaining to naval operations or geographic locations. (N1-NU-98-2)

Destroy when superseded, obsolete or no longer needed.

i. OPSEC Support Surveys. Information on investigative or collection activities in support of operations security management when the circumstances do no include a specific criminal act to be investigated. (N1-NU-98-2)

Destroy after next comparable survey, discontinuance of facility or after 3 years, whichever is sooner.

j. CI Studies. Contains all-source information on various CI topics of interest to the Department of the Navy. (N1-NU-98-2)

(1) Records copy of study (paper or electronic).

Destroy (delete) when superseded or obsolete.

(2) Information (paper or electronic) furnished to NCISHQ by field elements for use in making study.

Destroy (delete) after 2 years.

(3) Other copies (paper or electronic) of study.

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

k. Foreign National Marriages. Investigations involving marriage between DON personnel and foreign nationals. (Privacy Act: N05520-4) (N1-NU-98-2)

(1) Investigations containing significant derogatory material.

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

(2) All other cases.

Cut off at case closure. Destroy 1 year after case closure.

l. Visa Applicants. Investigations to determine the eligibility for a visa to enter the United States of foreign national spouses of DON employees. (Privacy Act N05520-4) (N1-NU-98-2)

(1) Investigations containing significant derogatory material.

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

(2) All other cases.

Cut off at case closure. Destroy 1 year after case closure.

m. Technical Inspections and Surveys. Inspections to determine the efficiency of security measures and surveys to determine the measures necessary to protect a command, installation, or site from penetration for purpose of technical surveillance. Also includes related information such as requests for inspections and surveys. (N1-NU-98-2)

Destroy when 5 years old.

n. Espionage Hotline Records. Information, correspondence, preliminary inquiries, audiotape recordings and memoranda of telephone conversations relating to information received by NCIS Espionage Hotline. (Privacy Act: N052220-4) (N1-NU-01-5)

(1) Information not referred. Records of vague or other allegations not warranting investigation or further documentation.

Destroy after 2 years.

(2) Information referred.

(a) Records of allegations warranting investigation.

Files under SSIC 3850, para 2a or 2b as appropriate.

(b) Records of allegations warranting further documentation, but not investigation.

File under SSIC 3850, para 2a.

o. Local Security and Special Inquiries. Files documenting inquiries conducted concerning US persons and foreign nationals for base access or employment purposes. (N1-NU-02-2)

Destroy 5 years after inquiry closure.

3. POLYGRAPH EXAMINATION RECORDS.

a. Polygraph Examinations Conducted in Support of Counterintelligence Activities. Copies of examination records created in support of CI activities. 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. (Privacy Act: N05520-4) (N1-NU-98-2)

Retain on board until completion of final quality assurance review. File and dispose of associated CI files using SSIC 3850, para. 2a and 2b.

b. Counterintelligence Security Polygraph (CSP) Program Records. Information created in support of the CSP Program. A CSP package includes CSP briefing form, Report of Investigation (ROI), statistical and technical data sheet, question sheets, charts, numerical evaluation form, consent form, medical waiver, personal data sheet and interview log. Also includes audiotapes. (Privacy Act: N05520-4) (N1-NU-98-2)

(1) CSP Packages favorably resolved.

(a) All locations.

Destroy after final quality assurance review except:

(b) At NCIS Polygraph Units.

Retain on board CSP ROI only. Destroy after 1 year. Early destruction is authorized if records are no longer needed.

(2) Other than favorably resolved cases.

(a) Retain on board. Destroy after completion of final quality assurance review except:

(b) When an existing criminal investigation exists, incorporate CSP Package into investigation files.

Dispose of in accordance with guidance for dossier.

(3) Audio tape recordings of routine CSP examinations.

(a) Recordings with No Significant Response (NSR).

Erase after 90 days. Early destruction is authorized if records are no longer needed.

(b) Recordings referred for further investigations.

Incorporate into investigative case file. Dispose of in accordance with guidance for dossier.

SSIC 3860

JOINT AND COMBINED INTELLIGENCE

1. ADMINISTRATIVE RECORDS. Files relating to the routine internal operation and administration of the Navy sections of joint and combined intelligence centers.

Destroy when 2 years old.

SSIC 3870

INTELLIGENCE TRAINING RECORDS

1. ADMINISTRATIVE FILES. Records of the day-to-day administration and operations of training institutions sponsored by ONI and records of training conducted at the local level by commands and activities with an intelligence mission. Included are class lists, rosters, records of attendance and completion, instructor reports, attrition reports and similar records.

Destroy when 2 years old.

2. TRAINING MATERIALS. Course syllabi, lesson plans, examinations, instructional materials, and reference publications used in general intelligence training. Exclude records for specialized training under SSIC's 3871-3879.

Destroy when superseded or obsolete.

SSIC 3871

GROUND RECORDS

1. TRAINING MATERIALS. Records described under

SSIC 3870.2 that relate to Ground Order of Battle Training.

Destroy when superseded or obsolete.

SSIC 3872

AIR RECORDS

1. TRAINING MATERIALS. Records described under SSIC 3870.2 that relate to Air Order of Battle Training.

Destroy when superseded or obsolete.

SSIC 3873

PHOTOGRAPHIC RECORDS

1. TRAINING MATERIALS. Records described under SSIC 3870.2 that relate to imagery interpretation training.

Destroy when superseded or obsolete.

SSIC 3874

ELECTRONICS RECORDS

1. TRAINING MATERIALS. Records described under SSIC 3870.2 that relate to Electronics Order of Battle Training. Include recognition profiles in any form provided from the national ELINT database.

Destroy when no longer required.

SSIC 3875

COUNTERINTELLIGENCE RECORDS

1. TRAINING MATERIALS. Records described under SSIC 3870.2 that relate to training for specific counterintelligence operations or special intelligence operations. Exclude investigator training.

Permanent. Retire to nearest FRC when cancelled or superseded. Transfer to NARA when 20 years old.

SSIC 3876

INTERROGATION/TRANSLATION RECORDS

1. TRAINING MATERIALS. Records described under SSIC 3870.2 that relate to the training in interrogation of prisoners of war and defectors. Exclude records of DOD-sponsored Language Schools.

Permanent. Transfer to NARA when 10 years old.

2. LANGUAGE TRAINING LOGBOOKS. Logbooks maintained by Marine Corps interpreters.

Destroy 2 years after last entry.

SSIC 3877

SENSOR RECORDS

1. TRAINING MATERIALS. Records described under SSIC 3870.2 that relate to theory, fundamentals, and operation of all-source sensors.

Destroy when superseded or obsolete.

SSIC 3878

SPECIAL RECORDS

File records under other SSICs 3870-3879, as appropriate.

SSIC 3879

ACOUSTIC RECORDS

1. BRIEFING FILES. Command briefings and supporting materials used in familiarization training of operating force units in all phases of acoustic intelligence.

Destroy when 2 years old.

SSIC 3880

INTELLIGENCE SUPPORT FUNCTIONS RECORDS

1. INTELLIGENCE SUPPORT FUNCTIONS RECORDS. A collection of intelligence reference materials maintained to support intelligence analysis and/or planning and to aid in the development of finished intelligence products. Records may consist of photographic collections, biographic files, collections of commercially published materials, sensor calibration data, reference electronic databases, and similar records.

Destroy when 10 years old. Retention in excess of 10 years is authorized for continuing programs upon approval of DNI. Retention in excess of 10 years will be reviewed every 5 years.

2. MANAGEMENT SUPPORT TO INTELLIGENCE DETACHMENTS AND LIAISON ACTIVITIES. Correspondence, messages, and reports relating to management support to Navy and Marine Corps detachments and liaison activities in the areas of manning, personnel assignment, security, administration, and logistics.

Destroy when 2 years old.

3. INTELLIGENCE SUPPORT TO OPERATIONAL COMMANDERS. Correspondence, messages, agreements, and similar documents that relate to intelligence support provided to operational commanders.

Destroy when superseded or obsolete.

SSIC 3882

SCIENTIFIC AND TECHNICAL SUPPORT RECORDS

Retire records under the appropriate subsection of SSIC 3880.

SSIC 3883

RESEARCH AND DEVELOPMENT SUPPORT RECORDS

1. CONTRACT MONITORING RECORDS. Correspondence and reports relating to performance monitoring of contractors performing research and development work for DON intelligence activities. Records are accumulated by program managers.

Destroy 6 years and 3 months after final payment on contract.

2. ALL OTHER RESEARCH AND DEVELOPMENT RECORDS.

Retire records under the appropriate subsection of SSIC 3900.

SSIC 3884

SYSTEMS SUPPORT RECORDS

Retire records under the appropriate subsection of SSIC 3880.

SSIC 3885

PROGRAMS SUPPORT RECORDS

Retire records under the appropriate subsection of SSIC 3880.

SSIC 3886

SPECIAL SUPPORT RECORDS

Retire records under the appropriate subsection of SSIC 3880.

SSIC 3890

INTELLIGENCE PRODUCTION RECORDS

1. INTELLIGENCE REPORTS. Intelligence Reports (IR's) and Unevaluated Intelligence Information Reports (IIR's) received from military/defense attaches and other intelligence gathering activities.

a. Navy-produced IR's and Naval Attache Reports predating 1 January 1961 under the custody of ONI.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 35 years old.

b. Information copies of pre 1961 Navy IR's and Naval Attache Reports maintained by other activities.

Destroy when no longer required.

c. IIR's and Attache Reports from naval activities, DIA, or other Service Intelligence components accumulated by the ONI dated 1 January 1961 or later. The record copy

maintained by the DIA will be transferred to NARA as a permanent record.

Destroy when 2 years old.

d. Information copies of IIR's dated 1 January 1961 or later maintained by other Navy and Marine Corps offices and activities.

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

2. SPECIALIZED INTELLIGENCE PRODUCTS. Specialized intelligence publications such as appraisals, analyses, estimates, studies, and surveys that have been produced, issued, or coordinated through DIA. (Note record copy maintained by DIA.)

Destroy when no longer required.

3. PRODUCTION RECORDS. Records reflecting the record of actions taken in and for the fulfillment of specific requests for information on any phase of intelligence operations. Records include correspondence, evaluations and progress reports. Exclude primary program records filed under SSIC 3800.1.

Retire to WNRC when 2 years old. Destroy when 10 years old.

4. PRODUCTION SCHEDULE RECORDS. Correspondence and reports relating to the annual schedule of programmed and intelligence products. Include Navy input to Defense Intelligence Production Schedule (DIPS).

Destroy when 2 years old.

SSIC 3891

ACOUSTIC PRODUCTION RECORDS

Retire records under the appropriate subsection of SSIC 3890.

SSIC 3900-3999

RESEARCH, DEVELOPMENT, TEST, AND EVALUATION (RDT&E) RECORDS

RECORDS IN THIS SECTION (SSIC 3900-3999) ARE CREATED BY ACTIVITIES IN CONNECTION WITH TECHNICAL AND SPECIFIC RESEARCH AND DEVELOPMENT (R&D) PROGRAMS RELATING TO THE DEVELOPMENT OF NEW CONCEPTS, TECHNIQUES, WEAPONS, EQUIPMENT, AND MATERIALS, OR THE IMPROVEMENT, MODIFICATIONS, OR REFINEMENT OF EXISTING TECHNIQUES, WEAPONS, OR MATERIALS. THEY INVOLVE ALL PHASES OF RESEARCH AND DEVELOPMENT, INCLUDING PLANNING AND THE ESTABLISHMENT OF REQUIREMENTS AND PRELIMINARY CHARACTERISTICS, EXPERIMENTATION, DESIGN, ENGINEERING, MODIFICATION, TESTING, AND ACCEPTANCE. THEY ARE ACCUMULATED BY RESEARCH LABORATORIES, TEST AND DEVELOPMENT CENTERS, STATIONS OR UNITS, PROVING GROUNDS, FACILITIES, AND OTHER RESEARCH AND DEVELOPMENT OR TESTING ACTIVITIES OR OFFICES. THEY INCLUDE BASIC RECORDS CREATED BY RESEARCH AND DEVELOPMENT ACTIVITIES THAT HAVE LASTING SCIENTIFIC OR RESEARCH VALUES, SUCH AS THOSE THAT DOCUMENT PROGRAM DIRECTION, REVIEW, AND APPRAISAL OR ANALYSIS; THE RESEARCH ACTIVITY'S OVER-ALL ORGANIZATION, FUNCTIONS, PROCEDURES, AND OPERATIONS; OR THE CONDUCT OF INDIVIDUAL PROJECTS AND SCIENTIFIC AND TECHNICAL RESULTS AND CONCLUSIONS THAT MAY BE USEFUL FOR FUTURE RESEARCH. SCIENTIFIC DATA ACCUMULATED DURING THE ACCOMPLISHMENT OF A SPECIFIC PROJECT GENERALLY ARE REFLECTED IN LABORATORY NOTEBOOKS AND IN PROGRESS REPORTS. THE REPORTS REFLECT THE PROGRESS AND FINAL RESULTS OF THE RESEARCH EFFORT. WHEN SPECIFIC RESEARCH PROJECTS ARE OF LONG DURATION, MUCH DATA OF A REPETITIVE, CONTINUING NATURE MAY ACCUMULATE FROM SUCH PROCESSES AS TESTS OR EXPERIMENTS. THE DATA ARE USUALLY RECORDED IN ROUGH NOTES, ON PUNCHED CARDS, ELECTRONIC TAPES, COMPUTER PRINT OUTS, OR COMPARABLE MEDIA, AND THEN CONDENSED IN PUBLISHED REPORTS OR STATISTICAL SUMMARIES SO SCIENTISTS MAY USE IT FOR COMPARATIVE OR OTHER PURPOSES. WHEN THE DATA IS THUS RETAINED IN CONDENSED FORM, THE SOURCE MATERIAL MAY BE CONSIDERED DISPOSABLE. TECHNICAL REPORTS AND OTHER DATA ACCUMULATED BY PRIVATE COMMERCIAL OR RESEARCH ORGANIZATIONS PERFORMING RESEARCH FUNCTIONS UNDER NAVY CONTRACT ARE INCLUDED IN THE 3900-3969 SERIES. THE TERM "PROJECT" AS USED HERE APPLIES TO PROJECTS, SUBPROJECTS, TASKS, OR PROJECT PHASES. WHERE FEASIBLE, IT MAY BE DESIRABLE TO CONSOLIDATE RELATED RECORDS INTO A SINGLE PROJECT FILE. BUT IF PROJECTS ARE OF LONG DURATION AND THE VOLUME OF RECORDS IS LARGE, RECORDS RELATING TO INDIVIDUAL SUBPROJECTS, TASKS, OR PHASES MAY BE CUT OFF AND RETIRED TO FEDERAL RECORDS CENTERS OR LOCAL INTERIM STORAGE UPON COMPLETION OF THE SUBPROJECT, TASK, OR PHASE AND IN THE SAME MANNER AS FOR CONTRACT CASE FILES COVERED UNDER SSIC 4200 OF THIS INSTRUCTION.

SSIC 3900-3915

RESEARCH AND DEVELOPMENT RECORDS

RELATED RECORDS UNDER SSIC 3901 - RDT&E PLANS, SSIC 3902 -RDT&E PROGRAMS, SSIC 3903 - RDT&E PROJECTS, SSIC 3904 - RDT&E FUNDING, SSIC 3905 - RDT&E REPORTS, SSIC 3906 - RDT&E FLEET RESOURCES SUPPORT, SSIC 3907 - OTHER RDT&E SUPPORT, SSIC 3910 - GENERAL RESEARCH AND DEVELOPMENT, SSIC 3911 - R&D PLANS, SSIC 3912 - R&D PROGRAMS, SSIC 3913 - R&D PROJECTS, SSIC 3914 - R&D FUNDING, AND SSIC 3915 - R&D REPORTS SHOULD BE RETIRED TO FRCs UNDER THE APPROPRIATE SUBSECTION OF SSIC 3900 OF THIS INSTRUCTION.

SSIC 3900

GENERAL RDT&E RECORDS

1. PRIMARY PROGRAM RECORDS.

a. Files and other records of SECNAV, OPNAV, CMC, ONR and Systems Command (SYSCOM) Headquarters. Correspondence, memoranda, reports, studies, record copies of instructions and notices, and other records that document the establishment, development, and accomplishment of the Navy's overall research and development program. Exclude reports and project case files for specific R&D projects that are maintained by Program and Project Managers.

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

b. Files and other records of major laboratories and other activities whose primary function is research and development or testing. (N1-NU-05-1)

(1) Official laboratory correspondence filed by Navy Filing Manual accumulated prior to 1959.

Permanent. Transfer to NARA when 25 years old after declassification review.

(2) Official laboratory correspondence filed by SSIC code accumulated after 1959.

(a) SSIC 3900-3999

Permanent. Retire to nearest FRC when 5 years old. Transfer to NARA when 25 years old after declassification review.

(b) All other SSIC codes

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

(3) Program correspondence and subject files maintained by laboratory officials, divisions, staff and researchers.

Review annually for records to be filed under SSIC's 3900.1b(4) below or SSIC 3900.5 (Project case files) of this instruction. Destroy remaining records when superseded, obsolete or no longer needed for reference, whichever is later, not to exceed 30 years.

Note: No lab correspondence described by sub-item (3) and retired to FRCs will be destroyed before 2011 to allow Navy 5 years to review for permanent records to be included in historically significant Project Case Files or sub-item (4).

(4) Historically valuable files of scientists and lab administrators. Those materials collected by an individual scientist and considered to document the significant achievements of an individual scientist who is the recipient of national or international recognition for his work and files maintained by high ranking lab administrators (Division Directors and above) that contain unique information concerning significant activities and accomplishments of the lab. Selection is to be made by the Laboratory Director of Research or other knowledgeable Navy Officials. All non-selected materials are covered by SSIC 3900.1b(3) of this instruction.

Permanent. Cut off upon the retirement of the scientist or administrator and retire to FRC 5 years after cutoff. Transfer to NARA 25 years after cutoff, after declassification review.

2. GENERAL CORRESPONDENCE FILES. Files of activities and offices performing research and development functions that relate to the routine internal operation and administration of the activity.

Destroy when 2 years old.

3. NAVAL RESEARCH ADVISORY COMMITTEE (NRAC) FILES. Records consist of minutes of quarterly meetings, letters of nomination and appointment to the committee, mission definition statements, and formal reports submitted to the SECNAV.

Permanent. Transfer annually when 5 years old to the DNH, Naval Historical Center. DNH transfer to NARA in 5-year blocks when most recent records in the block are 50 years old.

4. TECHNICAL BOARDS AND COMMITTEE'S FILES. Records of boards and committees studying assigned technical research and development problems, including requirements for or the authorization of projects, the scheduling and phasing of projects or programs, and the control and coordination of various research and development project phases or programs. Records consist of agendas, directives, minutes of meetings, papers relating to the establishment, revision, or termination of projects, and other papers reflecting the boards or committees' actions, recommendations, and accomplishments. Exclude

interim and final reports on specific projects, and material included in the Project Case File.

a. Official Board or Committee Files.

Permanent. Retire to nearest FRC in 5-year blocks when 5 to 10 years old. Transfer to NARA when 30 years old.

b. Other copies of board and committee files accumulated by members in the execution of their duties.

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

5. PROJECT CASE FILES
Files maintained by Project Managers at laboratories and other activities responsible for research and development functions. Included are project authorization documents; project cards; technical characteristics; laboratory notebooks test and trial results; drawings, specifications and photographs considered essential to document designs, modification and engineering development; all technical and progress reports (including reports received from contractors); notices of completion; and correspondence influencing the direction or course of action taken on a project.

a. Historically Significant Projects. Projects considered (1) significant by virtue of receipt of a national or international award of merit, (2) leading to a significant scientific accomplishment having wide ranging and long term benefits both to the Navy and to mankind or (3) are the result of an important international, inter-agency or joint Federal/non-Federal cooperative effort. Selection is to be made by subject experts at each Navy R&D facility prior to retiring inactive records to FRCs.

Permanent. Navy will conduct an annual review of the projects to identify significant projects when the projects are ten years old. Place in inactive project file upon termination or completion. Identify as Significant Historical Project before retiring to nearest FRC. Transfer to NARA when 30 years old after declassification review.

b. All Other Projects.

Place in inactive project file upon termination or completion. Retire inactive file to nearest FRC when 10 years old or when no longer needed for reference, whichever is later. Destroy when 30 years old.

NOTE: No Project Case Files retired to FRC storage will be destroyed before 2011 to allow 5 years for Navy selection of Historically Significant Project Case Files.

6. PROGRAM MANAGERS CASE FILES. Case files maintained by Headquarters and System Commands sponsors related to R&D projects, including the management of contracted R&D functions. For projects carried out by Navy labs, files include records similar to those included under SSIC 3900.5. In the case of contracted functions, the files include proposals, evaluations, non-award documentation, award notices, procurement requests, contracts and any other documentation which may relate to the contract. EXCLUDE one copy of each final report to be maintained under SSIC 3900.12 of this instruction.

a. Historically Significant Projects. Projects considered (1) significant by virtue of receipt of a national or international award of merit, (2) leading to a significant scientific accomplishment having wide ranging and long term benefits both to the Navy and to mankind or (3) are the result of an important international, inter-agency or joint Federal/non-Federal cooperative effort. Selection is to be made by subject experts at each Navy Headquarters or systems command office prior to retiring inactive records to FRCs.

Permanent. Navy will conduct an annual review of the projects to identify significant projects when the projects are ten years old. Place in inactive project file upon termination or completion. Identify as Significant Historical Project before retiring to nearest FRC. Transfer to NARA when 30 years old after declassification review.

All others:

Temporary. Cut off file when item becomes operational or at termination of project. Retire to nearest FRC when 10 years old. Destroy when 30 years old.

NOTE: No Program Manager Case Files retired to FRC storage will be destroyed before 2009 to allow 5 years for Navy selection of Historically Significant Case Files.

7. PROGRESS REPORT RECORDS. Reports on ongoing and recently completed R&D projects that are submitted by research facilities, laboratories, or project managers to higher authority. Reports generally show initiation, objectives, approach, progress, and degree of completion for R&D projects. Files include feeder reports and related papers.

Cut off file when item becomes operational or at termination of the project and retire to nearest FRC. Destroy when 10 years old.

a. Research and Technology (R&T) Work Unit Summary (DD 1498). Summary progress reports on all ongoing R&D projects.

(1) Original report prepared by laboratory or research facility.

Submit semiannually to Defense Technical Information Center (DTIC) for inclusion in R&T

Work Unit Information System (WUIS) database.
(2) Reporting Office Copy. Paper copy or in machine-readable form.

Destroy when 2 years old.

b. Progress Reports Submitted to Program Manager on Specific Projects.

File with Project Case File under SSIC 3900.5 of this instruction.

c. Feeder Reports Used for Compilation of Consolidated Reports.

Destroy upon submission of consolidated report.

8. PROJECT WORKING AND CONTROL FILES.
Copies of documents essentially duplicated in project case files; preliminary and intermediate sketches, drawings, specifications, charts, graphs, photographs; other working papers determined not to be of sufficient value to incorporate in the project case file; and related project control and progress control records.

Retire to nearest FRC upon completion of project. Destroy 5 years after completion.

9. LABORATORY NOTEBOOKS
Notebooks or other medium used to record and preserve engineering, scientific, and technical data for R&D projects reflecting progress and how results were achieved.

a. Significant Historical Project Notebooks. Laboratory notebooks related to Projects identified in SSIC 3900.5a of this instruction.

Place with project file upon termination or completion of project.

b. All other notebooks.

Place in inactive file upon termination or completion. Retire inactive file to nearest FRC when 5 years old or when no longer needed for reference, whichever is later. Destroy when 30 years old.

NOTE: No laboratory notebooks retired to FRC storage will be destroyed before 2011 to allow 5 years for Navy selection of historically valuable Laboratory Notebooks.

10. TECHNICAL WORKING DATA. Data accumulated during research and development and testing operations that do not pertain to individual projects. (Summary and usable data having continuing value are contained in technical reports or retained laboratory notebooks).

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

11. TECHNICAL LABORATORY WORKING PAPERS.
Technical notes and data, measurements, formulas, graphs, drawings, and other similar material accumulated in connection with specific research, development, and testing projects. These essentially are summarized in or used as the basis for preparation of technical reports, but continue to have temporary research value after a project's completion. Exclude laboratory notebooks.

Retire to nearest FRC 5 years after completion or termination of project. Destroy when 10 years old. Activities retiring records indicate project termination date on SF 135.

12. TECHNICAL REPORT FILES
Published Technical Reports (TR), Technical Notes (TN), Technical Memorandum (TM), (Or unpublished manuscript of these reports) prepared in connection with a project or task. These reports summarize the progress, findings, and conclusions reached relative to specific projects. They may also clarify and supplement information contained in laboratory notebooks and other source data. Include published bibliographies and reports received from contractors. SUBMIT TWO COPIES TO PROJECT SPONSOR.

a. Official Record Copy. Original copy received by project sponsor at Headquarters or Systems command.

Permanent. Cut off annually and retire to FRC when no longer needed for reference. Transfer to NARA in 5 year blocks when 25 years old after declassification review.

b. Program Manager's Copy. Copy received by project sponsor at Headquarters or Systems command to document fulfillment of contract.

File with SSIC 3900.6 of this instruction.

c. Project Case File Copy.

File one copy of the report in the related project case file described in SSIC 3900.5 of this instruction.

d. Distribution Copy.

Send one copy of each publication to DTIC Central Depository for Research Records.

e. Laboratory Reference Copy. Maintained in laboratory or research activity's library.

Destroy when no longer needed for reference.

f. Record set, Naval Research Laboratory. All final reports, at all classification levels, of R&D projects, maintained in chronological order.

Transfer to the National Archives in 5 year blocks when the newest report is 50 years old, after declassification review.

13. TECHNICAL REFERENCE FILES. Copies of technical reports, publications, specifications, drawings, and other technical or scientific data received from other sources and used as a reference source in the performance of research and development functions.

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

14. DRAWINGS AND SPECIFICATIONS FILES. Drawings and specifications design, test procedures, and technical characteristics of items developed. The drawings show, in visual form, the mechanical and physical characteristics of the items developed and the specifications explain these characteristics in detail. These are essential for production and servicing of the item developed and for modification, redesign, or continuing research on the item or related items.

a. Completed set of original drawings and related specifications.

Transfer to Product Life Cycle Manager or SYSCOM as directed by project sponsor upon completion of project.

b. One copy of final product drawings and specifications.

File with Project Case File under SSIC 3900.5 of this instruction.

c. All other copies of drawings and specifications.

Destroy when no longer required for reference.

15. FEASIBILITY STUDY FILES. Files relating to exploration of the feasibility of unsolicited proposals for projects received from individuals.

a. Approved Proposals.

File in related project case file.

b. Rejected Proposals.

Destroy 1 year after completion of investigation.

16. CONTRACTOR INDEPENDENT RESEARCH AND DEVELOPMENT (IR&D) PROGRAM RECORDS. Records created by contractor-funded research and development not otherwise sponsored by a contract or grant and falling under one of three broad categories; basic and applied research, development, or systems and concept formulation.

a. Technical evaluation summary reports, potential DON relationship determinations, cost classification determinations, contractor technical plans determined to have Navy technical lead. Records accumulated by Navy IR&D technical Manager.

Retire to nearest FRC when 3 years old. Destroy when 11 years old.

b. Technical evaluation forms, technical evaluation summary reports and related documents accumulated by evaluating activities.

Destroy when 3 years old.

c. Contractor technical plans not containing Navy lead responsibilities.

Destroy when 1 year old.

d. Navy IR&D Policy Council Records. Include announcements of meetings, agendas, background material, briefing packages, and minutes.

Retire to WNRC when 3 years old. Destroy when 25 years old.

17. RESEARCH CONTRACT OR AGREEMENT FILES. Formal contracts or agreements with universities, commercial concerns, individuals, and others for research and development work and related papers. (Exclude technical or scientific data furnished DON under the terms of contracts or agreements.)

a. Case Files of Contracts and Agreements Relating to Basic or Applied Research Which can be Identified as Involving Subject Matter Having Potential for a Patent Infringement Claim.

Destroy when 25 years old. (NC1-NU-81-3)

b. All Other Files.

Retire under appropriate section of SSIC 4200 of this instruction.

18. LOGS OR OTHER CONTROL RECORDS. Records for project task assignments, project approvals or disapprovals, or research procurement justifications and approvals.

Destroy when 2 years old or upon completion of project, whichever is later.

19. ONR BRANCH OFFICES' RECORDS.

a. GENERAL CORRESPONDENCE FILES AND REPORTS OF ONR Branch Offices.

Destroy when 2 years old.

b. ONR Periodic Reports. Copies of reports submitted to ONR, Washington DC or to other higher authority and copies of reports received from other branch offices.

Destroy when 1 year old.

c. Status Reports. Reports submitted periodically by contractors to report on progress of scientific projects.

Destroy when 2 years old or after technical report has been issued, whichever is later.

d. Technical Reports. Reports submitted by contractors upon completion of a particular contract or of a project, contract phase, or when significant results are to be reported. (Exclude master copies of reports accumulated by ONR, Washington DC, and covered in SSIC 3900, para. 12.)

Destroy when report or subject areas of reports are no longer needed for reference.

e. Disapproved Proposals for Research Projects or Contracts. Correspondence and other documents relating to rejected or disapproved proposals for research projects. Proposals may be received from individuals, commercial firms, private institutions, and others.

Destroy when 2 years old, provided the proposal is still in a "rejected" status.

f. Correspondence Pertaining to General Naval Research or Scientific Matters. (Exclude files not relating to a specific project, contract, or proposal.

Destroy when 2 years old.

g. ONR Research Contract or Project Order Record Cards and Subsidiary Contracts Control Cards. Index or control record of each task, project order, or contract. (See also SSIC 4200.)

Retire under appropriate section of SSIC 4200 of this instruction.

h. Contract and Purchase Order (Case) Files. Original proposals, project justifications, correspondence, and other documents pertaining to the award and administration of contracts or orders, bids, receipt and inspection papers.

Retire under appropriate section of SSIC 4200 of this instruction.

i. Correspondence and Papers Pertaining to License Matters Under Specific Contracts. Includes patent clauses there under, assignments, license approvals, and agreements obtained.

Retain on board until 2 years after termination of contract or of patent involved in agreement, whichever is earlier, then retire to nearest FRC. Destroy when 25 years old.

j. Patent Clause (Contract) Records. Card or other index record of designated contracts containing patent clauses, and of inventions reported, agreements obtained and assignments and licenses approved there under.

Retain 2 years after termination of contract or 2 years after termination of patent agreement, whichever is earlier.

k. General Correspondence Files Accumulated by ONR Branch Offices. Files pertaining to naval contract matters and related functions. (Exclude correspondence relating to specific contracts and filed in contract case files.)

Destroy when 2 years old.

l. Other Records Relating to Patents, Copyrights, Inventions, and Trademarks.

Retire records under appropriate section of SSIC 5870 of this instruction.

20. ORIGINAL COOPERATIVE RESEARCH AND DEVELOPMENT AGREEMENTS (CRADA'S) DOCUMENTS. (N1-NU-97-5)

a. Original Completed and Accepted CRADA'S. CRADA'S are signed contractual agreements that the Naval Research Laboratory (NRL) negotiates with industrial, government or academic partners in order to share or transfer technology or to cooperatively share or exchange knowledge or information regarding research or technical developments. NRL CRADA'S are joint agreements established between the Laboratory, the Navy's corporate research facility, under the authority of Chief of Naval Research, and its partners. CRADA'S are administered by and retained in the NRL Technology Transfer Office.

Permanent. Cut off after date of final signature. Retain on board for 5 years, then transfer to the Washington National Records Center. Transfer to NARA when 25 years old. If the CRADA results in the establishment of a research project case file, the case file number should be recorded on the CRADA document and a copy of it included with the project case file.

b. CRADA Project Working Files. Records created or received that document CRADA progress from beginning to completion, or termination. Records include, but are not limited to, proposals, project planning and qualification records, start-up reports, correspondence, budgetary documentation, and other records accumulated in support of the CRADA.

Cut off when CRADA is completed and signed, or terminated. Transfer one record set to project partner. Retain one record set on board for 3 years before transfer to the Washington National Records Center. Destroy when 10 years old.

SSIC 3960

GENERAL TEST AND EVALUATION RECORDS

1. TEST AND EVALUATION (T&E) POLICY FILES. Records consist of correspondence files containing T&E policy guidance, letters of instruction to activities with T&E missions, program planning, and scheduling information; program directives case files; and procedural handbooks. These files are maintained by the Assistant Secretary of the Navy for Research, Development, and Acquisition, and the Director of Navy Test & Evaluation and Technology Requirements (N091).

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

2. GENERAL TEST AND EVALUATION CORRESPONDENCE FILES. General correspondence files relating to all forms of test and evaluation of weapons systems, aircraft, components, and equipment. Records are maintained by SYSCOM, RDT&E facilities, and evaluation elements of fleet commands. Correspondence relating to a specific T&E project should be filed in the T&E case file. Exclude correspondence file of COMOPTEVFOR filed under SSIC 3980.

Retire to nearest FRC when 3 years old. Destroy when 7 years old.

SSIC 3961

T&E MASTER PLANS (TEMP'S)/T&E PLANS (TEP'S)

1. The controlling T&E program management document. Approved by CNO this document defines and integrates test objectives, critical issues, system characteristics, responsibilities, resource requirements, and schedules.

a. Copies maintained by Lead T&E Activity.

File with Project Case File under SSIC 3971 for DT&E or SSIC 3980 for OT&E.

b. Copies maintained by all other activities.

Destroy when 5 years old.

SSIC 3968

T&E RANGES RECORDS. Records relating to the establishment and maintenance of ranges, range areas, and test sites used in the testing and evaluation of systems and equipment. Include maintenance and calibration records for installed instrumentation and range safety rules.

Destroy when 10 years old.

SSIC 3970

DEVELOPMENT T&E (DT&E) RECORDS

DT&E IS THAT T&E CONDUCTED THROUGHOUT VARIOUS PHASES OF THE ACQUISITION PROCESS TO INSURE THE ACQUISITION AND FIELDING OF AN EFFECTIVE AND SUPPORTABLE SYSTEM BY ASSISTING IN THE ENGINEERING DESIGN AND DEVELOPMENT AND VERIFYING ATTAINMENT OF TECHNICAL PERFORMANCE SPECIFICATIONS, OBJECTIVES, AND SUPPORTABILITY. DT&E IS PLANNED AND CONDUCTED BY THE DEVELOPING AGENCY, USUALLY A SYSCOM.

1. DEVELOPMENT T&E PROJECT CASE FILES. Records include test plans, interim and final reports, associated summary data annexes, and project-related correspondence. Files are usually maintained by Program Managers.

Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.

2. SUMMARIZED TEST DATA. Evaluated test data not included in DT&E Project Case Files.

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

3. RAW DATA. Unevaluated data collected during DT&E projects. Data may be in tabular, graphic, or narrative form, or in electronic form on magnetic tape or CD ROM.

Destroy when 10 years old.

4. TEST, EVALUATION AND INSPECTION REPORTS. Copies accumulated by laboratories, facilities, or contract offices in connection with their research, development, and testing functions. Exclude reports filed in project case files.

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

SSIC 3980

OPERATIONAL T&E (OT&E) RECORDS

OT&E IS THAT T&E CONDUCTED TO DETERMINE A SYSTEMS OPERATIONAL EFFECTIVENESS AND OPERATIONAL SUITABILITY, IDENTIFY SYSTEM DEFICIENCIES AND THE NEED FOR POTENTIAL MODIFICATIONS TO MEET ESTABLISHED OT&E THRESHOLDS, AND DEVELOP TACTICS. OT&E IS CONDUCTED UNDER THE DIRECTION OF COMOPTEVFOR. INCLUDED IN THIS SECTION ARE RECORDS OF IOT&E, FOLLOW-ON OPERATIONAL TEST AND EVALUATION (FOT&E), AND OPERATIONAL EVALUATIONS (OPEVALS).

1. COMOPTEVFOR PRIMARY PROGRAM RECORDS. The correspondence file of COMOPTEVFOR and other policy and procedural directives, handbooks, and manuals issued to direct and support the OT&E Program.

UNDER SSIC 3970.

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

2. OT&E PROJECT CASE FILES. Records include test plans, interim and final reports, associated summary data annexes, and project-related correspondence. Where applicable the file should contain Development Options Papers, Tentative Operational Requirements, Operational Requirements, Mission-Need Statement, Top-level Requirements, Systems Concept Paper, Decision Coordination Paper, Program Element Descriptive Summary, Congressional Data Sheet, Computer Resources Life Cycle Management Plan, Quick Look Report, Vulnerability Assessments, Deficiency Letters, and similar documents. This series may be retired and transferred to NARA in archival microform. Original documents may be destroyed after verification of the microform copy.

Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.

3. SUMMARIZED TEST DATA. Evaluated test data not included in OT&E Project Case Files.

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

4. RAW DATA. Unevaluated data collected during OT&E projects. Data may be in tabular, graphic, or narrative form, or in electronic form on magnetic tape or CD ROM. Included in this series is data maintained for OPTEVFOR by Naval Warfare Assessment Center Corona (NWACC), NWS Seal Beach under "trusted agent" memorandum of agreements.

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

5. OPTEVFOR TACTICS GUIDES (OTG). Publications issued by COMOPTEVFOR, which provides baseline tactics for operational employment of new weapons systems.

Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.

a. Copies held by other activities.

Destroy when no longer required.

SSIC 3990

PRODUCTION ACCEPTANCE T&E (PAT&E) RECORDS

PAT&E IS THAT TESTING AND EVALUATION CONDUCTED ON PRODUCTION ITEMS TO ENSURE SYSTEMS MEET CONTRACT SPECIFICATIONS AND REQUIREMENTS. PAT&E IS PART OF THE DT&E PROCESS AND RECORDS SHOULD BE FILED

CHAPTER 4
(N1-NU-86-4)

LOGISTICS RECORDS

SSIC 4000-4999

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

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

- AN OUTSTANDING EXCEPTION BY THE GENERAL ACCOUNTING OFFICE (GAO);

- AN OUTSTANDING CLAIM FOR OR AGAINST THE UNITED STATES;

- A CASE UNDER LITIGATION; OR

- AN INCOMPLETE INVESTIGATION.

SSIC 4000-4199

GENERAL LOGISTICS RECORDS

SSIC 4000

GENERAL LOGISTICS RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, record copies of instructions and notices, and other records that document the establishment, development, and accomplishment of Navy and Marine Corps (MARCORPS) logistics policies, plans, and programs. Programs documented include procurement; contract inspection; supply issue and distribution; supply handling; packaging and storage; inventory control; travel and transportation; maintenance, construction, and conversion; current production and industrial mobilization planning; and foreign military assistance. These records are maintained by the Chief of Naval Operations (CNO), Naval Supply Systems Command (NAVSUP), Headquarter, U.S. Marine Corps (HQMC), Assistant Secretary of the Navy (Installations and Environment) (ASN (I&E)), Assistant Secretary of the Navy (Research, Development and Acquisition (ASN (RD&A)), Navy International Programs Office (Navy IPO), Navy Inventory Control Point (NAV ICP), and other systems command headquarters.

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

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

Destroy when 2 years old.

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

Destroy when 2 years old.

4. BIOMEDICAL AND FACILITIES (BIOFAC) SYSTEM. This system is comprised of the preventive maintenance, emergency and service subsystem (PESS) and the standard property accounting sub-module (SPAS). PESS provides an inexpensive means for scheduling preventive maintenance and emergency service. Maintenance tracking and history are supported for both facility and biomedical activities. The SPAS sub-module is an interactive microcomputer-based property accounting

system for the management of medical and dental equipment. System is maintained at Naval Medical Data Services Center, Bethesda, MD and supports all 28 naval hospitals.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

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

Destroy when no longer required for reference.

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

Destroy when superseded or no longer needed for reference.

SSIC 4001

GIFTS TO NAVAL ESTABLISHMENT RECORDS.

1. PRIMARY PROGRAM RECORDS. Policy files relating to acceptance of gifts for the benefit of, or in connection with, the establishment, operation, or maintenance of a school, hospital, library, or museum of the Department of the Navy as authorized by l0 United States Code (U.S.C.) 260l.

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

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

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

SSIC 4002

LOANS OR TRANSFERS TO OR BY THE NAVAL ESTABLISHMENT RECORDS

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

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

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

Destroy when property is returned to lending activity.

SSIC 4010

SCRAP AND SALVAGEABLE MATERIALS RECORDS

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

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

Destroy when 2 years old.

2. RECORDS RELATING TO THE SALVAGE AND DISPOSAL OF SCRAP BY PRIVATE CONTRACTORS. Correspondence, declarations from contractors, invoices, memoranda approving payment, and other related and supporting papers.

Destroy when 4 years old.

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

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

Destroy when 2 years old.

b. Excess Personal Property Reports.

Destroy when 3 years old.

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

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

(a) Records on which actions are pending.

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

(b) Records on which no actions are pending.

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

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

(a) Records on which actions are pending.

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

(b) Records on which no actions are pending.

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

SSIC 4015

EQUIPPING AND ALLOWANCE DOCUMENTS (MARINE CORPS ONLY) RECORDS

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

a. Fleet Marine Force Activities.

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

b. Non-Fleet Marine Force Activities.

Destroy when cancelled or superseded.

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

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

SSIC 4020-4029

PETROLEUM RECORDS

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

SSIC 4020

PETROLEUM RECORDS

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

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

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

Destroy when 2 years old.

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

(a) Summary reports.

Destroy when 5 years old.

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

Destroy when 2 years old.

4. SOURCE DATA FILES. Pamphlets, bulletins, catalogs, and other publications industry analyses, copies of statistical and analytical reports, and other similar information materials and data pertaining to fuel (petroleum) matters (including production, usage, consumption, export and import, and international

commerce). These records are used only for reference purposes and to facilitate planning and local action for the procurement and distribution of petroleum.

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

SSIC 4030-4035

PACKAGING RECORDS

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

SSIC 4030

GENERAL PACKAGING RECORDS

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

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

2. OTHER PACKAGING RECORDS.

Destroy when obsolete or purpose is served.

SSIC 4040-4041

ADVANCED BASE PROGRAM RECORDS

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

Destroy when 4 years old.

SSIC 4041

ADVANCED BASE FUNCTIONAL COMPONENT RECORDS

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

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

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

Destroy when superseded or no longer needed for reference.

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

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

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

Destroy when superseded or no longer needed for reference.

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

FACSO Port Hueneme and supports all three CBCs.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

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

Destroy when superseded or no longer needed for reference.

SSIC 4045

NATO COMMON INFRASTRUCTURE PROGRAM/NATO LOGISTICS RECORDS

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

Destroy when 2 years old.

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

Destroy when 5 years old.

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

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

SSIC 4050

HOUSEHOLD GOODS AND PERSONAL PROPERTY RECORDS

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

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

Destroy 3 years after completion of action.

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

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

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

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

Destroy upon completion of contract or when no longer needed.

(2) When maintained for other than reference purposes.

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

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

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

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

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

Destroy with related contract files.

(2) All other records.

Destroy l year after completion of all listed contracts.

f. U.S. Government Tax Exemption Certificates.

Destroy when 3 years old.

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

personal property.

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

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

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

Destroy 2 years after date of delivery.

b. If Property is Unclaimed.

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

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

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

SSIC 4060

PERSONAL SERVICES RECORDS

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

a. Navy.

Destroy when 2 years old.

b. MARCORPS.

Destroy when 3 years old.

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

Apply appropriate subsection of SSIC 7010.

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

Transfer to National Personnel Records Center (NPRC), Civilian Personnel Records (CPR), St. Louis, MO, 1 year after separation. NPRC will destroy 75 years after birth date of employee (60 years after the date of the earliest document in the file if the date of birth cannot be ascertained) or 5 years after the latest separation, whichever is later. (NC1-330-80-3)

SSIC 4061

MESSES AND CAFETERIAS RECORDS

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

a. Afloat Activities.

Destroy when 1 year old.

b. Ashore Activities.

Destroy when 2 years old.

c. Marine Corps.

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

Destroy when 2 years old.

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

Destroy when 6 months old.

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

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

3. RECIPE AND MENU PRICING SYSTEM (RAMPS). The system has a master file which contains all recipes used in Navy Mess Halls. Five reports are available as

output. They provide: (1) an audit list/error list of all input transactions; (2) a list of all recipes on the master file; (3) the ingredients for each recipe and the price of each ingredient; (4) the portion per serving and selling price for each recipe/item; and (5) the calculation and the list of components for the basic daily food allowance.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

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

Destroy when superseded or no longer needed for reference.

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

a. Master files and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper records.

Destroy when no longer required.

SSIC 4064

LAUNDRY RECORDS

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

Destroy when 2 years old.

SSIC 4065

COMMISSARY STORES RECORDS

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

Destroy when 2 years old.

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

Destroy when 3 years old.

SSIC 4066

EXCHANGES RECORDS

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

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

(1) Advisory notice filed with related record.

Destroy with related record.

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

Destroy when 4 years old.

b. Customer Complaint Correspondence.

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

c. Application for Navy Exchange Privileges.

Destroy when files have served their administrative purpose.

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

Destroy 1 year after completion of action on related contracts.

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

Destroy when 1 year old.

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

Destroy when 2 years old.

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

Destroy when 2 years old.

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

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

Transfer to NPRC (CPR), St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee (60 years after the date of the earliest document in the file if the date of birth cannot be ascertained) or 5 years after the latest separation, whichever is later. (NCI-330-80-3)

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

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

c. Absence Authorization Slips.

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

Destroy at the end of the applicable pay period.

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

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

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

a. Employee Earnings Records and Employee Payroll Earnings Records.

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

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

(2) All other copies.

(a) If earning record card is maintained.

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

(b) If earning record card is not maintained.

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

b. Overtime Authorizations.

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

(a) Payroll preparation and processing copies.

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

(b) All other copies.

Destroy 6 months after the end of the pay period.

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

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

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

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

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

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

(b) If record is not maintained elsewhere.

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

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

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

Destroy when superseded or after transfer or separation of employee.

(b) If record is not maintained elsewhere.

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

d. Report of Current Period Hours and Other Earnings.

Destroy when 2 years old.

e. Tax Withholding Exemption Certificates.

Destroy 4 years after cancelled or superseded by new certificate.

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

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

Destroy 4 years after form is superseded or obsolete.

(2) All other records.

Destroy when 4 years old.

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

Destroy when 2 years old.

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

Destroy when 2 years old.

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

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

Destroy when 2 years old.

b. Location Distribution Records.

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

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

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

Destroy when 2 years old.

b. Shipment Sales Reports and Listings of Open Orders.

Destroy when 1 year old.

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

(1) Fiscal year-end copy.

Destroy when 5 years old.

(2) Other copies.

Destroy when purpose is served.

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

Destroy upon receipt of statements.

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

a. Copies of Listings of Cash Received.

Destroy when 3 months old.

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

Destroy when 1 year old.

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

Destroy when 4 years old.

d. Copies of Layaway Tickets.

Destroy when 2 years old.

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

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

Destroy when 1 year old.

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

Destroy when 2 years old.

10. INSURANCE FILES. Correspondence and other records, including such records as loss or damage claims, copies of notice of claims, attending physician's statements, and return to work notices; reports of loss in overseas transshipment via Military Sealift Command (MSC) space charter or commercial vessel, uninsured parcel post loss reports, equipment loss reports, cash and merchandise loss reports and automotive collision loss reports; employer's first reports of injury or occupational disease; group insurance enrollment cards; unemployment compensation for Federal employees; verification of wage and separation information, and request for information or reconsideration of Federal findings; operator's reports of motor vehicle accident, automobile accident or loss notices, and liability accident notices.

Destroy when 3 years old.

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

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

(1) Interim Report.

Destroy when 90 days old.

(2) All other records.

Destroy when 1 year old.

b. Navy Lodge Registrations.

Destroy when 1 year old.

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

Destroy when 2 years old.

12. PAID INVOICE FILES. Correspondence and other records relating to the procurement and payment of merchandise for exchange operations. Included are such records as copies of vendor's invoices, remittance statements, charge-backs, credit memos, purchase orders (SS 101, copy 3, only if entire order is cancelled). Cancellation notices, approved invoice registers and central imprest account remittance statement and checks.

Destroy when 2 years old.

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

a. Register of Accounting Transactions.

Destroy upon receipt of Detail Ledger at end of month.

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

Destroy when 1 year old.

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

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

Destroy when 1 month old.

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

Destroy when action completed.

(3) All other records.

Destroy when 3 years old.

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

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

Destroy when 1 month old.

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

Destroy when action completed.

(3) All other MSC exchange accountability records.

Destroy when 3 years old.

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

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

f. Transfer Delivery Receipts.

Destroy when 3 months old.

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

Destroy when 1 year old.

SSIC 4067

SHIPS STORES AFLOAT RECORDS

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

Destroy when 2 years old.

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

Destroy when 2 years old.

SSIC 4069

SPECIAL SERVICES RECORDS

SPECIAL SERVICES, SOMETIMES REFERRED TO AS WELFARE AND RECREATION ACTIVITIES, ARE LOCAL COMMAND ORGANIZATIONS ESTABLISHED TO PROVIDE A BROAD SPECTRUM OF RECREATIONAL AND ENTERTAINMENT ACTIVITIES AND OPPORTUNITIES FOR NAVAL PERSONNEL AND THEIR DEPENDENTS. NONAPPROPRIATED FUNDS, SUCH AS NAVY RESALE SYSTEM AND SHIPS STORES AFLOAT PROFITS, ARE ALLOCATED TO THESE ACTIVITIES.

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

Destroy when 2 years old.

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

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

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

a. If Required for Audit/Inventory Purposes.

Destroy when 1 year old.

b. If not Required for Audit/Inventory Purposes.

Destroy when 3 months old.

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

Destroy when 1 year old.

5. OTHER REPORTS (not covered elsewhere).

Destroy when 2 years old.

SSIC 4080

MOBILIZATION LOGISTICS RECORDS

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

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

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

Destroy when 2 years old.

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

Destroy when 3 years old.

SSIC 4081

LOGISTICS SUPPORT PLANS AND POLICIES RECORDS

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

Destroy when cancelled or superseded.

SSIC 4082

LOGISTICS SUPPORT REQUIREMENTS RECORDS

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

Destroy when cancelled or superseded.

2. COMPUTERIZED WORKLOAD PROJECTION AND BUDGETING SYSTEM (CWPABS). A standardized workload and budgeting system that facilitates long-range planning and rapid interchange of information between the Naval Aviation Logistics Center (NAVAVNLOGCEN) and the Naval Aviation Depots (NADEPs). CWPABS consists of 4 subsystems: Workload subsystem, capacities and allocation subsystem, rates development subsystem, and pricing subsystem. A Navy-wide system maintained at Naval Avionics Center (NAVAVIONICCEN), Indianapolis, IN.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output and reports-COM and paper.

Destroy when no longer required for reference.

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

Destroy when superseded or no longer needed for reference.

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

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output and reports-COM and paper.

Destroy when no longer required for reference.

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

Destroy when superseded or no longer needed for reference.

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

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output and reports-COM and paper.

Destroy when no longer required for reference.

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

Destroy when superseded or no longer needed for reference.

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

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output and reports-COM and paper.

Destroy when no longer required for reference.

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

Destroy when superseded or no longer needed for reference.

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

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output and reports-COM and paper.

Destroy when no longer required for reference.

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

Destroy when superseded or no longer needed for reference.

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

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output and reports-COM and paper.

Destroy when no longer required for reference.

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

Destroy when superseded or no longer needed for reference.

8. NAVAIRSYSCOM INDUSTRIAL FINANCIAL MANAGEMENT SYSTEM (NIFMS). System consists of seven separate but interrelated subsystems designed to provide a standard financial management system at the six NADEPs. Budget data and performance standards are integrated with the accounting system to provide management officials of the NADEPs with required data and reports. System has the capability to compare costs among the various rework facilities.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

9. NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT SYSTEM MODULE 1. System is designed to establish and maintain an integrated maintenance and material computer-based management information system that executes the policy of the Naval Aviation Maintenance Plan System (NAMPS). This Management Information System (MIS) will serve the maintenance activities at the organizational and intermediate command levels, together with the associated support activity.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

10. STANDARD ACCOUNTING AND REPORTING SYSTEM (STARS). System provides NAVAIRSYSCOM managers with financial information required to manage programs. This uniform accounting system provides current financial status for all appropriations: Procurement; Operations and Maintenance, Navy (O&MN); Operations and Maintenance, Navy, Reserve (O&MN,R); and Research, Development, Test and Evaluation, Navy (RDT&E,N).

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

11. TRANSACTION REPORTING/ASSETS QUERY SYSTEM (TRAQS). An online data base system designed to assist COMNAVAIRLANT and COMNAVAIRPAC in the distribution of support equipment assets; to provide users with online access to the in use inventory TRAQS data base via terminal, allowing them to update the database as transactions occur.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

12. WORKLOAD CONTROL SYSTEM (WCS). The major uniform command management information system supporting the six NADEPs in performing the depot maintenance functions for aircraft, engines and their components and accessories, ground support equipment, trainers, and training equipment.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 4100-4109

GENERAL CONSERVATION AND UTILIZATION OF MATERIAL AND RESOURCES (INCLUDE BASIC MATERIALS) RECORDS

THE RECORDS IN THIS (4100-4109) SERIES ARE RELATED TO GENERAL CONSERVATION AND UTILIZATION OF MATERIAL AND RESOURCES (INCLUDE BASIC MATERIALS) RECORDS AND INCLUDE ENERGY CONSERVATION AND INTEGRATED LOGISTICS SUPPORT RECORDS.

SSIC 4100

CONSERVATION AND UTILIZATION OF MATERIAL AND RESOURCES (INCLUDE BASIC MATERIALS) RECORDS

RELATED RECORDS UNDER SSIC 4105-INTEGRATED LOGISTICS SUPPORT SHOULD BE RETIRED UNDER SSIC 4100.

1. COPIES OF REPORTS SUBMITTED TO HIGHER AUTHORITY. Reports relating to conservation and utilization of material resources program dealing with energy conservation and integrated logistics support.

Destroy when 2 years old.

2. RESOURCE PROGRAM RECORDS SUBMITTED TO HIGHER AUTHORITY.

Destroy when 2 years old.

3. ENERGY CONSERVATION FILES. Files containing information relating to the development and implementation of rules for effecting energy conservation (consists of regulations, guidelines, standards, etc.).

Destroy when superseded or cancelled.

SSIC 4101

ENERGY CONSERVATION RECORDS

1. ANALYSES FOR CONSERVING ENERGY SYSTEM. System tracks energy consumption at the activity level and establishes a Navy data management control point for energy conservation efforts. System is maintained at FACSO Port Hueneme and supports: all NAVFACENGCOM Divisions within the Continental United States (CONUS); NAVFACENGCOM Pacific Division, Pearl Harbor; NAVFACENGCOM Headquarters; and CMC.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

2. ENERGY AUDIT REPORTING SYSTEM. System provides shore activity energy consumption reports quarterly, showing Navy-wide trends and changes from a fiscal year 1975 baseline in energy use per gross square foot of building area. Provides annual reporting of facility energy information and conservation audit data for submission to Department of Energy by 1 July each year. Navy-wide system is maintained by FACSO Port Hueneme.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

3. ENERGY CONTROL REPORT SYSTEM. System provides information on the funding of energy conservation projects as justification for the projects. The Energy Control Report (ECR) contains information describing each project with project purpose, energy cost ratio, project audit information, a proposed schedule for accomplishment, and a schedule of progress. System is Navy-wide and maintained by FACSO Port Hueneme.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 4110

INTEGRATED MATERIAL MANAGEMENT (IMM) RECORDS

1. GENERAL CORRESPONDENCE FILES AND REPORTS. Papers concerning integrated material management including the assignment, transfer, and inventory management of items of supply which are maintained by Systems Commands program managers or at inventory control points. (Exclude primary program records maintained by the IMM program manager in NAVSUPSYSCOM and filed under SSIC 4000, paragraph 1.)

Destroy when 2 years old.

2. HISTORY DATA RECORDS AND CARDS. Work history cards or records for supply assignment purposes and related listings, which are maintained by Systems Commands program managers or at inventory, control points.

Destroy when superseded, cancelled, or no longer needed for coordination or reference.

3. SUBMARINE MATERIAL SUPPORT SYSTEM. System provides the Superintendent of Shipbuilding, Conversion and Repair a method for maintaining the status of Government-furnished material utilized in the process of submarine overhaul at private (non-naval) shipyards. System is executed at NAVCOMTELSTA Norfolk, VA.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. System documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 4120

STANDARDIZATION RECORDS

1. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files, reports, and related papers pertaining to Navy and Department of Defense (DOD) standardization and interchangeability programs and to qualified products lists, including reports relating to the standardization of commodities in the Federal supply classification system.

Destroy when 2 years old.

2. SPECIFICATION RECORDS. Records used in the preparation and utilization of specifications, standards, qualified products lists, and interchangeability items.

Destroy when superseded or cancelled or no longer needed for reference.

SSIC 4121

SPECIFICATIONS RECORDS

RELATED RECORDS UNDER SSIC 4122-STANDARDS

SHOULD BE RETIRED TO FRC UNDER SSIC 4121.

1. REFERENCE COPIES OF SPECIFICATIONS AND STANDARDS PLANS AND DRAWINGS FOR MATERIALS AND EQUIPMENT. Specifications include those relating to Federal, military, Department of the Navy (including MARCORPS) and other specifications, standards, and engineering plans and drawings for naval materials and equipment. (Exclude record copy by activity having design or other cognizance filed with master file under SSIC 4121, paragraph 2a.)

Destroy when superseded, cancelled, or purpose is served, whichever is earlier.

2. SPECIFICATIONS AND STANDARDS OR DESIGN (CASE) FILES

a. Master Files. Files accumulated by naval activities or offices having design, procurement, or specification cognizance of items having DOD coordination control of items. They consist of master copy (original or master microfilm negative or other reproducible copy thereof) of final approved drawing, plan, specification, or standard, together with summary papers pertinent to the development and final approval of the specification, standard drawing, or plan. They also include summary requirement and test procedures (RTPs) and copies of change notices or modifying directives.

(1) Specifications for ordnance material.

Apply appropriate section of SSIC 8000, para. 10.

(2) Specifications for aircraft, aeronautical, and astronautical material.

Apply appropriate section of SSIC 13000, para. 10.

(3) Ship engineering drawings and specifications.

Apply SSIC 9085.

(4) Specifications for electronic equipment.

Place in inactive file upon completion or when item becomes obsolete. Transfer inactive file annually to nearest FRC. Destroy 5 years after item becomes obsolete.

b. Reference Case Files. Files accumulated for reference purposes only.

Destroy when specification is approved, cancelled, superseded, or no longer needed for reference.

c. Other Case Files. Preliminary drafts or diagrams of specifications or standards, test results, comments, working and progressing papers, and other records accumulated in connection with the development or modification of specifications.

Destroy when 2 years old.

3. SPECIFICATION REPORTS. Reports including design specification reports, together with related correspondence, and background data and copies of reports submitted to activity or office assigned cognizance over the equipment or material items.

Destroy when 1 year old.

SSIC 4122

STANDARDS RECORDS

Apply SSIC 4121.

SSIC 4123

QUALIFIED PRODUCTS LISTS RECORDS

1. IDENTIFICATION LISTS. Lists, which identify the specification, manufacturer, or distributor, item by part or model number or trade name, place of manufacture, and the test report, involved.

Destroy when superseded, cancelled, or no longer needed for reference.

SSIC 4130

CONFIGURATION MANAGEMENT RECORDS

1. CONFIGURATION MANAGEMENT GENERAL CORRESPONDENCE, INSTRUCTIONS, NOTICES, STUDIES, AND OTHER RECORDS. Systems commands and inventory control points (program managers and major logistical activities) files that document the development and accomplishment of significant plans, programs, studies, or projects involving configuration management. Files of all supply activities and offices (department and field) and department, division, or other organizational units of activities and offices relating to the operation and administration of the configuration management system. (Exclude primary program records covered in SSIC 4000, paragraph 1).

Destroy when superseded, cancelled or no longer needed for reference purposes.

SSIC 4140

USMC LIFE CYCLE COST MODEL (LCCM) RECORDS

1. RECORDS ARE ACCUMULATED IN GENERATING ALL COSTS/PARTIAL COSTS RELATED TO THE RESEARCH AND DEVELOPMENT (R&D) AND OPERATION AND SUPPORT (O&S) PHASES OF A PRIMARY END ITEM. COSTS DEVELOPED ARE DISPLAYED IN PROGRAM OBJECTIVES

MEMORANDUM (POM)/BUDGET FORMAT FOR THE EXPECTED LIFE.

Retain on board for the life of the item; transfer to WNRC 1 year later. Destroy 10 years after item removed from the inventory.

SSIC 4160

TECHNICAL MANUAL PROGRAM

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, and other records of Systems Command headquarters and other departmental offices having overall publication program responsibilities, and that document the development, establishment, and execution of overall plans, policies, and procedures of the technical manual program.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.

2. TECHNICAL MANUAL DEFICIENCY EVALUATION REPORTS (TMDER). Messages or letter reports citing deficiencies or errors or recommending revisions to technical manuals.

Destroy when correction to publication has been made by issuing permanent change or superseding revision.

3. DIRECTIVES. Instructions, notices, handbooks, and guidance manuals relating to the publications program.

Destroy when superseded or cancelled.

4. EQUIPMENT/SYSTEM TECHNICAL MANUALS OR MANUFACTURERS INSTRUCTION BOOKS. Publications that contain description and instructions for installation, operation, maintenance, and overhaul of major items of equipment and shipboard systems.

a. Record copy held by NAVSEASYSCOM Central Technical Manual Management Activity, Naval Ship Missile System Engineering Station, Port Hueneme, CA.

Permanent. Retire to WNRC when obsolete or no longer needed for reference. Transfer to NARA when 20 years old.

b. All other copies.

Destroy when obsolete, cancelled, superseded, or no longer needed for reference.

SSIC 4200-4399

CONTRACTING RECORDS

THE RECORDS IN THIS (4200-4399) SERIES ARE RELATED TO GENERAL CONTRACTING IMPREST FUNDS (CASHIER APPOINTMENT LETTERS), CONTRACTING AUTHORITY AND RESPONSIBILITY, PERMANENT DELEGATIONS, EMERGENCY DELEGATIONS, AND CONTRACT MANAGEMENT REVIEWS RECORDS AND INCLUDE INTRA-NAVY ACQUISITION ASSIGNMENTS (COORDINATED ACQUISITIONS (WITHIN DEPARTMENT OF DEFENSE)), INTERDEPARTMENTAL ACQUISITIONS (GOVERNMENT) (FEDERAL SUPPLY SCHEDULE CONTRACTS, DELIVERY ORDERS TO OTHER GOVERNMENT AGENCIES, LOCAL OR DECENTRALIZED CONTRACTING, AND SMALL PURCHASES), FOREIGN CONTRACTING (BUY AMERICAN ACT, CONTRACT REQUESTS, SPECIFICATIONS, FUNDING, DELIVERY TIME OR PLACE, AND JUSTIFICATIONS), CONTRACTING OFFICER APPOINTMENT (ORDERING OFFICER APPOINTMENT), FORMAL ADVERTISING (NEGOTIATION), CONTRACT COST PRINCIPLES (CONTRACT PRICING PRINCIPLES AND GOVERNMENT PRICE CONTROLS), ACQUISITION FORMS (CONTRACT CLAUSES), GENERAL CONTRACTS (FIXED-PRICE CONTRACTS, COST-TYPE CONTRACTS, LABOR HOUR AND TIME AND MATERIAL CONTRACTS, OTHER, AND SUBCONTRACTS), DISSEMINATION OF CONTRACT INFORMATION (CONTRACT STATISTICS AND CONTRACT ADMINISTRATIVE LEAD TIME (CALT)), GENERAL RESPONSIBILITY OF OFFEROR (PRE-AWARD SURVEYS), CONTRACT CLEARANCE (BONDS AND INSURANCE), CONTRACT ADMINISTRATION (CONTRACTOR PERFORMANCE, DELIVERY AND SHIPMENT, AND DEFAULT), GOVERNMENT PROPERTY (GOVERNMENT FURNISHED AND CONTRACTOR ACQUIRED), LABOR AND MANPOWER (INSPECTION AND ACCEPTANCE), DISPUTES/STRIKES (PROTESTS AND APPEALS, CONTRACTOR CLAIMS, EXTRAORDINARY CONTRACTUAL ACTIONS, AND OTHER CLAIMS), CONTRACT TERMINATION (RENEGOTIATION AND STATUTORY PROFIT LIMITATIONS), BUSINESS (CLAIMANT GOALS AND PERFORMANCE; MINORITY BUSINESS ENTERPRISE; FRAUD AND IRREGULARITIES; DEBARRED, INELIGIBLE, OR SUSPENDED CONTRACTORS; AND EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM NON-AWARDABLE CONTRACTORS), AND IN-LEASE ADMINISTRATION RECORDS.

SSIC 4200

GENERAL CONTRACTING RECORDS

1. CONTRACTING RECORDS. Records are accumulated by activities and offices in connection with their performance of all aspects of procurement functions. The series covers records documenting all types of contracts, including fixed-type contracts, facility contracts, construction and maintenance contracts, letter contacts, letters of intent, purchase orders, and any other type of

contractual agreements. Also included are amendments, changes, and supplementary agreements to any procurement action. The disposal provisions do not apply to any records pertaining to outstanding exceptions, unsettled claims for or against the United States, such as records which shall be preserved until final clearance or settlement of matters and until the applicable time period authorized for the file has expired.

a. General Correspondence Files. Correspondence files of operation procurement units concerning internal operation and administration matters not covered elsewhere under SSIC 4200.

(1) Documents in the contractor general file pertaining generally to the contractor and not relating to any specific contract.

Destroy when 2 years old.

(2) Routine documents which pertain only to specific contracts.

Destroy when 2 years old.

(3) Documents not routine in nature, which pertain to specific contracts.

Destroy when 2 years old.

b. Routine Procurement Files. Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment.

(1) Procurement or purchase organization copy and related papers.

(a) Transactions of more than $25,000 and all construction contracts exceeding $2,000. Exclude transactions containing indemnification provisions.

Destroy 6 years and 3 months after payment.

(b) Transactions of $25,000 or less and construction contracts under $2,000. Exclude transactions containing indemnification provisions.

Destroy 3 years after final payment. (Close file at the end of the fiscal year, retain 3 years, and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith.)

(c) Contracts and other transactions containing provisions whereby the contractor indemnifies the Government against damage, loss, malfunction, personal injury, or any other condition.

Cut off file at the end of the fiscal year and retire to nearest FRC. Destroy at the end of the period of indemnification. Retiring activities must specify destruction date on SF 135 used to retire records.

(2) Obligation copy.

Destroy when funds are obligated.

(3) Other copies of records described above used by component element of a procurement office for administrative purposes.

Destroy upon termination or completion.

c. Supply Management Files. Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of DOD reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).

(1) Copies received from other units for internal purposes or for transmission to staff agencies.

Destroy when 2 years old.

(2) Copies in other reporting units and related work papers.

Destroy when 1 year old.

d. Solicited and Unsolicited Bids and Proposals Files

(1) Successful bids and proposals.

Destroy with related contract case files.

(2) Solicited and unsolicited unsuccessful bids and proposals.

(a) When filed separately from contract.

Destroy when related contract files are completed.

(b) When filed with contract.

Destroy when related contract case files are completed.

(3) Cancelled solicitation files. Formal solicitations of offers to provide products or services (e.g., invitations for bids, requests for proposals or requests for quotations), which were, cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.

Destroy 5 years after date of cancellation.

e. Contract Appeals Case Files. Files consisting of notices of appeal or acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.

Destroy 10 years after final action or decision.

SSIC 4330

CONTRACT ADMINISTRATION RECORDS

1. UNIT IDENTIFICATION CODE SYSTEM (UIC). A system to maintain an updated file of unit identification codes and mailing addresses for all Navy and Marine Corps activities and other specific non-Government institutions. Extracts of the UIC information are provided on a monthly basis to other ADP systems and is used to produce the monthly NAVCOMPT Chapter 5, Volume II. File maintained at NAVCOMTELSTA Washington; functional sponsor is the Assistant SECNAV (Financial Management and Comptroller (ASN (FM&C)).

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems document to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

2. CONTRACT INFORMATION STATUS SYSTEM. This system updates administrative, accounting, supplies line items, services, schedules, supplemental data requests and modification headers after an edit of the contract abstract. Follow-ons, such as shipment performance notices (SPNs), acceptance alerts (PK5s), and contract closeouts (PK9s) are processed to track the progress of the contract until all deliverables are accepted. Closeouts are then initiated. This Navy-wide system is maintained at NAVCOMTELSTA Washington. Information is transmitted between the Central Accounting Office, purchase office and acceptance site.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 4335

CONTRACTOR PERFORMANCE RECORDS

1. CONTRACTING INFORMATION SYSTEM. System provides a data base, which identifies and describes all contractors, who have either expressed a desire to do business with DOD, who have done business with DOD in the past, or who are currently engaged in a contract with DOD. Navy-wide system supporting all DOD and maintained by DOD.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 4400-4499

SUPPLY/MATERIAL RECORDS

SSIC 4400

GENERAL SUPPLY/MATERIAL RECORDS

1. GENERAL CORRESPONDENCE FILES. Files of activities (including inventory control points, supply departments, stock points, and other offices or units) relating to the operation and administration of their supply functions.

Destroy when 2 years old.

2. REPORTS, DATA, AND PAPERS. Documents prepared or accumulated by activities and offices or other organizational units performing supply functions, exclude reports specifically authorized for other disposal.

a. Supply Activity or Office Copies.

Destroy when 2 years old.

b. Copies Maintained in Other Organizational Units.

Destroy when 1 year old or unit is disestablished, whichever is earlier.

c. Copies Used as Working Papers or Maintained for Information.

Destroy when superseded or no longer needed for reference purposes.

3. STOCK CUSTODY RECORDS OR EQUIPAGE STOCK CARDS.

Destroy 2 years after discontinuance of item, stock balance is transferred to new card or recorded under a new classification, or equipment is removed from agency control.

4. RECORDS OF STOCK LOCATIONS.

Destroy when record is superseded or upon depletion of stock.

5. IDENTIFICATION FILES. Copies of stock lists or supply catalogs, specifications, and other publications, indexes, card records, tickler or suspense files, and other similar files relating to the identification of supplies, property, equipment, or other materials, or used as locator records for supplies and equipment or as suspense devices for supply operations.

Destroy when superseded, cancelled, obsolete, or 2 years after date of list.

6. CASH TRANSACTION RECORDS. Records maintained to report transactions to disbursing and fiscal officers. (See also SSIC 7302, paragraph 9.)

Destroy when 2 years old.

7. MARCORPS FIELD SUPPLY ANALYSIS OFFICES RECORDS. These records are accumulated by these offices in connection with their analysis and evaluation of MARCORPS activities supply procedures.

a. Copies of Field Examination Team Reports. Reports, supporting documents, and related correspondence for activities or units.

Destroy upon completion of next examination and submission of new report to HQMC.

b. Copies of MARCORPS Field Supply Analysis Office Receipts, Expenditures, and Payment Documents. Copies of vouchers and other documents pertaining to MARCORPS stock fund and appropriation stores accounts and to commissary store purchases and cash sales, monthly reconciliation statements of receipts from purchases, matched monthly reconciliation registers and related computer punch cards and monthly registers of documents unmatched at month's end, and other similar documents used in connection with performance of supply analysis functions.

Destroy 1 year after completion of reconciliation.

c. Administrative Correspondence. Correspondence pertaining to the performance of administrative functions and transactions in analyzing and reporting effective procedures.

Destroy when 1 year old.

d. Comprehensive analysis of FSMAO programs to include critiques, data collected, determination/repeat findings, and clarification/modification findings. (N1-NU-00-1)

(1) Marine Corps field command copies

Retain locally and destroy after 3 years or until superceded by next analysis.

(2) FSMAO and CMC (LPP) copies.

Retire to FRC after 2 years and destroy after 5 years.

e. Degraded Logistics Posture Report and all supporting documentation. (N1-NU-00-1)

(1) Marine Corps Field Command copies.

Retain locally and destroy after 3 years or until superceded by next analysis.

(2) FSMAO and CMC (LPP) copies.

Retire to FRC after 2 years and destroy after 5 years. (Note: Electronic versions of records created by electronic mail and word processing applications: Delete when file copy is generated or when no longer needed for reference or updating)

SSIC 4402

SHIP STORES RECORDS

1. GENERAL CORRESPONDENCE FILES. Files and other records concerning the establishment, operation, and administration of ship stores. (Ship store inventory records should be filed under SSIC 4440.)

Destroy when 2 years old.

SSIC 4403

REPLACEMENT AND EVALUATION (R&E) PROGRAM RECORDS

1. GENERAL CORRESPONDENCE FILES. Files consisting of letters, messages, memoranda, and other related material created/maintained by MARCORPS field activities. The MARCORPS R&E Program is designed to extend the service life of MARCORPS ground support equipment (from radio sets to tanks), except small arms, by providing for timely replacement and evaluation for rebuild on a cyclic basis.

Destroy when 3 years old.

SSIC 4406

SUPPLY AFLOAT RECORDS

1. GENERAL CORRESPONDENCE FILES. Files consist of letters, memoranda, and messages relating to the shipboard supply function.

Destroy when 3 years old.

2. STOCK RECORDS (SHIPS WITHOUT AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE)). Records such as Stock Record Card Afloat form.

Destroy after the next Supply Operation Assistance Program (SOAP) Inspection.

3. CUSTODY RECORDS. Controlled equipage custody records, which are maintained for certain operating space items, selected by the fleet commander, type commander, or ship's commanding officer for special inventory controls.

Destroy when material is transferred or surveyed.

4. LOCATOR/INVENTORY RECORDS (SHIPS WITHOUT ADPE). Afloat/Inventory Record forms or inventory lists which indicate storeroom locations and inventoried quantities of stock material.

a. New Lists.

Destroy upon completion of the next inventory of the same material.

b. All Other Lists.

Destroy after the next SOAP Inspection.

5. PROCUREMENT DOCUMENTS (SHIPS WITHOUT ADPE). DOD Single Line Time Requisition System Document (Manual) (DD 1348), Requisition and Invoice/Shipping Document (DD 1149), Order for Supplies or Services (DD 1155), and similar documents used to requisition purchase of shipboard materials and services.

Destroy, with receipt documents attached, 1 year after completion.

6. CONSUMPTION DOCUMENTS (SHIPS WITHOUT ADPE). Documents used to issue materials to requesting shipboard work centers and to report consumption to the cognizant type commander.

Destroy originals 1 year after copies are forwarded to the cognizant type commander, or after the next supply management inspection, whichever is later.

7. DEMAND FILES (SHIPS WITHOUT ADPE). Copies of Single Line Item Consumption/Requisition Document (Manual) (NAVSUP 1250-1), Stock Record Card, Afloat (NAVSUP 1114), or other documents used to maintain a record of demands for non-stocked materials.

Destroy when demand frequency qualifies the material to be stocked or after the next SOAP Inspection, whichever is earlier.

8. EXPENDITURE INVOICE FILES (SHIPS WITHOUT ADPE). DOD Single Line Item Release/Receipt Document (DD 1348-1), DD 1348, or DD 1149, Report of Survey (DD 200), or other expenditure documents used to transfer or survey material.

Destroy 1 year after completion of the transfer or survey.

9. TRANSACTIONS FILES (SHIPS WITH ADPE). Transaction ledgers/cumulative transactions ledgers (comprising records identified in SSIC 4406, paragraphs 2 and 6-8).

a. Discrepancy Reconciliation Required.

Destroy when 2 years old.

b. Discrepancy Reconciliation Not Required.

Destroy when 1 year old.

10. SUPPLY EFFECTIVENESS CONSUMPTION SYSTEM (SECS). System provides users with a means to collect and summarize basic consumption data generated in the normal course of supply operations afloat. The supply effectiveness/consumption report provides information to type commanders and individual ships on supply readiness, material consumption, material deficiencies, comparative supply performance, and the obligation and utilization of funds.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 4408

SPARE AND REPAIR PARTS RECORDS

1. TECHNICAL DATA AND RELATED INFORMATIONAL PAPERS. Papers concerning spare and repair parts maintained by supply-control or by maintenance and repair activities.

Destroy when superseded or cancelled, or aircraft, ship other craft, or equipment is removed from supply system support.

SSIC 4410

CATALOGING, MATERIAL IDENTIFICATION, AND CLASSIFICATION RECORDS

1. GENERAL CORRESPONDENCE FILES. Files, copies of reports, and other papers accumulated by activities and offices in connection with the performance of cataloging functions and the development of Federal Item Identification Guides (FIIGs) and of material item identification and classification. Include papers relating to the assignment (or revision or deletion) of standard stock numbers. (Exclude primary program records maintained at the Systems Command level covered in SSIC 4000, paragraph 1.)

Destroy when 2 years old.

2. ITEM (COMMODITY) SPECIFICATIONS AND STANDARDS.

a. Specifications and Standards Records Used to Support Specific Procurement or Other Supply Actions. Files include studies, reports, analyses, test results, and consumer surveys.

Destroy 1 year after action is completed.

b. Specifications and Standards (Including Blueprints and Related Card Records) Used for Material Cataloging, Identification, Classification, or Reference Purpose (Drawings, Blueprints, Microfilm, Microfiche, etc.).

Destroy when superseded, cancelled, upon completion of action, or no longer needed for reference.

3. ITEM IDENTIFICATION RECORDS. Master item (commodity) identification or history cards, microfilm, or other records maintained for individual items of supply, together with related cross-reference files; material or equipment data cards; and listings or other records maintained for material identification or supply purposes. Also, include item control cards, and other card records of standard supply, standard catalog, or other items.

Destroy when material or equipment is deleted from the supply system.

4. COPIES OF BLUEPRINTS AND DRAWINGS, OR THEIR EQUIVALENTS, FOR EQUIPMENT ON ALL COMMODITY ITEMS MAINTAINED BY SUPPLY CENTERS OR OTHER ACTIVITIES.

Destroy when item is deleted from the supply system.

5. MARCORPS CARD RECORDS OF SERIAL NUMBERS OF ALL WEAPONS (INCLUDING SMALL ARMS AND CREW-SERVED) AND BINOCULARS.

a. Serial Number Entered on Transfer Document.

Destroy when item is transferred or otherwise disposed of.

b. Serial Number Not Entered on Transfer Document.

Destroy 3 years after transfer document number has been entered on card.

SSIC 4419

REPAIRABLES MANAGEMENT RECORDS

1. SUBJECT FILES. Files relating to the functions of repairables management, including general correspondence, instructions, audit reports, and point papers.

Destroy when 5 years old.

SSIC 4420

MATERIAL SUPPLY COORDINATION RECORDS

1. GENERAL CORRESPONDENCE FILES. Reports and related papers concerning material missions, material cognizance assignments and control matters, and the performance of supply and technical functions in regard to material (stock) coordination (other than primary program (NAVSUPSYSCOM) files covered in SSIC 4000, paragraph 1.

Destroy when 2 years old.

2. HISTORY DATA CARDS AND EQUIPMENT OR MATERIAL CARDS MAINTAINED FOR SUPPLY COORDINATION PURPOSES AND RELATED LISTINGS

Destroy when superseded, cancelled, or no longer needed for reference.

3. DIMINISHING MANUFACTURING SOURCES AND MATERIAL SHORTAGES PROGRAM. Transaction histories.

Transfer to FRC when 2 years old. Destroy when 5 years old.

SSIC 4422

MATERIAL COGNIZANCE ASSIGNMENTS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files and other records concerning the assignment or transfer of cognizance over supply items, or the stocking or discontinuance of stocking items by supply-control activities or other stocking points and intersupply support agreements. (Include item control recommendations.)

Destroy when 2 years old.

2. MATERIAL COGNIZANCE TRANSFER REPORTS.

Destroy when 2 years old.

3. ITEM COGNIZANCE COMMODITY CARD RECORDS. Records or lists reflecting such data as the code (stock number) and the commodity group (inventory control point) assigned supply coordination cognizance.

Destroy when superseded, cancelled, item cognizance is transferred, or item is deleted from the supply system.

SSIC 4423

EQUIPPING/PROVISIONING AND ALLOWANCES RECORDS

1. GENERAL CORRESPONDENCE, STUDIES, AND OTHER RECORDS. Records that document the establishment and development of support policies, procedures, plans, and programs relating to provisioning and allowance development for ships and activities and the subsequent actual equipping of those ships and activities maintained by the NAVSUPSYSCOM, MARCORPS activities, the CNO, technical bureaus and single manager agents under the operational control of DON. (Exclude program records covered in SSIC 4000, paragraph 1.)

Destroy when superseded, cancelled, or no longer needed for reference.

SSIC 4424

MATERIAL OBLIGATION VALIDATION (MOV) RECORDS

1. MATERIAL OBLIGATION VALIDATION (MOV) REQUESTS AND CONTROL CARDS WITH SUPPORTING DOCUMENTATION RELATED TO THE VERIFICATION OF CONTINUING NEED FOR MATERIAL ORDERED.

Destroy 1 year after cancellation or completion of requisition.

SSIC 4430

MATERIAL RECEIPT RECORDS

1. MATERIAL RECEIPT AND EXPENDITURE INVOICES, TOGETHER WITH SUPPORTING CORRESPONDENCE AND PAPERS, INVOLVED IN THE TRANSFER OF MATERIAL. Correspondence including copies of requisitions, invoices, requisition/issue documents, contract receiving reports, and similar forms.

a. Proof of Delivery or Receipt Files.

Destroy when 2 years old.

b. All Other Copies.

Destroy when 1 year old.

2. MATERIAL ACCEPTABILITY OR RECEIPT INSPECTION REPORTS. Copies of reports relating to the acceptability of material received, such as inspection and receiving reports; order and inspection reports; reports of damaged or improper shipments; reports of failure, unsatisfactory, or defective materials; other related records prepared by recipient activities.

Destroy when 1 year old or corrective or other action has been taken, whichever is later.

3. MATERIAL RECEIPT CONTROL FILES. Logs, listings, check-off sheets, extra copies of notices of shipments, or other documents used as a record of expected supplies or shipments, or as a progress record of the status of requisitions or shipments, or for any other similar control or suspense purpose (and not utilized as a voucher or stock account record).

Destroy upon receipt of material, completion or cancellation of requisition, or receipt of notice of shipments, whichever is earlier.

4. MARCORPS ACTIVITIES DELIVERY CASE FILES FOR ITEMS OF SUPPLIES AND EQUIPMENT. Files comprise such records as requisitions, authority slips, authority or transfer orders, shipping documents, and related papers.

Destroy 2 years after final payment.

5. MARCORPS ACTIVITY MEMORANDA RECEIPTS FOR CUSTODIAL TYPE ITEMS.

Destroy 1 year after receipt is closed out, superseded, or when property is returned.

SSIC 4431

MATERIAL SHORTAGES RECORDS

1. LOCAL CONTROL RECORDS OR REPORTS. Records relating to the shortage or non-availability of supplies at stocking points or to their availability at other stocking points or supply sources.

Destroy when 3 months old.

SSIC 4440

INVENTORY CONTROL RECORDS

THESE RECORDS ARE ACCUMULATED BY INVENTORY CONTROL POINTS, INCLUDING SUPPLY-DEMAND CONTROL POINTS, SINGLE-MANAGER OPERATING AGENCIES, SUPPLY DEPOTS, NAVAL RETAIL OFFICES, AND OTHER SUPPLY OFFICES AND ORGANIZATIONAL UNITS OF OTHER ACTIVITIES OR OFFICES PERFORMING SUPPLY AND INVENTORY CONTROL FUNCTIONS. THESE FUNCTIONS ASSURE A PROPER BALANCE BETWEEN THE SUPPLY OF AND DEMAND FOR ITEMS OF MATERIAL, SUPPLY INVENTORY RECORDS RELATING TO CURRENT INVENTORIES, AND ALLOWANCES, SUPPLY LEVELS, STOCK STATUS AND REPLENISHMENT, AND FINANCIAL INVENTORY CONTROL (THE RECONCILIATION OF COST AND COST CONTROL WITH STOCK OR PROPERTY ACCOUNTING RECORDS).

1. INVENTORY REPORTS. Inventory (including annual, change of property book officer, cyclic) reports and related correspondence. Including inventory control reports, reports of receipt and maintenance of supply items, financial inventory summary reports , stores accounting transactions and semi-annual vouchers/invoice tape printouts, reports of material surveys. This includes inventories of arms, ammunition and explosives (AA&E) not addressed under SSIC 8300-8399. (N1-NU-89-4)

a. Marine Corps Activities. Inventories involving sensitive items such as conventional AA&E.

Retain onboard. Destroy after 3 years.

2. STOCK ON HAND RECORDS. Records relating to physical counts of stock on hand.

Destroy 1 year after reconciled with stock (card, tape, or other) entries.

3. REQUIREMENT ESTIMATE FILES.

Destroy when 1 year old.

4. DAILY (STOCK STATUS) TRANSACTION LEDGERS OR LISTINGS. Summaries of daily transactions.

a. Historical Listing Prepared.

Destroy when 1 year old or next inventory is completed, whichever is later.

b. Historical Listing Not Prepared.

Destroy when 3 years old.

5. HISTORICAL LISTINGS OF STOCK STATUS TRANSACTIONS.

Destroy when 3 years old.

6. CONSOLIDATED (DAILY, MONTHLY, QUARTERLY, OR OTHER) STOCK STATUS TRANSACTION REPORT RECORDS.

Destroy when 1 year old.

7. STOCK SLIPS.

Destroy after procurement document is prepared and expected receipt is posted to stock record.

8. DETAIL STOCK CONTROL (SINGLE LINE ITEM TRANSACTION) CARDS SUCH AS STOCK BALANCE CARD (NAVSUP 801) AND DOD MATERIAL ADJUSTMENT DOCUMENT (DD 1487).

a. Stock Account Copies. Include stock accounts at MARCORPS supply centers.

Destroy when 1 year old.

b. Data Processing Installation Copies. Copies used to transceive stock account transactions to supply center or others.

Destroy after monthly transaction register listing of transceived cards or month end summary of expenditure listing has been prepared.

c. Supply Centers Data Processing Installation Copies. Copies used to transceive stock accountant transaction within the complex.

Destroy when 3 months old.

9. STOCK DUES (EXPECTED RECEIPT) SINGLE ITEM TRANSACTION CARDS SUCH AS DD 1487.

Destroy upon receipt or cancellation of complete shipment.

10. RECEIPT STOCK CONTROL RECORDS (HEADER CARDS) OR EQUIVALENT TAPED RECORD.

Destroy when all stock record accounting actions have been completed and verified.

11. INVOICE HEADER CARDS.

Destroy when invoices have been verified and distributed.

12. INVENTORY TALLIES, INVENTORY CONTROL REGISTERS, OR REPORTS.

Destroy upon completion of next inventory and after all adjustment actions have been taken.

13. INVENTORY TRIAL BALANCE RECORDS (CARDS OR OTHER RECORDS).

Destroy after completion of next inventory.

14. CHANGE NOTICES.

a. Stock Accounting Change Cards.

Destroy 1 year after item is deleted from supply system.

b. Price Change Cards.

Destroy when superseded or revised list is received.

c. All Others.

Destroy when action is completed.

15. STOCK ACTION RECORDS. Card or other record used for such actions and transferring items.

Destroy when action is completed.

16. STOCK STATUS NOMENCLATURE CARDS OR TAPES.

Destroy when superseded by new card or tape and report for next reporting period had been prepared and released.

17. STOCK LOCATOR CARD.

Destroy when superseded or item is no longer carried in stock.

18. SUMMARY-TO-DATE RECORDS AND OPENING/CLOSING INVENTORY RECORDS (INVENTORY BALANCE ADJUSTMENT AND COUNT CARDS).

Destroy 4 months after inventory is completed and all adjustments made.

19. MECHANIZED STOCK STATUS OR INVENTORY CONTROL BALANCE OR SUMMARY (CARD) RECORDS.

a. Stock Status Balance Cards.

Destroy when new stock balances or summary data cards have been prepared.

b. Stock Status and Replenishment Cards.

Destroy when data are reproduced for replenishment purposes upon next replenishment cut off.

c. Stock Accounting Balance Cards.

Destroy when item is deleted from stock.

d. Transaction Item Report Cards.

Destroy when the zero stock status is reported to the supply-demand or inventory control point at the next replenishment period if the item is included in a category of items under active items reporting.

e. Similar Records Created or Used in Connection with Inventory Updating and Stock Status Reporting.

Destroy after reporting the preparation and verification of updated card or other record and release of report for next accounting period.

20. TAPED INVENTORY CONTROL AND STORES PROCESSING RECORDS. Magnetic or punched tapes created or used in connection with receipt control processing, inventory updating and stock status reporting, and stores reporting. (See also SSIC 4443 for other financial inventory accounting reporting records.)

a. Receipt Control Processing Tapes and Receipt Control Master Tapes.

(1) Tapes bearing date of stock status cut off.

Destroy after preparation of third generation tape (third successive updating).

(2) Master receipt control tapes (other than those with stock status cut off date) and receipt control daily action tapes.

Destroy after preparation of second generation tape (second successive updating).

(3) Receipt control total completed action master tapes.

Destroy after successfully merged with total completed

action master tape.

(4) Procurement action status report tapes.

Destroy after completion and release of next procurement status report.

(5) Other receipt control processing tapes.

Destroy when superseded or successfully updated or merged, provided tapes have been verified following accepted Electronic Data Processing Manual (EDPM) procedures, or after preparation and approval of printout or report.

b. Inventory Updating and Stock Status Report Tapes.

(1) Master inventory tapes.

Destroy after preparation of third generation tape.

(2) Transaction reporting tapes.

Destroy when updated and successfully merged with master inventory record.

(3) Merged transaction reporting tapes.

Destroy after preparation of third generation tape.

(4) Status reporting printing tapes.

Destroy after completion of next subsequent stock status report.

(5) Other inventory or stock status reporting tapes.

Destroy when superseded or successfully merged and verified following accepted EDPM procedures, or when preparation and approval of next subsequent printout or report.

c. Stores Reporting Tapes. Tapes used by inventory control points and supply centers in the monthly stores reporting process

(1) Year-to-date summary tapes used as next monthly input.

Destroy after determination that updating was successful.

(2) Financial transaction summary reporting tapes including MARCORPS east and west tapes.

(a) Stores reporting output (printing) tapes and year ending summary tapes.

Destroy 15 days after next monthly return or other reports have been prepared, approved, and distributed, unless otherwise notified by HQMC.

(b) Other tapes used in stores reporting process.

Destroy when updated or superseded and new tapes have been verified.

(c) Voucher/invoice and daily inventory and stores processing tapes of supply centers.

1. Semi-annual voucher/invoice tapes.

Destroy when 6 months old provided all required printouts have been prepared and approved.

2. Daily stores detail tapes, labor roll/material charges and credit tapes, and material receipts/expenditures tapes.

Destroy 45 days after submission of end of fiscal year return and 30 days after submission of other monthly returns, unless notified to hold longer.

3. Daily voucher/invoice tapes.

Destroy after third successive updating of the supply center inventory.

4. Inventory tapes.

Destroy after third successive updating.

5. Other tapes used by supply centers in connection with the reporting of financial inventory reporting.

Apply appropriate section of SSIC 4443.

21. CARDS, TAPES, OR OTHER RECORDS USED INCIDENTALLY IN INVENTORY CONTROL PROCESSING.

Destroy when superseded, related listings or reports have been prepared, or purpose is served.

22. MANUAL (NON-MECHANIZED) STOCK CONTROL RECORDS. Stock control and other records involving inventory accounting status and replenishment.

a. Stock Control Cards. Cards used in inventory accounting.

Destroy when 1 year old or balance is recorded on a new card.

b. Stock Status and Stock Replenishment (Stock Account) Card Records.

Destroy when 1 year old.

c. Other Stock Record Cards, Lists, or Similar Records.

Destroy when superseded or stock is depleted.

23. MATERIAL MANAGEMENT SYSTEM. This system provides inventory control for all material used in ship overhauls and refits at all Naval Shipyards. System provides online inventory query response via terminals throughout shipyard industrial area.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

24. SHIP EQUIPMENT CONFIGURATION ACCOUNTING SYSTEM (SECAS). System provides configuration status accounting for ship equipment for use by the fleet, type commanders, and NAVSEASYSCOM. System is maintained at Naval Weapons Station, Concord, CA and supports/links NAVSEASYSCOM, Weapons Stations, and naval shipyards.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 4441

ALLOWANCES RECORDS

1. GENERAL CORRESPONDENCE, STUDIES, AND OTHER RECORDS. Records that document the establishment and development of allowance procedures, plans, and programs which are maintained by NAVSUPSYSCOM, MARCORPS activities, CNO, or their subordinate commands and commands and field activities. (Exclude primary program records covered in SSIC 4000, paragraph 1.)

Destroy when superseded, cancelled or no longer needed for reference.

2. AVIATION CONSOLIDATED ALLOWANCE LIST SYSTEM (AVCALS). System provides aviation parts information (and funding citations to requisition these parts) necessary to support deploying air squadrons aboard an aircraft carrier.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. System documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 4442

SUPPLY LEVELS RECORDS

1. CRITICAL ITEMS LISTINGS. Listings maintained by inventory control points.

Destroy when 3 months old or action has been taken.

2. REPORTS OF CRITICAL STOCK LEVELS (BALANCES). Reports accumulated by supply control activities.

Destroy when 3 months old or action has been taken.

3. FINAL TITLE STOCK INVENTORY SYSTEM. System provides management support concerning on-hand assets, reservations, excesses and deficiencies in the various final title stock inventory accounts. Provides capability for reservation, establishment, modification and conversion of Coordinated Shipboard Allowance List (COSAL) unit loads. System maintained at FACSO Port Hueneme and supports NAVFACENGCOM Headquarters,

NAVSUPSYSCOM program manager, and all CBCs.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

4. PREPOSITIONED WAR RESERVE MATERIAL STOCK SYSTEM. System evaluates assets and deficiencies in the 2C cog inventory and enables the Navy to determine its readiness to respond to contingency plans. System is sponsored by CNO (N44); maintained at FACSO Port Hueneme; and supports all CBCs.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

5. MATERIAL REQUIREMENTS PLANNING SYSTEM. System provides audit trails between Joint Chiefs of Staff (JCS) contingency plans and current Naval Construction Force stock assets. System is maintained at FACSO Port Hueneme and supports NAVFACENGCOM Headquarters and all CBCs.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. System documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 4443

FINANCIAL INVENTORY CONTROL RECORDS

1. SUMMARY REPORTS OF MONTHLY, QUARTERLY, OR OTHER PERIODIC FINANCIAL INVENTORIES AND RELATED CORRESPONDENCE.

Destroy when 2 years old.

2. PRICE ADJUSTMENT FORMS.

Destroy when 1 year old.

3. ITEM PRICE CARDS.

Destroy when cancelled or obsolete.

4. FINANCIAL DETAIL CARDS OR TAPE RECORDS. Financial summary cards or tapes, including daily store detail tapes and semi-annual voucher/invoice tapes.

Destroy when 6 months old.

5. OTHER TAPE RECORDS. Records created or used by supply activities or by activities performing supply functions in connection with the periodic processing and reporting of financial inventory accounting data

a. Stores Ledger Tapes. Tapes used to input data to subsequent updated tapes.

Destroy after preparation of third generation tape.

b. Weekly Stores Summary Tapes and Financial Transactions Tapes.

(1) Master of end of September (end of fiscal year) tapes.

Destroy 45 days after submission.

(2) All other tapes.

Destroy after preparation and submission of the next monthly return or report, unless notified to hold longer.

c. Other Records Used in Connection with or

Incidental to Daily or Other Periodic Processing.

Destroy when superseded or successfully merged or updated and new tapes are verified, and/or until preparation of next periodic summary listing or report.

SSIC 4450-4459

STORAGE RECORDS

RELATED RECORDS UNDER SSIC 4451-STANDARDS AND PROCEDURES, SSIC 4453-OPERATIONS, AND SSIC 4454-INSPECTION AND MAINTENANCE, SHOULD BE FILED UNDER SSIC 4450.

SSIC 4450

STORAGE RECORDS

1. REPORTS, RELATED CORRESPONDENCE, AND PAPERS. Reports concerning the storage of supplies and equipment including those relating to storage operations, storage standards, and procedures, cross-servicing agreements, storage space utilization, storage facilities, and storage maintenance.

a. Individual Storage Unit Reports.

Destroy when superseded or revised report is forwarded to NAVSUPSYSCOM.

b. Other Reports. Reports such as Storage Space Utilization and Occupancy Report (DD 805), Report of Household Goods Storage Activities (DD 1166), and Explosive Storage Reports.

Destroy when 2 years old.

c. Storage and Warehousing Facility Permits, Leases, and Cross-servicing Agreements. Agreements such as Request and Authorization--Commercial Warehouse Service or Cold Storage Reports (DD 810).

Destroy 1 year after permit, lease, or agreement is terminated.

2. LOCAL STORAGE CONTROL RECORDS. Records such as space or location charts or cards, space or bin assignment records, and other papers used for space assignment or control purposes, or as locator media for supplies and equipment, or as record of stock locations.

Destroy when superseded or obsolete.

3. SPACE LAYOUT OR PLANNING CHARTS, ILLUSTRATIONS, OR OTHER RECORDS. Records relating to storage space utilization, planning or layout.

Destroy when superseded or obsolete.

4. WAREHOUSE RECEIVING AND DISPATCH RECORDS. Extra copies of arrival reports, copies of outbound shipping reports, work sheets, and other documents used as local warehouse receiving or dispatch (shipping) records. These are maintained by depots, warehouses, or receiving platforms in connection with arranging for the receipt, packing, unloading, or dispatch of supplies and the assignment of labor and equipment for handling supplies at depots, warehouses, etc.

Destroy 3 months after material is received.

5. STORAGE SPACE PLANNING AND LOCATOR RECORDS. Records used in connection with space or layout planning, or to locate supplies, or as check or inventory record of stock locations. Include bin tags, space location sheets or cards, and layout diagrams or space-planning charts.

Destroy when superseded or obsolete.

SSIC 4452

SPACE CONTROL RECORDS

1. SPACE ADMINISTRATION MANAGEMENT SYSTEM. This system maintains a database of all Navy-controlled spaces. The system accounts for the number of square feet of space being utilized by all Navy activities and some other selected DOD-owned spaces, the cost of these spaces, the vacant space currently available, etc. Standard reports are produced for CNO (N4) use in managing Navy/DOD space requirements and outputs of semi-annual changes are produced for submission to DOD to meet Navy requirements. This system uses the Navy's File Management System (FMS) database management system. System is maintained at NAVCOMTELSTA Washington and supports naval facilities.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 4460

MATERIALS HANDLING RECORDS

1. REPORTS AND RELATED CORRESPONDENCE. Correspondence concerning material handling operations.

Destroy when 2 years old.

2. LOCAL OPERATIONAL RECORDS. Records maintained by depots and other activities relating to the operation and utilization of materials handling equipment including work assignment records, working reports of materials handling equipment, dispatch control records, information on equipment loaded or unloaded, and other similar local operational (work control) papers.

Destroy when 6 months old.

SSIC 4470

DISTRIBUTION RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, and other records that document the establishment, development and accomplishment of the naval distribution system policies, plans, and programs, maintained by ASSTSECNAV (I&E), CNO, HQMC, Systems Commands, and single manager agents under the operational control of DON.

a. Navy.

Permanent. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.

b. MARCORPS.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.

2. ACTIVITIES GENERAL CORRESPONDENCE. Files of all activities and offices (departmental and field) and departments, divisions, or other organizational units of activities or offices relating to the operation and administration of the naval distribution system. (Exclude records covered under SSIC 4470, paragraph 1.)

Destroy when 2 years old.

3. DISTRIBUTION SYSTEM REPORTS. Reports relating to all phases of DOD distribution system and submitted to or summarized in reports to higher authority.

Destroy when 2 years old.

SSIC 4480

MATERIAL EXPENDITURE RECORDS

1. MATERIAL USAGE AND EXPENDITURE DATA. Data accumulated by activities in determining material requirements.

Destroy when 1 year old or superseded, whichever is later.

SSIC 4490

MATERIAL REQUIREMENTS, ADVANCE PLANNING, RECORDS

1. MATERIAL (SUPPLY) REQUIREMENTS ESTIMATE FILES.

Destroy when 1 year old or superseded, whichever is later.

SSIC 4491

REQUISITIONS AND OTHER MATERIAL OR SERVICE REQUEST RECORDS

1. REQUISITION FILES. Requisitions, service requests, invoice/shipment orders, and supporting papers and correspondence. (See Chapter 7 for accounting copies.)

Destroy when 1 year old or filled, whichever is later.

2. WORK AUTHORIZATION (JOB OR WORK ORDER) FILES. Work, repair service or job orders or requisitions, and other similar documents, supporting papers and related correspondence. (See Chapter 7 for accounting copies.)

Destroy when 1 year old or superseded, whichever is later.

3. REQUISITION OR ORDER LOGS.

Destroy when 1 year old.

SSIC 4500-4599

REDISTRIBUTION AND DISPOSAL OF PROPERTY

SSIC 4500

GENERAL REDISTRIBUTION AND DISPOSAL OF PROPERTY RECORDS

1. PRIMARY PROGRAM RECORDS. Records of HQMC, NAVSUPSYSCOM, NAVFACENGCOM, and other second echelon commands responsible for the development, establishment, and implementation of property redistribution and disposal policies, programs, and procedures.

a. Navy.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.

b. MARCORPS.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Files and other records relating to the operation and administration of property redistribution and disposal functions (other than program records covered under SSIC 4500, paragraph 1) maintained by units responsible for property disposal.

Destroy when 2 years old.

SSIC 4510

SPECIAL RESTRICTIONS ON DISPOSAL ACTIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence and related papers on policies and procedures that deviate from normal utilization screening property sales conditions in the disposal of excess and surplus personal property.

Destroy when 2 years old.

SSIC 4520

DONATIONS AND TRANSFERS RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence and related documentation on request for donation or transfer of excess or surplus personal property.

Destroy when 2 years old.

SSIC 4530

SALES RECORDS

1. SALES PROGRAM FILES. Records relating to the sale of property involving transactions of $25,000 or more and documenting the initiation and development of transactions that deviate from established procedures with respect to the DON disposal program. The records are accumulated primarily by systems commands and offices.

Retire to nearest FRC 1 year after closing of transaction. Destroy when 10 years old.

2. SALES CONTRACT CASE FILES. Invitations, bids and awards, acceptances, and general sales forms and conditions (such as Sale of Government Property Standard Forms (Bid and Award (SF 114, Item Bid Page-Sealed Bid (SF 114A), Item Bid Page-Sealed Bid (SF 114B), and General Sales Terms and Conditions (SF 114C)), lists of material (item descriptions), evidences of sales and related correspondence and paper (other than those included in SSIC 4530, paragraph 1). The transaction is considered completed for purpose of disposal when property has been removed from Government premises and final payment has been made (any monies due to the Government have been collected).

a. Sales Offices Case Files

(1) Transactions of more than $25,000.

Retire to nearest FRC after 1 year. Destroy 6 years and 3 months after final payment.

(2) Transactions of $25,000 or less.

(a) Actions pending.

Close at end of fiscal year. Destroy 3 years after final payment.

(b) No actions pending.

Bring forward the next fiscal year's file for destruction therewith.

b. Other Case Files.

Apply appropriate subitem of SSIC 4200.

3. SALES RETURN RECORDS.

Retire to nearest FRC after 1 year. Destroy 6 years and 3 months after period covered.

SSIC 4535

OUT-LEASES AND EASEMENTS RECORDS

1. OUT-LEASES RECORDS. Records such as lease documents, drawings, or site maps and other pertinent papers.

Destroy 3 years after lease is terminated.

2. EASEMENT RECORDS. Records consist of a right, now revocable at will, to use real property of the Government for a limited purpose.

Destroy when right is revoked.

SSIC 4540

EXCHANGE OR SALE OF NONEXCESS PERSONAL PROPERTY RECORDS

1. INTERNAL INSTRUCTIONS, REPORTS, CORRESPONDENCE, AND OTHER RECORDS. Records related to implementation of the program to replace obsolete or worn out non-excess personal property by selling or trading in the on-hand material and applying the proceeds of sale or the trade-in allowance to reduce the cost of the replacement item(s) (other than primary policy files and record copies of instructions covered under SSIC 4500, paragraph 1).

Destroy when 2 years old.

SSIC 4570

EXCESS AND SURPLUS PROPERTY RECORDS

1. CORRESPONDENCE AND RELATED PAPERS. Correspondence regarding surplus material available at naval activities, including lists of material certified as surplus by activities and designated for redistribution within the DON.

Destroy when 2 years old.

2. REPORTS OF EXCESS AND SURPLUS PROPERTY. Reports such as Report of Excess Personal Property (SF 120) and reports of sales of Government property, invitations, bids, and acceptances; and related correspondence and papers.

Destroy 1 year after final action has been taken.

3. PROPERTY DISPOSAL CASE FILES. Files relating to sales of excess and surplus property.

Apply disposition under SSIC 4010, par. 3c.

4. EXCESS VESSEL FILES. Correspondence and related papers concerning the stripping and preservation of vessels excess to the Navy and awaiting disposal action. These records are primarily maintained by NAVSEASYSCOM activities.

Destroy 2 years after disposal action is completed.

SSIC 4600-4699

GENERAL TRAVEL AND TRANSPORTATION RECORDS

RELATED RECORDS UNDER SSIC 4601-TRANSPORTATION AND SECURITY, SSIC 4602-TRANSPORTING HAZARDOUS MATERIAL AND SSIC 4603-TRANSPORTING MAIL SHOULD BE FILED UNDER SSIC 4600.

SSIC 4600

GENERAL TRAVEL AND TRANSPORTATION RECORDS

1. GENERAL CORRESPONDENCE FILES. Records relating to the development and implementation of plans, policies, and procedures for the security and transportation of naval material (hazardous and non-hazardous), shipment of military and civilian household goods, mail, and for terminal transportation and procedures for the transportation of naval material and the shipment of military and civilian household goods, and for terminal transportation operations (land, sea, and air). (Exclude primary program correspondence filed under SSIC 4000, paragraph 1.)

a. Navy.

Retire to WNRC when 4 years old. Destroy when 20 years old.

b. MARCORPS.

Retire to WNRC when 5 years old. Destroy when 20 years old.

2. GENERAL CORRESPONDENCE FILES AND OTHER RECORDS OF THE BUREAU OF NAVAL PERSONNEL (BUPERS). Records documenting responsibilities for the development and implementation of policies and procedures for the transportation of military personnel.

Retire to WNRC when 4 years old. Destroy when 20 years old.

3. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES RESPONSIBLE FOR TRAVEL AND TRANSPORTATION MATTERS. Files relating to their operation and administration. This applies to the records of individual organization elements of NAVSUPSYSCOM and MARCORPS. (Information contained in such records relating to transportation policy, procedure, plan, system, etc., having applicability for a period longer than the specified retention period, is incorporated in an appropriate subject matter paragraph in this manual.)

Destroy when 3 years old.

4. TRANSPORTATION REPORTS. Reports and copies of reports forwarded to or summarized in reports submitted to higher authority and not specifically authorized for other disposal in the 4600 series.

Destroy when 2 years old.

SSIC 4610

SHIPMENTS (CARGO AND FREIGHT) RECORDS

1. RECORDS RELATING TO SHIPMENT (TRANSPORTATION) BY COMMERCIAL CARRIER. Shipping documents and related correspondence and papers pertaining to the transportation of material by commercial carrier, including copies of bills of lading, air bills, cargo lists, individual shortage and demurrage reports, manifests, and other supporting documents containing pertinent freight classification data; storage in transit records, including records of transit freight bills and tonnage credits; export certificates, transshipment tonnage data, car and car demurrage records.

a. Issuing Office Memorandum Copies. Copies other

than those identified in SSIC 4610, paragraph 1d.

Destroy when 3 years old.

b. All Other Copies.

Destroy when 1 year old.

c. Registers and Control Records.

Destroy when 3 years old.

d. International Shipments of Household Goods Records Moved by Freight Forwarders.

Retire to nearest FRC when 1 year old provided records are not required for daily operations. Destroy 6 years after the period of the account.

2. SHIPMENT (TRANSPORTATION) BY GOVERNMENT CARRIER RECORDS. Government bills of lading, cargo manifests, freight warrants and waybills, and other documents supporting shipments by Government carriers. Exclude Military Sealift Command (MSC) cargo shipments. (See SSIC 4620.)

Destroy when 3 years old.

a. Issuing Office Memorandum Copies. Copies other than those identified in SSIC 4610, paragraph 1d.

Destroy when 3 years old.

b. All Other Copies.

Destroy when 1 year old.

c. Registers and Control Records.

Destroy when 3 years old.

d. International Shipments of Household Goods Records Moved by Freight Forwarders.

Retire to nearest FRC when 1 year old provided records are not required for daily operations. Destroy 6 years after the period of the account.

3. COPIES OF SHIPMENT REPORTS AND RELATED PAPERS SUBMITTED OR SUMMARIZED TO HIGHER AUTHORITY AND NOT SPECIFICALLY AUTHORIZED FOR OTHER DISPOSAL. Includes tabulated listings, statistical data, and special reports (such as transportation (cargo) tonnage reports) maintained by transportation activities for local statistical or shipment management purposes.

Destroy when 2 years old.

4. CANCELLED BILLS OF LADING.

Destroy when officially reported as canceled.

SSIC 4612

SHIPMENT ORDERS RECORDS

1. SHIPMENT ORDERS OR REQUESTS SUPPORTING BILLS OR LADING.

Destroy with supported bills of lading.

2. SHIPMENTS REQUESTS AND RELATED ORDERS USED AS REQUISITIONS.

a. Navy.

Destroy 2 years after completion or cancellation of requisition.

b. MARCORPS.

Destroy 1 year after completion or cancellation of requisition.

3. LOST OR DAMAGED SHIPMENT FILES. Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.

Destroy when 3 years old.

SSIC 4615

ROUTING RECORDS

1. ROUTE ORDER FILES. Orders and other records relating to the authorization and routing of freight shipments. These copies are used for statistical or other local informational purposes. Include routing requests, route orders, routing authorizations, other records or routings, and related correspondence and papers.

Destroy when 1 year old or purpose is served, whichever is earlier.

2. OCEAN MANIFESTS AND RELATED PAPERS. Records used by freight terminal offices or other similar activities for routing management purposes only. (See SSIC 4610 for other copies.)

Destroy when 2 years old.

3. SECTION 22 OF THE INTERSTATE COMMERCE ACT QUOTATIONS FILES AND TARIFF FILES.

Destroy when 6 years old or when carrier claims are settled, whichever is later.

SSIC 4620

SEA TRANSPORTATION RECORDS

THESE RECORDS ARE ACCUMULATED BY MSC ACTIVITIES, INCLUDING HEADQUARTERS MSC AND SUBORDINATE COMMANDS AND OFFICES. MSC RECORDS NOT COVERED IN THIS SSIC (4620) SHOULD BE DISPOSED OF FOLLOWING PERTINENT SUBJECT MATTER PROVISIONS THROUGHOUT THIS MANUAL. RECORDS ACCUMULATED PERTAINING TO GOVERNMENT OWNED, NAVAL FLEET AUXILIARY, AND SCIENTIFIC SUPPORT SHIPS OPERATED BY MSC ARE COVERED UNDER SSICs 4621, 4623 AND 4624. REGARDLESS OF THESE AUTHORIZED RETENTION PERIODS, ANY RECORDS PERTAINING TO UNSETTLED CLAIMS, TO MATTERS UNDER LITIGATION OR INVESTIGATION, OR TO GAO EXCEPTIONS ARE TO BE RETAINED UNTIL AFTER CASE IS FINALLY SETTLED OR CLOSED.

1. PRIMARY PROGRAM RECORDS.

a. Commander Military Sealift Command (COMSC) Subject Files. Correspondence, reports, and other records that document the organization of the service and the overall development and execution of plans, policies, programs, and procedures relating to the command's assigned mission of providing sea transportation for DOD goods and personnel; and related index records. (Exclude internal operating records covered in SSIC 4620, paragraph 3.)

Permanent. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.

b. Offices and Other Organizational Units of Headquarters, MSC, Subject Files. That portion of the files that document plans, programs, general procedures, the overall accomplishment of assigned functional responsibilities, and the performance of essential transactions, when these files are not duplicated or essentially documented in files covered by SSIC 4620, paragraph 1a. Include program documentation of the transportation, fleet operations, engineering, and contracting offices. Include also Congressional liaison files of the legislative and public affairs office.

Permanent. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.

c. Military Sealift Command Area and Subarea Commands Subject Files. Correspondence, reports, and other records that document the execution of plans, policies, programs, and procedures relating to the commands assigned mission. (Exclude Internal Operations Records under SSIC 4620, paragraph 3.)

Retire to nearest FRC when 2 years old. Destroy when 10 years old.

d. Legal Staffs of MSC Headquarters and Area or Subarea Commanders General Correspondence Files. That portion of the files that document policy decisions and the development and accomplishment of overall plans and programs relating to the staff's assigned responsibilities and to the coordination of legal work under area and subarea commanders.

Destroy when no longer needed for reference.

2. OFFICES AND OTHER ORGANIZATIONAL UNITS OF HEADQUARTERS MSC GENERAL CORRESPONDENCE FILES. Records that are essentially duplicated or summarized in the Commander's general correspondence files and that relate to the overall performance of their functional responsibilities. (Exclude routine operating records covered in SSIC 4620, paragraph 3.)

Destroy when 2 years old.

3. INTERNAL OPERATION RECORDS. General correspondence files of the COMSC; offices and other organizational units of Headquarters, MSC; and of subordinate commands and MSC offices, including legal staffs, divisions, or other organizational units of the command or office, relating to the routine internal operation and administration of their functions. Include copies of reports submitted to higher authority and not specifically authorized in this SSIC (4620) for other disposal. (Exclude primary program records covered in SSIC 4620, paragraph 1.)

Destroy when 2 years old.

4. MEMORANDUMS OF UNDERSTANDING. Agreements between MSC and shipper services.

Destroy when no longer needed for reference.

5. OPERATIONAL INTELLIGENCE RECORDS (OPERATIONS OFFICE).

a. Port Facilities Files. Copies of reports, brochures, regulations, photographs, and other records pertaining to port facilities or DOD installations of possible use to MSC for resupply, emergency, or other purposes, including copies of reports relating to foreign ports.

Destroy when superseded, cancelled, or obsolete.

b. Port Facilities and Operational Intelligence Matters at MSC Activities General Correspondence Files. Files consist of correspondence and related papers concerning such matters as status of facilities, ships schedules, anchorages and harbors, dredging, and ammunition handling and stowage.

Destroy when 1 year old.

6. PLOTTING OFFICER RECORDS.

a. Ships Employment Schedules (Periodic) Schedules

Received from all USNS Vessels. COMSC schedules for USNS vessels (passenger, cargo, tanker, and chartered vessels).

Destroy when no longer needed for reference.

b. Special Projects Files. Copies of daily position charts, messages, and other reports pertaining to specific operations or special projects.

Destroy 3 months after completion of project.

7. PASSENGER OPERATIONS RECORDS. Summary reports of passengers embarked by MSC. Include related index or control records, such as kardex records of passenger reports received.

Retire to WNRC when 1 year old. Destroy when 5 years old.

8. CARGO SHIP OPERATION RECORDS.

a. Ships Files. Correspondence and other records relating to individual MSC cargo ships. Include periodic vessel operation reports, departure and arrival reports, schedules, cargo assignments, certificates of performance, voyage reports, and other similar or related records.

Retire to nearest FRC when 1 year old. Destroy when 5 years old.

b. Operational Statistical and Data Reports. Reports received periodically from MSC subordinate commands and offices consisting of continental port activity and cargo summary, overseas cargo activity, operational report of MSC charter of USNS and USS cargo ships, and cargo and ship activity (message) report.

(1) Cargo and ship activity message reports.

Destroy when 1 year old.

(2) All other reports.

Destroy when 5 years old.

c. Cargo Transportation Space Requirements Reports. Reports received periodically from shipper services.

Destroy when 2 years old.

d. Movement Report Cards. A continuous record of ship arrivals and departures.

Destroy 3 months after end of voyage.

9. CONTRACTING OFFICE FILES.

a. Charter Contract Administration Files. Correspondence and other records relating to the general administration of charter contracts. Include material on general procedures and instructions, contract preparation, rate analysis, and related matters.

Destroy when 5 years old.

b. Ocean Terminal and Tariff Files.

Destroy when no longer needed for reference.

c. Ocean Manifests, Related Stowage Plans, and Dock Receipts. Information copies used for analysis of cargo loading on commercial vessels and related card records of manifests received. (See SSIC 4610 for other copies.)

Destroy when 3 years old.

d. Vessel Schedules.

Destroy when 1 year old.

e. Cargo Activity Reports (Overseas) and Port Activity and Cargo Reports for Continental United States Ports.

(1) Continental United States reports.

Destroy when 4 years old.

(2) Overseas reports.

Destroy when 1 year old, provided no longer needed for reference or statistical purposes.

f. Company and Commodity Files.

Destroy when no longer needed for reference.

g. Cargo Distribution and Tonnage Lifting Reports.

Destroy when 1 year old, provided no longer needed for reference or statistical purposes.

10. TANKER OPERATION RECORDS.

a. Ship Files. Files consist of individual folders for each tanker, containing correspondence on the tanker's operation, maintenance and repair, damages, crew articles, and other similar material; folders containing operational records, such as tanker voyage reports, gauging and inspection reports, vessel utilization and operation reports, and other similar reports; and folders containing messages on operation of each vessel.

Destroy when 2 years old.

b. Tanker Operations Schedules (Weekly) and Periodic Reports from Contract Operators Showing Ships Schedules and Names of Ships Masters and Chief Engineers; Loading and Discharge Reports

(1) Loading and discharge reports.

Destroy when 18 months old.

(2) All other reports.

Destroy when 1 year old.

c. Port Information Files. Correspondence, reports on sailing harbor and other conditions, port facilities and stowage information, reports of unusual conditions, and other similar data.

Destroy when information is superseded or obsolete.

11. MAINTENANCE AND REPAIR RECORDS.

a. Ships Correspondence Files. Correspondence, messages, and other records relating to individual MSC vessels and to repair, overhaul, and maintenance matters.

Destroy when 3 years old.

b. Job Order Specifications and Final Cost Reports of Vessel Repairs. Reports include departure (final cost) reports for repairs to tankers. These document vessel repairs, maintenance, alterations, and conversations.

Destroy when 5 years old.

c. Inventory and Condition Surveys for all MSC Vessels. Surveys include cursory condition survey reports and reports received when vessel is placed under MSC control, annual material inspection reports, and annual boiler inspection reports.

Destroy when 5 years old.

d. American Bureau of Shipping and U.S. Coast Guard Inspection Reports and Certifications and Copies of Related Documents

Retire to FRC when 2 years old. Destroy when 20 years old.

e. Ship Alterations (SHIPALTS) and Alteration Approval Records. Include records for all USS vessels and for escort aircraft carriers (CVEs) under MSC control.

Destroy when all applicable ships have been removed from MSC control or craft is stricken.

f. Tanker Passage Report Files. Copies of voyage abstracts, abstracts of engineering logs, or engineer passage reports, and other similar records.

Destroy when no longer needed for reference.

12. ENGINEERING RECORDS.

a. American Bureau of Shipping and United States Coast Guard Copies of Reports and Certificates for MSC Tankers, Transports, etc.

Destroy when vessel is scrapped (deleted from Register of United States Naval Ships).

b. Blueprints and Plans for MSC Vessel. Files maintained by the technical division, such as files or plans, specifications, and/or data books for all categories of hull, machinery, structural detail plans for tanker stability plans, general arrangement plans, conversional repair specifications, new design plans, and related documentation.

Destroy 3 years after superseded or vessel is removed from MSC control.

c. Vessel Files. Records relating to individual MSC cargo and transport vessels. Comprise records relating to engineering matters, such as boiler and other inspection reports, reports of ships undergoing repair or alteration, port and voyage abstracts, docking reports for MSC cargo and transport vessels (annual or biannual), propeller data (measurement), and other similar reports or records.

(1) Docking reports and propeller data.

Destroy when vessel is removed from MSC control.

(2) Other vessel engineering files such as bell books, watch logs, and similar records.

Destroy when 5 years old.

d. Technical Progress Reports.

Destroy when 5 years old.

e. Engineering Calculations and Related Technical Information Regarding MSC Vessels.

Destroy 3 years after data calculations are superseded by later data or when data becomes obsolete, whichever is earlier.

f. American Bureau of Shipping Approvals of Technical Machinery and Structural Plans for Ships.

Retire to WNRC when 3 years old. Destroy when 20 years old.

g. Ship Design Files.

(1) New design plans for ships created by the technical division.

Destroy 3 years after superseded.

(2) All other design files.

Destroy when 2 years old or no longer needed for local reference, whichever is earlier.

h. Ships Electronic Files. Correspondence and other records relating to electronics matters aboard individual MSC ships. Electronic equipment stock record reports received from subordinate commands and related tabulations and records.

Destroy when 3 years old.

13. MATERIAL RECORDS. Ship Equipment Data includes copies of trial trip reports, allowance lists, and other basic material data.

Destroy when vessel is stricken.

14. REVENUE, LIFT, AND ANALYSIS RECORDS.

a. MSC Ocean Transportation Billing Substantiations. Records include paper copy or microfiche of data at the transportation account code level and magnetic tape of backup data at the shipment unit level.

Destroy when 3 years old.

b. Revenue/Lift Input Data. Data include microfiche of cargo manifests and listings of data submitted on passenger, per diem, and petroleum-oil-lubricant (POL) lists.

Destroy when 3 years old.

c. Commercial Expense Reports. Reports submitted by area commands and summarized for COMSC analysis.

Destroy when 3 years old.

d. Financial and Statistical Annual Reports. Reports prepared for external distribution. Includes management narratives with comments on MSC operations during the year. Includes details on volumes of cargo moved on a route by route basis

(1) Record copy maintained by office preparing consolidated report.

Permanent. Retire to FRC when 2 years old. Transfer to NARA when 20 years old.

(2) Other non-record copies.

Destroy when no longer required.

e. Statistical Tables or Lists. Tables or lists prepared primarily for internal analysis or special one time requests.

Destroy when 3 years old.

f. Monthly Ship Activity Reports and Tanker Voyage Reports Submitted by MSC Ships.

Destroy when no longer needed for reference.

g. Revenue/Lift and Expense Statistical History. Records maintained on magnetic tapes as a basis for special studies.

Destroy when no longer needed for reference.

15. MSC INSPECTOR GENERAL RECORDS. Reports of inspection and survey made of subordinate activities by area command survey teams. Include shipboard inspection reports.

Destroy when 2 years old or superseded, whichever is later.

16. PASSENGER LISTS.

a. Master Passenger Lists with Arrival Dates Affixed (One Official Copy of Each List).

Transfer to nearest FRC when 2 years old. Destroy when 5 years old.

b. All other Passenger Lists.

(1) Comptroller offices of MSC activities.

Destroy accounting copies when 2 years old.

(2) All other offices.

Destroy when purpose is served.

17. LOCATOR FILES (SHIP AND PERSONNEL).

Destroy when 1 year old.

18. SHIPS AVAILABILITY REPORTS.

a. Operations Divisions of MSC Activities.

Destroy when 2 years old.

b. All Other Divisions and Activities.

Destroy when superseded or cancelled.

19. REVENUE AND LIFT RECORDS MAINTAINED BY AREA COMMANDS.

a. Source Data. Data used to prepare reports to COMSC on estimated or actual cargo, POL, passengers, or per diem lift.

Destroy when 3 years old.

b. Ocean Manifests. Manifests on microfiche prepared by COMSC for backup to payments or for analysis of machine-generated lift or income data.

Destroy when 3 years old.

c. Data Reported to COMSC. Data such as revenue/lift or commercial expense input.

Destroy when 2 years old.

20. MSC ENGINEERING OFFICE RECORDS. Records maintained for internal maintenance and repair planning and for progress control purposes. (See pertinent subject matter series for official contract and order files, inspection files, etc.)

a. MSC Vessel (Ship) Case Files. Correspondence and related papers pertaining to MSC ships undergoing repair or alteration. Include such records as copies of alteration requests, bids, field orders, repair specifications, progress and inspection reports, departure reports, and other similar reports, papers, and related correspondence.

Retire to WNRC when 4 years old. Destroy when 30 years old.

b. Pre-voyage Vessel Condition Reports.

Destroy when 1 year old.

c. Reports and Abstracts. Reports, other than those filed in case files covered in SSIC 4620, paragraph 20a, such as port and voyage reports and abstracts; engine department log abstracts; conversion progress reports; lube oil analysis reports; boiler water conditioning reports; inspection of water or pressure vessel reports; periodic maintenance reports of vessels and reports of vessels undergoing conversion and repairs; and other similar or related reports pertaining to local maintenance and repair functions.

Destroy when 1 year old.

d. Decommissioning Inventories.

Destroy when 25 years old.

e. Ships Characteristics Data.

Destroy when superseded or ship is removed from MSC control.

f. Records of Equipment Aboard MSC Vessels.

Destroy when superseded or vessel is removed from MSC control.

g. MSC Records Relating to Salvage and Disposal of Scrap by Private Contractors. Records include declarations from contractors, invoices, and memorandums approving payment.

Destroy when 4 years old.

21. CIVILIAN MARINE PERSONNEL RECORDS.

a. Qualification Records.

Destroy 1 year after transfer or separation of employee.

b. Rosters of Masters and Other Civilian Marine Personnel.

Destroy when 2 years old or superseded, whichever is earlier.

c. Crew Lists.

Retire to nearest FRC when 2 years old or after pertinent claim settlement, whichever is later. Destroy when 10 years old.

22. OPERATIONS DIVISION RECORDS.

a. Deck Logs.

Retire to nearest FRC quarterly. Destroy when 50 years old.

b. Ships Data and Characteristics Records.

Destroy when superseded or vessel is removed from MSC control.

c. Ship Itinerary Cards or Other Records of Vessel Movements.

Destroy when 5 years old.

d. Billet Assignment Aboard Ship Records.

Destroy when 6 months old.

e. Ship and Cargo Availability and Operational Records. Records such as ships availability reports and weekly MSC operation reports; vessel activity reports, port activity, and cargo forecasts and summaries; space reservation reports and summaries of space available; Army lists indicating cargo on wharves available for shipment; Mutual Defense Assistance Program (MDAP) shipment reports; and other related documents. These are copies accumulated for operational planning and ship and cargo availability purposes.

Destroy when 2 years old.

f. MSC Manifests and Hatch Lists. Records together with related bills of lading and other similar records pertaining to each sailing of individual vessels, and copies used for operating purposes. (See SSIC 4610 for official outbound and inbound shipment copies.)

(1) After outgoing cargo is loaded within area of responsibility.

Destroy when 2 years old.

(2) After ship bringing in incoming cargo departs the area.

Destroy when 2 years old.

g. Berthing Plans for MSC Passenger Vessels.

Destroy when superseded or vessel is stricken from register.

h. Vessel Movement Records. Records including copies of operational orders and movements and supporting documents.

Destroy when 2 years old.

i. Ship Voyage Files. Cargo preplanning (ship voyage) files containing such records as rough shipping orders, certificates of performance, stowage plans, copies of damage reports, and agreements of cubics of cargoes; claims (ship voyage) files, including space changer invoices and claims files containing such records as manifests, shipping orders, out-turn reports, invoices, status slips, and claim forms; ship voyage files (general) used for cargo operation purposes and containing such records as manifests, copies of bills of lading, sailing messages, out-turn reports, applications for berths, confirmation of berth assignments, and related correspondence.

Destroy when 2 years old.

j. Time Charter Vessel Operative (Information) Files. Copies operational orders and movement reports, delivery and redelivery survey reports and certificates, port logs, condition surveys, and related correspondence.

Destroy 2 years after delivery of vessel.

k. Charter Contracts.

Apply appropriate section of SSIC 4200 series.

l. Berthing Lists and Bi-weekly and Other On-berth Shipboard Reports.

Destroy when 3 months old.

m. Daily Position Reports (Messages).

Destroy when 6 months old or information has been plotted on position chart or otherwise recorded, whichever is earlier.

n. Condition Survey Reports, Arrival and Departure Inspection Reports, and On-hire and Off-hire Inspections.

Destroy when 2 years old.

o. Quartermaster's Notebooks Forwarded Annually to Home Ports by Individual MSC Vessels.

Destroy when 3 years old.

p. Other Vessel Operation Reports and Records. Records including those relating to passenger and cargo handling matters, and to other MSC operational matters not specifically covered elsewhere in this SSIC (4620) series.

Destroy when 2 years old.

SSIC 4621

GOVERNMENT-OWNED SHIPS RECORDS

THESE RECORDS ARE ACCUMULATED BY THE CARGO TRAFFIC DIVISION AND TANKER DIVISION, ASSISTANT CHIEF OF STAFF (ACOS) (TRANSPORTATION), AT HEADQUARTERS, MSC, WASHINGTON, D.C. TANKERS IN THIS CATEGORY INCLUDE T5s AND T1s.

1. CARGO TRAFFIC DIVISION RECORDS.

a. Ship Operations Branch General Ships Files. Files including activity reports, correspondence, and messages pertaining to ships schedules, casualty reports, diversions, and special projects.

Destroy when 5 years old.

b. Movement Report Cards. Continuous record of ship arrivals and departures.

Destroy when no longer needed for reference.

2. TANKER DIVISION RECORDS.

Apply SSIC 4620, paragraph 10.

SSIC 4622

MERCHANT MARINE (COMMERCIAL OCEAN CARRIERS) RECORDS

THESE RECORDS ARE ACCUMULATED BY THE MERCHANT MARINE ASSISTANT'S OFFICE AT HEADQUARTERS, MSC, WASHINGTON, D.C.

1. CARGO TRAFFIC DIVISION AND INTEGRATED SEALIFT SYSTEM DIVISION GENERAL CORRESPONDENCE FILES. Records relating to the overall mission of the divisions and their organization and significant accomplishments, including liaison activities with the Maritime Administration.

Destroy when 3 years old.

2. MERCHANT MARINE VESSEL FILES. Files include individual case folders for each active merchant marine

vessel having previous service with the Navy or the Army Transportation Corps, each major merchant ship built since World War II, each ship currently assigned to MSC, and each merchant type ship transferred to the Navy by the Maritime Administration, and related kardex and linedex records of merchant marine vessels.

Destroy when vessel is sold, foreign (less those under "effective U.S. control"), scrapped, sunk, or no longer considered suitable for future service in the American Merchant Marine.

3. MERCHANT MARINE VESSEL PLANS. Plans including conversion plans for ships converted to merchant vessels.

Destroy when superseded, obsolete or ship is removed from "effective U.S. control," sold, foreign, sunk, or scrapped.

4. MSC SHIP REGISTER (DESIGNATED RECORD COPY). A semi-annual publication listing the principle characteristics of MSC ships and U.S. flag ocean going merchant ships over 1,000 gross tons owned by the U.S. Government or American citizens. Principle characteristics of each vessel include the building yard, current owner, capacity, speed, engine type, length, beam, draft, turning radius, crew compliment, etc. Publication is arranged in 3 sections: Alpha listing of active and inactive MSC ships; Alpha listing of merchant ships and their operating status; and Tabulation of ships in the Maritime Administration National Defense Reserve Fleet.

Permanent. Transfer to NARA in 5 year blocks when the oldest record in the block is 5 years old.

5. AMERICAN BUREAU OF SHIPPING LISTINGS WITH SUPPLEMENTS AND LLOYD'S REGISTER WITH SUPPLEMENTS.

Destroy when 5 years old.

SSIC 4623

NAVAL FLEET AUXILIARY FORCE SHIP RECORDS

THESE RECORDS ARE ACCUMULATED BY THE NAVAL FLEET AUXILIARY DIVISION, ACOS (FLEET OPERATIONS), AT HEADQUARTERS, MSC, WASHINGTON, D.C.

1. GENERAL SHIP/SUBJECT FILES. Records include weekly operational reports, messages, and correspondence pertaining to operational reports, messages, and correspondence pertaining to the ship's developments, conduct of mobile logistic support of the U.S. and Allied fleet operating forces by ships assigned, and procedures governing the operation and utilization of all other ships not readily identified with the routine point-to-point transportation of personnel, dry cargo, and POL.

a. Paper Records.

Destroy 2 years after microfilming or after film is verified, whichever is sooner.

b. Microfilm Records.

Destroy when superseded, obsolete, or no longer needed for reference.

SSIC 4624

SCIENTIFIC SUPPORT SHIPS RECORDS

THESE RECORDS ARE ACCUMULATED BY THE ACOS (FLEET OPERATIONS), SCIENTIFIC SUPPORT DIVISION, AT HEADQUARTERS MSC, WASHINGTON, D.C.

1. SCIENTIFIC SUPPORT DIVISION GENERAL SHIP FILES. Files include weekly operational reports, sailing orders, ship schedules, messages, and correspondence pertaining to ship operations.

Destroy when 1 year old.

2. QUARTERLY EMPLOYMENT SCHEDULES. Schedules for a 3-month period.

Destroy when 6 months old.

3. SHIP LOCATION REPORT/EMPLOYMENT SCHEDULE. Records showing positions, port calls, and departures.

Destroy when no longer needed for reference.

SSIC 4630-4632

AIR TRANSPORTATION RECORDS

RELATED RECORDS UNDER SSIC 4631-GOVERNMENT OWNED AIRCRAFT, AND SSIC 4632 SHOULD BE RETIRED UNDER SSIC 4630.

SSIC 4630

AIR TRANSPORTATION RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, and other records which document the establishment, development, and accomplishment of air transportation policies, plans, and programs. These records are maintained only by ASSTSECNAV (I&E) and NAVSUPSYSCOM.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Files of activities and offices (other than those covered by SSICs

4610; 4630, paragraph 1; and 4650) responsible for matters relating to the operation and administration of air transportation.

Destroy when 3 years old.

3. AIR TRANSPORTATION REPORTS. Copies of reports forwarded to or summarized in reports submitted to higher authority and not specifically authorized elsewhere for disposal.

Destroy when 2 years old.

4. AIR PASSENGER AND TRAVEL RECORDS.

Apply appropriate subsection of SSIC 4650.

SSIC 4640-4643

LAND TRANSPORTATION RECORDS

RELATED RECORDS UNDER SSIC 4641-GOVERNMENT-OWNED EQUIPMENT, SSIC 4642-RAIL CARRIERS, AND SSIC 4643-MOTOR CARRIERS. SHOULD BE RETIRED UNDER SSIC 4640.

SSIC 4640

LAND TRANSPORTATION RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, and other records which document the establishment, development, accomplishment of land transportation policies, plans, and programs. These records are maintained only by ASSTSECNAV (I&E) AND NAVSUPSYSCOM.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Files of activities and offices other than those covered by SSICs 4610; 4640, paragraph 1; and 4650) responsible for matters relating to the operation and administration of land transportation.

Destroy when 3 years old.

3. LAND TRANSPORTATION REPORTS. Copies of reports forwarded to or summarized in reports submitted to a higher authority and not specifically authorized elsewhere for disposal.

Destroy when 2 years old.

SSIC 4650

PASSENGER TRANSPORTATION/TRAVEL RECORDS

1. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files of Navy passenger transportation offices and of other offices or activities performing travel and transportation functions related to passenger transportation policies, procedures, directives, methods, and practices. (Exclude departmental program records covered in SSIC 4600, paragraph 1 and MSC records covered in SSIC 4620, paragraphs 1 and 2.)

Destroy when 3 years old.

2. TRANSPORTATION REPORTS. Reports related to passenger transportation statistical data, transportation studies and proposals, and traffic manager analyses. (Include reports of payments for travel expenses not shown on transportation requests, other similar reports, and related correspondence.)

Destroy when 3 years old.

3. TRAVEL DOCUMENTS AND RECORDS

a. U.S. Government Transportation Requests (GTR's, SGTR's, AGTR Files), Meal Tickets (MT's), and Travelopes. Records include cancelled copies and documents relating to issuance or subcustody thereof and related correspondence.

Destroy 3 years after date of requested travel.

b. Travel and Accommodation Arrangements. Copies of travel orders or authorizations; applications or requests for reservations or accommodations correspondence, reports, and related documents and correspondence for military and civilian personnel and their dependents to include group (10 or more) movements.

Destroy 3 years after date of requested travel.

c. Travel Expense Claims and Vouchers. Records relating to reimbursing individuals such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, enlisted, employees, dependents, or others authorized by law to travel.

(1) Travel administrative office files.

Destroy when 3 years old.

(2) Obligation copies

Destroy when funds are obligated.

d. Passports. Authorizations for "no fee" passports and related correspondence for military and civilian personnel and their dependents.

Destroy 3 years after issuance of passport.

e. Area Clearances for Overseas Travel. Correspondence between activities requesting and granting

authority for official visits to overseas theaters for military and civilian personnel and their dependents.

Destroy after completion of travel.

f. Time Extension for Travel and Transportation Entitlement. Correspondence related to requests for extensions of travel of retired/fleet reserve members and their dependents to a home of selection.

Destroy when 5 years old.

4. TRANSPORTATION ACCOUNTABILITY RECORDS. Fiscal copies of vouchers and other records covering passenger transportation charters.

Destroy 1 year after all entries are cleared.

5. PASSENGER LISTS AND PASSENGER REPORTS(PASSENGER INVOICE RECAPITULATION SHEETS) AND RELATED DESTINATION SUMMARY SHEETS; SUMMARIES OF CARGO (OTHER RECAPITULATION SHEETS) AND RELATED SUMMARIES OF CARGO (OTHER THAN MSC PERMANENT (MASTER) FILES. (EXCLUDE OTHER COPIES ACCUMULATED BY MSC ACTIVITIES AND COVERED IN SSIC 4620, PARAGRAPH 16.)

Destroy when 2 years old.

SSIC 4651

REGULATIONS RECORDS

1. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files relating to passenger transportation travel regulations.

Destroy when 2 years old or purpose is served, whichever is earlier.

SSIC 4660

TERMINAL OPERATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files created or accumulated by activities in connection with the operation and administration of cargo and terminal operation facilities, including stevedoring and ship loading operations, waterfront (port and port terminal) facilities, and transit and export operations (exclude primary program records covered in SSIC 4600, paragraph 1).

Destroy when 2 years old.

2. STEVEDORING CONTRACTS, CROSS-SERVICING AGREEMENTS, CARGO HANDLING SERVICE, AND SPACE SHIPPING CONTRACTS.

Apply appropriate section of SSIC 4200.

3. CARGO TONNAGE REPORTS, CARGO HANDLING REPORTS, REPORTS OF TRANSIT UTILIZATION BY TRANSIT OPERATORS, AND OTHER TERMINAL OPERATION REPORTS NOT SPECIFICALLY AUTHORIZED FOR OTHER DISPOSAL.

Destroy when 2 years old.

4. TERMINAL FACILITIES DATA FILES. Ships characteristics, charts, maps and other informational material regarding terminal facilities, handling costs, tonnage data, stowage plans, and other papers reflecting terminal facilities informational data.

Destroy when superseded, terminal obsolete, or no longer needed for reference.

SSIC 4670

TRANSPORTABILITY RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, guidance, and other records, which document the establishment, development, and accomplishment of transportability policies, plans, and programs. Records maintained only by ASSTSECNAV (I&E), NAVSUPSYSCOM, and HQMC.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES (OTHER THAN THOSE COVERED BY SSIC 4670, PARAGRAPH 1), WHICH ARE INVOLVED, WITH SUPPORT OF THE DOD ENGINEERING FOR TRANSPORTABILITY PROGRAM.

Destroy when 3 years old.

3. TRANSPORTATION PROBLEM ITEMS. Transportability criteria, guidance reviews, and approvals, which are developed by activities and offices responsible for design, engineering, construction, and transportation of transportability problem items.

Destroy when 3 years old, superseded, obsolete, or no longer needed for information, whichever is earlier.

SSIC 4680

CONTAINERIZATION RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies and other records that document the establishment, development, and accomplishment of naval logistics policies, plans, and programs for the shipment of cargo in sealift containers, airlift containers, MSCVANS, and MILVANS. These records are maintained only by the CNO, HQMC, and ASSTSECNAV (I&E).

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Files of all supply activities and offices, both departmental and field, that relate to the administration and operation of the containerization program.

Destroy when 2 years old.

SSIC 4700-4799

MAINTENANCE, CONSTRUCTION, AND CONVERSION RECORDS

SSIC 4700

GENERAL MAINTENANCE, CONSTRUCTION AND CONVERSION RECORDS

1. CONSTRUCTION, ALTERATION, OVERHAUL, REPAIR, SALVAGE, MAINTENANCE, OR CONSTRUCTION OF NAVAL FACILITIES, EQUIPMENT, AIRCRAFT, AND VESSELS. (EXCLUDE SHORE STATION CONSTRUCTION RECORDS COVERED IN SSIC 11013.)

a. General Correspondence. Correspondence, reports and other records pertaining to the execution of assigned functions; the planning of industrial operations; correlation of work with available funds; preparation and issuance of designs; coordination of work assigned to private contractors; engineering procedures, work scheduling (planning) programs; and the overall supervision of these functions within the activity. Records maintained by naval activities, departments, divisions, and other organizational units. (Exclude primary program correspondence filed under SSIC 4000, paragraph 1.)

(1) Public works activities.

Destroy when 5 years old.

(2) All other activities.

Destroy when 4 years old.

b. Correspondence Relating to the Routine Internal Operation and Administration of the Activity, Department, Division, or Other Organizational Unit Concerned. Records maintained by naval activities, departments, divisions, and other organizational units.

Destroy when 2 years old.

c. Ships Case Files. Files for submarines, non-combatant submersibles and support ships, boats and craft, carriers, amphibious and auxiliaries, battleships, destroyers, cruisers, and service craft.

(1) Documentation of design and construction of new ships from concept formulation through delivery to fleet. Documentation includes conceptual studies, preliminary design, support plan, logistics objectives, performance parameters, areas of risk alternatives, Secretary of Defense (SECDEF) approvals, estimates of costs, life cycle costs, potential benefits, fiscal guidance, and review confirming need.

(a) Office of the program manager.

1. Class-type ship.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old. (NC1-NU-84-6)

2. All other ships.

Retire to WNRC when 4 years old. Destroy when 30 years old. (NC1-NU-84-6)

(b) All other offices and activities.

Destroy when 2 years old. (NC1-NU-84-6)

(2) Documentation of overall management construction (including the duration of intensive management), technical direction, engineering and control, life cycle management including integration and test evaluation, planning, programming, budget and contracting support, managing procurement and production acceptance, establishment and implementation of logistics support, training, technical data services, fleet liaison, and test and evaluation execution. Documents include work tasks, schedules, cost estimates, procurement requests, control and planning documents, test reports, progress reports, and contract administration documents. (Located at the office of the program manager and all other offices and activities.)

(a) Cognizance of ship is transferred.

Transfer to the new office.

(b) Cognizance of ship is not transferred.

Destroy when 2 years old or no longer needed for reference, whichever is earlier.

(3) Records documenting the overhaul, modernization, repair, activation, deactivation, maintenance, and logistics support of naval ships maintained by the office of the NAVSEASYSCOM logistics manager.

(a) Class-type ship.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.

(b) All other ships.

Retire to WNRC when 4 years old. Destroy when 30 years

old. (NC1-NU-84-6)

(4) Records documenting the maintenance, repair, construction of individual vessels. Consist of copies of repair, alteration, and other requests, copies of bids and specifications, inspection and departure reports, material inventories, and other similar reports and papers, related correspondence at naval shipyards, facilities, and other activities concerned with the upkeep, maintenance, repair, alteration, and readiness of vessels and other craft.

(a) Summary of records relating to major alterations.

Transfer to nearest FRC when 4 years old. Destroy when 30 years old. (NC1-NU-85-4)

(b) All other records.

Destroy when 4 years old. (NC1-NU-85-4)

d. Job Control or Status Cards, Check-off Lists, or Other Progress or Status Control Records. Records relating to upkeep, maintenance, repair, construction, or alteration work. Located at naval activities, departments, divisions, or other organizational units.

Destroy when action is completed.

e. Cards or Other Local Control Records. Records relating to the status (readiness or other) of individual vessels, crafts, or the equipment under an activity's cognizance. Location at naval activities, departments, divisions, or other organizational units.

Destroy when craft or equipment is disposed of or transferred.

f. Work Lists Covering Approved Alteration and Repair Projects. Located at naval activities, departments, divisions, or other organizational units.

Apply appropriate section of SSIC 4200.

g. Machinery or Equipment Histories. Cards or other similar records and related documents. Located at naval activities, departments, divisions, and other organizational units.

Destroy 1 year after equipment or machinery becomes obsolete or is scrapped. Destroy when 2 years old.

h. U.S. Coast Guard Recommendations for Repairs to Vessels. Located at shipyards, facilities, and other activities concerned with upkeep, maintenance, repair, alterations, and readiness of vessels and craft.

Destroy when 3 years old.

i. Job or Project Order (ship, Craft, or Equipment) Files. Files accumulated by shops performing maintenance services and other work, including rework, repair, and conversion work for aircraft, USN and USNS ships, and other craft, and for naval weapons and equipment. These consist of copies of job and project orders, together with copies of related plans, bids, repair specifications, schedules, invoices, completion and inspection reports, and similar or related papers, including correspondence. (Exclude copies to be filed in contract or order case files covered in SSIC 4200 and accounting copies of orders covered in SSIC 7303.)

Destroy 2 years after completion of job or project.

j. Specifications Reference Files. Extra copies of specifications, including contract specification estimates for repairs, rework, overhaul, etc., to ships, craft, weapons, and materials. Located at naval activities, departments, divisions, or other organizational units.

Destroy when 2 years old, upon completion of related work, obsolete, or no longer needed for reference, whichever is earlier.

k. Engineering Drawings and Plans Reference Files. Copies used in connection with repair, maintenance, construction, and conversion operations. Located at naval activities, departments, divisions, and other organizational units. (See technical subject series for master files.)

Destroy when superseded, obsolete, or no longer needed for reference.

l. Engineering Instruction Sheets. Information and working copies only. Located at naval activities, departments, divisions, and other organizational units.

Destroy upon completion of job or when no longer needed for local reference.

m. Copies of Master or Other Contracts. Contracts including repair, rework, overhaul, conversion, or construction contract files (ships, aeronautical services, and others). Located at naval activities, departments, divisions, and other organizational units. (See also SSIC 4200 for contract case files.)

Destroy 1 year after completion of repair or alteration.

n. Manufacturing Work and Repair Orders and Requests. Located at naval activities, departments, divisions, and other organizational units.

Apply appropriate section of SSIC 4200.

o. Industrial Manager Project Files. Files concerned with the construction, repair, rework, conversion and maintenance of naval craft (ships and aircraft), missiles, facilities, and material. Located at naval aviation depots, air facilities, shipyards, and other activities.

Destroy when 2 years old.

2. SHIPS DESIGN SERVICES ALLOCATION SYSTEM. This system, sponsored by CNO (N4) and executed by NAVCOMTELSTA Washington, provides information for budget and allocation plans and ship alteration development status as well as generating out year budget reports. The system also maintains the alteration development status, provides for the distribution of design products, and maintains a planning yard scheduling matrix. System supports NAVSEASYSCOM; Supervisor of Shipbuilding, Conversion and Repair, USN (SUPSHIPS); and all naval shipyards.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

3. TRIDENT LOGISTICS DATA SYSTEM (LDS). This system, sponsored by CNO (N4) and maintained by Navy Fleet Material Support Office, Mechanicsburg, PA; provides maintenance and supply interface for the refit of Trident submarines.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 4701

SCHEDULING RECORDS

1. GENERAL CORRESPONDENCE FILES MAINTAINED AT VARIOUS SHOPS PERFORMING THE WORK. Files relating to work scheduling and progressing, maintenance, upkeep, repair, construction, and improvement work for ships and other craft, equipment and material, and facilities and installations.

Destroy when 2 years old.

2. OVERHAUL, ALTERATION, MAINTENANCE, AND UPKEEP SCHEDULES. Schedules consisting of shop and job schedules, equipment upkeep and maintenance schedules and related control records at shops performing the work.

a. Shop and Job Schedules.

Destroy when 6 months old.

b. Equipment Upkeep and Maintenance Schedules.

Destroy when 1 year old.

3. LOCAL WORKLOAD CONTROL, PROGRESS, AND STATUS RECORDS. Records including reports, cards, schedules, and related records that are prepared or maintained for local, internal production planning or scheduling and work progress reporting or control purposes. These records are accumulated by shops and other activities concerned with the upkeep, maintenance, construction, and repair of aircraft, vessels, and other craft, and naval equipment and materials. Include progress control cards; production, distribution and delivery, material erection, and other schedules; and other local records and correspondence used to schedule work or to control work in progress.

a. Job Status Reports and Listings.

Destroy when 1 year old.

b. All Other Records.

Destroy when 6 months old or 6 months after completion of job, project order, or contract, whichever is later.

4. SHIPYARD MIS: PRODUCTION SCHEDULE SYSTEM. In this system, information from program evaluation and review technique (PERT) and critical path method (CPM) reports provide production schedulers with network information concerning schedule date, critical jobs, and potential areas of network logic improvement. The system also accommodates manually developed schedules and provides for rescheduling based on key events. System is maintained at NAVSEASYSCOM Automated Data Systems Activity, Indian Head, MD and all naval shipyards.

a. Master files and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports- COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

5. SHIPYARD MIS: WORKLOAD FORECAST SYSTEM. This system consists of a total man-day forecast and the distribution of this forecast over time. The total man-day forecast is a prediction, by ship and shop, of the total many-days required to accomplish a particular availability. The workload report shows what the anticipated shipyard workload will be in the future based on total man-day forecasts. Schedule load reports show shipyard workload based on work that is issued and scheduled. Force distribution reports show a comparison of actual deployment of personnel as assigned.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

6. SHIPS FORCE OVERHAUL AND MANAGEMENT SYSTEM (SFOMS). Provides ships forces with the capability to manage their own assigned work during a shipyard availability. System is executed on ships using NAVSEASYSCOM-developed software.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 4710-4713

OVERHAUL/REWORK RECORDS

RELATED RECORDS UNDER SSIC 4711-RESTRICTED AVAILABILITY, SSIC 4712-TENDER AVAILABILITY, AND SSIC 4713-TECHNICAL AVAILABILITY SHOULD BE FILED UNDER SSIC 4710.

SSIC 4710

OVERHAUL/REWORK RECORDS

1. OVERHAUL USAGE DATA. Data relating to aeronautical craft and materials maintained by activities concerned with overhaul operations.

Destroy when 2 years old.

2. PROJECT CASE FILES FOR TYPES OF CRAFT OR EQUIPMENTS. Correspondence, copies of specifications, data, and related records pertaining to the overhaul and modification of types of craft. (See also SSIC 4700, paragraph 1d.)

Destroy when craft or equipment is obsolete.

3. OVERHAUL AND REWORK REQUIREMENT SCHEDULES. These records document working plans and requirements for major rework and overhaul work scheduled or programmed. Include master work schedules, together with any changes thereto, and related papers.

Destroy 1 year after superseded by new schedule.

4. REFUELING OF NUCLEAR POWERED VESSELS RECORDS. Shipyard-prepared manuals, procedures, and test documents with verification signature statements recording data and verifying proper performance of designated actions for refueling work. Include records relating to the following activities: personnel and equipment safety; prevention of accidental critically; control of radiation exposure; assurance of proper operation of circuits or equipment which provides reactor protection, containment, plant integrity, or an engineered safeguard; verification that a condition specified in a step by step procedure as prerequisite to further testing or work has been satisfactorily achieved; and improper

conduct of testing or work such that the worth of the testing or work is compromised.

Retire to the nearest FRC 1 year after the completion of the refueling availability. Destroy upon completion of the next refueling availability or when 30 years old, whichever is sooner.

5. OVERHAUL REPAIR WORK ON NUCLEAR POWERED VESSELS.

a. Welding Records. Weld and non-destructive test records, which provide objective quality evidence of the integrity of the reactor, plant piping and structural welding work.

Retire to nearest FRC 1 year after completion of availability. Destroy when 75 years old.

b. Shielding Records. Records, which provide objective quality evidence of the integrity of shielding installations and originals of, completed shield surveys.

Retire to nearest FRC 1 year after completion of availability. Destroy when 75 years old.

c. Level I Piping System Material. Records of objective quality evidence, including material certification and receipt inspection, of proper material installed in level I piping system applications.

Retire to nearest FRC 1 year after completion of availability. Destroy when 75 years old.

d. Submarine Safety (SUBSAFE) Program Records. Submarine material certification records, which provide objective quality evidence of the attributes certified in Reactor Plant Work Accomplishment Reports (SUBSAFE information).

Retire to nearest FRC 1 year after completion of availability. Destroy when 75 years old.

e. Mechanical and Brazed Joint Records. Mechanical joint records for any mechanical joint in a Level I system or Level III system, which is inaccessible during reactor operation; and any reactor plant brazed joint record for joints that are inaccessible during reactor operations.

Retire to nearest FRC 1 year after completion of availability. Destroy when 75 years old.

f. Propulsion Plant Test Procedures. Records of Completed Propulsion Plant Tests.

Retire to nearest FRC 1 year after completion of availability. Destroy when 75 years old.

g. Arrival, Pretest, and Plant Certification Inspection. Records associated with ship arrival in a shipyard or repair facility, pretest and plant certification inspections and not covered in paragraphs a through f above.

Retire to nearest FRC 1 year after completion of availability. Destroy when 50 years old.

h. Qualifications Records. Records of current qualifications of personnel required to perform naval nuclear work.

Retire to nearest FRC 1 year after completion of availability. Destroy when 50 years old.

i. Installation, Overhaul, Repair, and Support Records. Records supporting the installation, overhaul, repair, and support of systems, components, or equipment not included in paragraphs a through g above.

Retire to nearest FRC 1 year after completion of availability. Destroy when 50 years old.

j. Overhaul Report. Overhaul report as required by NAVSEA 0989-037-2000 and NAVSEA 0989-043-0000.

Retire to nearest FRC 1 year after completion of availability. Destroy when 75 years old.

k. Radiological Records. Radiological records required by NAVSEA 389-0288 and NAVSEA 389-0153.

Retire to nearest FRC after 1 year or 1 year after completion of availability, as applicable. Destroy when 75 years old.

6. OTHER OVERHAUL REWORK RECORDS

Apply appropriate paragraph of SSIC 4700.

SSIC 4720

ALTERATIONS AND IMPROVEMENTS RECORDS

1. COPIES OF SHIP ALTERATIONS (SHIPALTS), ORDNANCE ALTERATIONS (ORDALTS), AND NAVAL ALTERATIONS (NAVALTS), AND OTHER ALTERATIONS AND REPAIR SPECIFICATION DOCUMENTS OR MATERIAL LISTS. Records maintained by maintenance, construction, and repair activities or facilities, or by supply activities for inventory control and other supply management purposes or to facilitate local maintenance, construction, or repair action.

Destroy when superseded, cancelled, upon completion of alteration of repair program, when craft or vessel is stricken, or when material is deleted from supply system, whichever is applicable.

2. PROJECT (CASE) FILES. Files relating to the major alteration of individual vessels or craft.

Retire to nearest FRC 1 year after completion of availability. Destroy when 50 years old.

3. OTHER ALTERATION AND IMPROVEMENT RECORDS. Includes field changes to supporting electronic equipment, suggested modifications to alterations, and testing records.

Destroy when 2 years old.

SSIC 4730

INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS

1. BOARD OF INSPECTION AND SURVEY, WASHINGTON, DC, RECORDS.

a. Primary Program Correspondence Files of the President of the Board. That portion of the files that documents the Board's organizational and functional history and the development and execution of plans, policies, procedures, and essential transactions pertaining to the Board's primary function of providing for periodic and special inspection of ships and other craft, supervision and review of sub-boards, participation by the Board itself in inspections, execution of directives from higher authority, and the development and issuance of instructions and procedures relating to inspections, and related index records. (Exclude files relating to the routine administration of the Board covered under SSIC 4730, paragraph 2.)

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.

b. Ship and Craft (Case) Files. Individual inspection case folders for each vessel or craft that has undergone inspection by the Board. Consist of inspection reports, commissioning and decommissioning data, instructions to regional and sub-boards, schedules of inspections, specification and construction data, blueprints, precepts for inspections, related correspondence, and other supporting papers.

Permanent. Place in inactive file when ship or craft is stricken. Retire inactive files in annual blocks to WNRC. Transfer to NARA when 20 years old.

c. Control Records (Kardex or Other) of Ship and Craft Inspections and Trials. Summary records showing dates of trials and inspections and other data filed by fleet organization.

Destroy when ship or craft is stricken.

d. Board's Reference File of Data Books and Ships Plans.

(1) Obsolete and duplicate records and files.

Destroy when no longer needed for reference.

(2) All other reference records.

Destroy when 5 years old.

e. Message Files. Information copies of message relating to inspections, surveys, alterations, damages and repairs of vessels and craft.

Destroy when 2 months old.

2. GENERAL CORRESPONDENCE FILES. Files relating to the internal operation and administration of boards and sub-boards of inspection and survey.

Destroy when 2 years old.

3. WORKING PAPERS OF BOARDS AND SUB-BOARDS OF INSPECTION AND SURVEY. Working papers including drafts and background data and other data or information summarized or incorporated in final reports.

Destroy upon final approval and issuance of report.

4. REPORTS OF BOARDS, SUB-BOARDS, AND DISTRICT SUB-BOARDS OF INSPECTION AND SURVEY. (Other than those maintained by the Board of Inspection and Survey, Washington, DC covered in SSIC 4730, paragraph 1b.)

a. Acceptance Trial Reports.

Destroy when superseded by new inspection report.

b. Material Inspection Reports. Inspection reports for active and inactive aircraft, vessels, and other craft for naval facilities and general aeronautical, ordnance, and other equipment, related check lists, correspondence, and other records. These reports relate to condition of craft, equipment, or other material and to the need for rework of changes, etc.

Destroy when superseded or craft or equipment is removed from naval custody, e.g., sold, scrapped or stricken, whichever is earlier.

5. EQUIPMENT OR MATERIAL INSPECTION OR TEST REPORT FILES. These are copies maintained by activities performing maintenance, repair, inspections, serviceability, and construction functions or related operations. Files consist of reports of inspections or tests and related data, control sheets, or check lists, correspondence, and supporting papers. (Exclude records of Boards of Inspection and Survey covered in SSIC 4730, paragraph 1.)

Destroy when 2 years old, superseded by new report, or material or equipment is disposed of (removed from naval custody), whichever is earlier.

6. UNSATISFACTORY EQUIPMENT REPORT FILES. Copies of reports indicating defective equipment or

equipment failures. Contain information such as description of defect, cause of trouble, recommended action, and other related information. (Exclude copies to be filed in contract or purchase order for material or services case files when reports relate to contracts or orders.)

a. Quality Control Copies.

Apply SSIC 4855, paragraph 1.

b. All Other Copies.

Destroy when 2 years old.

7. SHIPYARD MIS: PERFORMANCE MEASURES SYSTEM. This system compares actual and planned manhours against performance standards for a variety of shipyard jobs. Standards for this system are developed by the responsible planning yard. System is executed at all eight naval shipyards.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

8. SHIPYARD MIS: PRODUCTION CONTROL SYSTEM. This system provides the information needed to control productive work on a daily basis and is of two general types: specific key operation (KEYOP) status and cumulative status by type of overhaul.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 4731

EQUIPMENT OIL ANALYSIS RECORDS

GENERAL CORRESPONDENCE AND DIRECTIVES PERTAINING TO NON-DESTRUCTIVE TESTS ON MACHINERY COMPONENTS CONDUCTED TO DETERMINE EQUIPMENT CONDITIONS TO AID IN MAINTENANCE OF OIL-WETTED SYSTEMS.

Destroy when no longer needed for reference.

SSIC 4732

SHIPBOARD WEIGHT HANDLING EQUIPMENT INSPECTION, TESTING, AND MAINTENANCE RECORDS

1. CORRESPONDENCE, TESTS, MEMORANDUM, AND REPORTS. Records dealing with inspection and test results maintained by shipyards and SUPSHIPS. Include load tests of booms, winches, cranes, davits, topping lifts and other cargo handling equipment.

Destroy after next inspection and test of equipment.

2. MAINTENANCE RECORDS. Records covered under the Maintenance and Material Management (3M) system.

Apply SSIC 4790.

SSIC 4733

MARINE CORPS CALIBRATION PROGRAM RECORDS

1. GENERAL CORRESPONDENCE. General correspondence files of HQMC and other MARCORPS field activities and offices that document the execution, and accomplishment of plans, policies, programs, and procedures pertaining to the development and readiness of the MARCORPS calibration program. These files consist of correspondence, reports, plans, studies, standards data, and other records maintained at the headquarter's central files or in officially authorized decentralized offices. (Exclude primary program correspondence filed under SSIC 4000, paragraph 1a.)

Retire to WNRC when 5 years old. Destroy when 20 years old.

2. INTERNAL OPERATING RECORDS. Correspondence, reports, and other records relating to the routine internal operation and administration of activities performing functions and relating to the MARCORPS calibration program.

Destroy when 5 years old.

3. PERIODIC REPORTS RELATING TO THE MARCORPS CALIBRATION PROGRAM. Activity's copies of reports submitted to higher authority and not specifically authorized for other disposal in this manual and include reports such as monthly and quarterly calibration status reports.

Destroy when 5 years old.

SSIC 4734

NAVY CALIBRATION PROGRAM RECORDS

1. GENERAL CORRESPONDENCE. Files of systems commands and offices that document the execution, and accomplishment of policies, programs, and procedures pertaining to the development and readiness of the Navy calibration program. These files consist of correspondence, reports, plans, studies, standards data, and other records. They are maintained at the headquarter's central files or in officially authorized decentralized offices. (Exclude primary program correspondence filed under SSIC 4000, paragraph 1.)

Retire to WNRC when 4 years old. Destroy when 20 years old.

2. INTERNAL OPERATING RECORDS. Correspondence reports, and other records relating to the routine internal operation and administration of activities performing functions relating to the Navy calibration program.

Destroy when 5 years old.

3. PERIODIC REPORTS RELATING TO THE NAVY CALIBRATION PROGRAM. Activity's copies of reports submitted to higher authority and not specifically authorized for other disposal in this manual. Include reports such as monthly and quarterly calibration status reports.

Destroy when 5 years old.

SSIC 4740

SALVAGE AND TOWING RECORDS

1. REPORTS OF SALVAGE OR OF SALVAGEABLE MATERIALS. Copies of reports submitted to higher authority.

Destroy when 2 years old.

2. RECORDS RELATING TO REDISTRIBUTION AND DISPOSAL (BY SALE OR OTHER MEANS) OF SALVAGEABLE OR SCRAP MATERIALS.

Apply appropriate section of SSIC 4010, par. 3.

SSIC 4750

UPKEEP RECORDS

1. EQUIPMENT UPKEEP AND PREVENTIVE MAINTENANCE RECORDS. Logs, tapes, charts, work sheets, and other forms used to record daily equipment performances, periodic services, or technical inspections of equipment; engineer equipment performance logs or sheets or other local equipment operation or installation maintenance logs.

Destroy upon completion of next periodic maintenance service or inspection.

2. UPKEEP AND PREVENTIVE MAINTENANCE SCHEDULES.

Destroy when 1 year old.

SSIC 4760

CONSTRUCTION AND CONVERSION RECORDS

1. PROJECT (CASE) FILES. Copies of job and project orders, together with related plans, specifications, correspondence, and other records regarding conversion jobs for individual ships or other craft. These case files are maintained by shipyards or other activities concerned with the conversion of naval vessels or craft. Include copies of engineering plans and drawings used for conversion.

Destroy 2 years after completion of conversion.

SSIC 4770

RESERVE FLEETS AND INACTIVE SHIPS OR AIRCRAFT RECORDS

1. SHIPS RECORDS. Routine correspondence relating to the day-to-day administration of the office/activity.

Destroy when 2 years old or no longer needed, whichever is earlier.

2. AIRCRAFT RECORDS. Routine correspondence relating to the day-to-day administration of the office/activity.

Destroy when 2 years old or no longer needed, whichever is earlier.

SSIC 4780

SERVICE CRAFT AND RELICS RECORDS

1. REPORTS, MEMORANDUMS, AND RELATED CORRESPONDENCE. Records concerning the cleaning, inspection, and maintenance of service craft and the care of

their equipage and stores.

Destroy when 1 year old.

SSIC 4790

MAINTENANCE AND MATERIAL MANAGEMENT RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, instructions, studies, and other records that document the establishment, development, and accomplishment of naval maintenance and material management policies, plans, and programs. These records are maintained by ASSTSECNAV (I&E) and HQMC.

Permanent. Retire to WNRC when 4 years old. Offer to NARA when 20 years old.

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files of all activities and offices (departmental, fleet, and field) relating to maintenance and material management. (Exclude primary program records filed under SSIC 4790, paragraph 1.)

Destroy when 2 years old.

3. MAINTENANCE DATA SYSTEM OF THE NAVY MAINTENANCE AND MATERIAL MANAGEMENT (3M) SYSTEM. The records are accumulated by fleet and field activities under governing Office of the Chief of Naval Operations (OPNAV) instructions for the aviation and ships 3M systems. The records may be accumulated in various physical forms, such as punched cards, tapes, microfiche, printouts, lists, logs, etc. In general, however, they are accumulated as mechanized records.

a. When Data or Information is Accumulated on Magnetic or Punched Tape.

Destroy after the same period of time specified for the conventional paper record serving essentially the same purpose.

b. Records used Merely as a Working Media for Transmitting Data to Tape Records.

Destroy as "working papers" after data has been converted to the tape and the tapes have been verified following accepted procedures.

4. CENTRAL DATA BANK OF THE MAINTENANCE AND MATERIAL MANAGEMENT (3M) SYSTEM. These data files are retained in the central data bank of Navy Maintenance Support Offices (NAMSOs) and are used to prepare 3M reports for distribution.

Destroy when obsolete or no longer needed.

5. MARCORPS EQUIPMENT OPERATION AND MAINTENANCE MANAGEMENT FORMS AND RECORDS. Files maintained as specified in the current edition of the Equipment Record Procedures Manual (TM-4700-15/1).

Destroy when superseded, obsolete, or when no longer needed.

SSIC 4800-4899

CURRENT PRODUCTION AND INDUSTRIAL PREPAREDNESS PLANNING RECORDS

THESE RECORDS ARE ACCUMULATED BY MAJOR COMMANDS AND FIELD PRODUCTION AND INDUSTRIAL PREPAREDNESS PLANNING ACTIVITIES. THEY RELATE TO CURRENT INDUSTRIAL PRODUCTION, INDUSTRIAL PREPAREDNESS AND MOBILIZATION PLANNING, AND TO THE DETERMINATION OF CURRENT AND POTENTIAL PRODUCTION CAPACITIES OF INDUSTRIAL FACILITIES OR THE PRODUCTION OF ITEMS OF SUPPLY. RECORDS ARE MAINTAINED FOR INDIVIDUAL FACILITIES (COMMERCIAL CONCERNS OR PLANTS) AND FOR SPECIFIC ITEMS OF SUPPLY.

SSIC 4800

GENERAL CURRENT PRODUCTION AND INDUSTRIAL PREPAREDNESS PLANNING RECORDS

1. INDUSTRIAL PRODUCTION AND INDUSTRIAL PREPAREDNESS PLANNING RECORDS. Primary Program records that document development and establishment of production and industrial mobilization readiness plans, policies, programs, procedures, and essential transactions and accomplishments. Records are maintained by Office of the Secretary of the Navy (SECNAV). (Master production planning and reserve program case files are retained by the Office of the Secretary of Defense (OSD).)

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Correspondence, reports, and other records of activities pertaining to production and industrial preparedness planning, scheduling expediting, control, analysis, and to supply sources and industrial capabilities. (Exclude primary program records covered under SSIC 4800, paragraph 1.)

Destroy when 2 years old.

SSIC 4810

REQUIREMENTS RECORDS

1. PRODUCTION REQUIREMENT REPORTS AND

RELATED PAPERS. Copies of current and/or projected requirement reports submitted or summarized in reports forwarded to higher authority.

Destroy when 2 years old.

SSIC 4812

MOBILIZATION/EMERGENCY REQUIREMENTS RECORDS

1. GENERAL CORRESPONDENCE AND INDUSTRIAL PREPAREDNESS PLANS AND REPORTS FOR ACQUISITION OF PROGRAMS. (Exclude program planning documents under SSIC 4800, paragraph 1.)

Destroy when 5 years old.

SSIC 4813

BILLS OF MATERIAL RECORDS

1. BILLS OF MATERIAL (SUCH AS RAW (BASIC PROCESSED) AND SEMI-FABRICATED STOCK FORM (DD 346) AND BILL OF MATERIALS FOR SUBCONTRACTED PARTS, PURCHASED PART, GOVERNMENT FURNISHED PROPERTY (DD 347)), INCLUDING STANDARD, DETAILED, MODIFIED, AND SUMMARY BILLS OF MATERIAL AND SIMILAR MATERIAL DATA RECORDS. Records contain data such as name, form, size, quantity, and description of material, assembly data, and specifications.

a. Copies used as Supporting Documents to Requisitions, Job Orders, Contracts, or Other Records.

Destroy with the documents, which the bills support.

b. Reference Copies Used for Material Developments, Productions, or Mobilization Planning Purposes.

Destroy when superseded, cancelled, or obsolete or when 5 years old whichever is earlier.

SSIC 4814

MATERIAL AND PRODUCT CLASSIFICATION RECORDS

Destroy when 5 years old.

SSIC 4830

PRIORITIES AND ALLOCATION RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence, reports, and other records of activities pertaining to operations of the DOD defense materials system and defense priorities system program functions.

Destroy when 10 years old.

SSIC 4831

PREFERENCE RATINGS RECORDS

1. COPIES OF CORRESPONDENCE ADVISING CONTRACTORS OR OTHERS OF RATINGS APPLICABLE TO SPECIFIC CONTRACTS. Files include information copies of related documents. (See SSIC 4200 for copies in official contract files.)

Destroy 1 year after completion of related contract or purchase order.

2. SPECIAL PRIORITIES ASSISTANCE CASE FILES. Files consist of request for special priorities assistance in obtaining materials and components directives and memorandum of agreements issued, and related documents, control ledgers, reports, and correspondence.

Destroy when 3 years old.

SSIC 4832

CONTROLLED AND UNCONTROLLED MATERIALS ALLOCATION RECORDS

1. CONTROLLED, UNCONTROLLED, AND CRITICAL MATERIALS FILES. General correspondence files, reports, and other records relating to requirements for and the allotment and allocation of controlled, uncontrolled, and critical materials under the defense material system program. Include such records as controlled materials program allocations and allotments, allocation determinations, materials requirements steel and nickel alloy, reports of controlled materials allotments, and allotment worksheets and tabulations. Records also relate to subject areas in industrial manpower, plan performance awards, records on current requirements, material and product classification, and product expediting.

Destroy when 5 years old.

SSIC 4840

MATERIALS RECORDS

1. GENERAL CORRESPONDENCE FILES, INSTRUCTIONS, AND NOTICES ON MATERIALS, PLANS, AND REPORTS ON ACQUISITION OF MATERIAL.

a. General Correspondence. Files of offices dealing primarily with materials acquisition in support of mobilization programs.

Destroy when 5 years old.

b. Instructions and Notices.

Destroy when superseded or cancelled.

SSIC 4841

STOCKPILING RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the internal administration of the storage, handling, and care of strategic and critical materials under the national stockpile program.

Destroy when 2 years old.

2. NATIONAL STOCKPILE REPORTS. Reports such as national stockpile storage reports and other records pertaining to the maintenance and security of strategic and critical materials. Include records of material on board; receiving, shipping, and inventory reports; and related correspondence.

Destroy 2 years after final outshipment of national stockpile material.

SSIC 4850

GENERAL PRODUCTION PLANNING, PROGRESSING, EXPEDITING, AND SCHEDULING RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence, reports, and other records of activities pertaining to production planning and scheduling; production expediting, analysis, and controls; production engineering; and production surveillance. Include local production plans, schedules, and related data.

Destroy when 2 years old.

2. PRODUCTION MANAGEMENT RECORDS. Correspondence, reports, and other documents relating to management and surveillance of production programs, including production progress and status reporting, actions to resolve actual or potential problem areas, and for controlling, facilities, and expediting delivery of materials or services required by defense contracts. (See SSIC 4200 for copies of production reports included in official contract files.)

a. Production Progress Reports.

Destroy when 2 years old.

b. Local Production or Industrial Status Control Records.

Destroy when superseded or obsolete.

3. PRODUCTION OPERATIONS, CORRESPONDENCE, REPORTS, AND OTHER RECORDS. Records relating to production operations of an activity and to the supervision and operation of the technical production facilities, utilization of equipment, application of safety measures, and to meeting production quotas. Include reports and statistical compilations.

Destroy when 2 years old.

4. JOB ASSIGNMENT CONTROL OR PROGRESS RECORDS. Card ticklers, chits, or other documents or records used as an internal assignment or progress control record.

Destroy after completion of job.

SSIC 4853

PRODUCTION ANALYSIS RECORDS

1. SHOP AND DEPARTMENTAL REPORTS ANALYZING LABOR AND MATERIAL EXPENDITURES.

Destroy when 2 years old.

SSIC 4855

QUALITY ASSURANCE/CONTROL RECORDS

1. QUALITY ASSURANCE AND CONTROL RECORDS. Correspondence, reports, and other records relating to the quality assurance and quality control programs, including copies or reports of damage of improper shipment, reports of defective or unsatisfactory equipment, notices of defective material, special survey reports, and other similar papers used for quality control purposes in connection with the production and acceptance of materials (acceptance quality control levels) and the classification of defects and the correction of deficiencies reported.

Destroy when 2 years old.

SSIC 4857

MILITARY URGENCIES SYSTEM RECORDS

1. CORRESPONDENCE AND OTHER RECORDS PERTAINING TO TECHNIQUES, OPERATIONAL PLANS, RESEARCH AND DEVELOPMENT, ACQUISITION, AND STAFF STUDIES OF MILITARY URGENCIES SYSTEM.

a. Consolidated or Summary Records Reflecting Documentation of Different Systems.

Retire to FRC when 4 years old. Destroy when 10 years old.

b. All Other Records. Include correspondence files, staff studies, acquisition documents, feeder reports, and

similar documents.

Destroy when 3 years old.

SSIC 4858

VALUE ENGINEERING (VE) RECORDS

1. INSTRUCTIONS, NOTICES, REPORTS, STUDIES, AND GENERAL CORRESPONDENCE. Records pertaining to value analysis, value control, value improvement, and value management.

a. Compiled Reports and Studies Retained for Reference Purposes.

Destroy when no longer needed.

b. Instructions and Notices.

Destroy when cancelled or superseded.

c. Other Records. Such as feeder reports and general correspondence.

Destroy when 3 years old.

2. VE PROGRAM PLANS AND STATISTICAL SUMMARY OF ACTIONS.

a. Plans and summaries submitted by headquarters and selected activities to program management activity.

Destroy when 2 years old.

b. Plans and summaries prepared by the program management activity, including a consolidation of all plans submitted.

Transfer to FRC when 3 years old. Destroy when 7 years old.

3. VE RECOMMENDATIONS.

Transfer to FRC when 3 years old. Destroy when 6 years old.

4. GOVERNMENT-INDUSTRIAL DATA EXCHANGE PROGRAM (GIDEP) VE DATA BASE REPORT. DD 2333.

Destroy when 2 years old.

SSIC 4860

COMMERCIAL/INDUSTRIAL (C/I) ACTIVITIES PROGRAM RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to contracting of civil service performed C/I type activities operations which include public announcement of reviews, statement of work, obtaining OSD and CNO approvals, in-house cost estimates, advertising for bids, issuing reduction-in- force (RIF) notices, and commencing contracts.

Destroy 3 years after completion of project.

SSIC 4861

NAVY AND MARINE CORPS MANUFACTURING FACILITIES RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence, reports, and other documents relating to Navy-and MARCORPS-operated manufacturing plants, facilities, or shops.

a. Ordnance Type Production or Manufacturing Activities.

Apply appropriate SSIC 8000 subject matter series for handling of activity's program records.

b. Shipyards and Other Ship Facilities.

Apply appropriate SSIC 9000 subject matter series for handling of activity's program records.

c. Aeronautical Facilities.

Apply appropriate SSIC 13000 subject matter series for handling activity's program records.

d. All Other Facilities Records.

Destroy when 2 years old.

2. ORIGINAL AND/OR MASTER MICROFILM NEGATIVES OF PRODUCTION DRAWINGS AND RELATED ENGINEERING DATA AND SPECIFICATIONS FOR NAVAL WEAPONS AND MATERIALS. These are generally accumulated by activities having design and/or production cognizance of items or materials.

Apply appropriate section of SSIC 4121, para. 2.

3. MANUFACTURING AND ENGINEERING DATA WORKING FILES. Records containing engineering and manufacturing data for items of naval materials and equipment. These are convenience files accumulated by manufacturing facilities or other interested activities in connection with the manufacture, production, scheduling, or procurement of naval materials and equipment which consists of copies of drawings, tracings, manufacturing specifications and standards, commercial or Government manufactures' operating instructions or catalogs, or process sheets, test data, and other pertinent papers. (See SSIC 4121 for master specification files of design cognizant activities.)

Destroy when material is superseded or item becomes obsolete.

SSIC 4862

INDUSTRIAL AND INDUSTRIAL RESERVE FACILITIES RECORDS

1. INDUSTRIAL FACILITIES CASE FILES. Correspondence, reports, copies of contracts, inventory documents, surveys, and other records relating to the routine management of industrial facilities in possession of private contractors and of Navy-owned/contractor-operated industrial reserve plants.

Destroy when 3 years old.

SSIC 4870

MACHINE TOOLS AND INDUSTRIAL PRODUCTION EQUIPMENT RECORDS

1. EMERGENCY PRODUCTION SCHEDULING. Records relating to emergency production schedules and preliminary production information.

Destroy when 3 years old.

2. MACHINE TOOL RECORDS. Records indicating assignments of tools to responsible individuals.

Destroy 1 month after return of equipment and clearance of individual.

3. TOOL REPAIR RECORDS. Records providing the history of repairs made to each tool.

Destroy when tool is disposed of.

4. SPECIAL TOOLING RECORDS. Manufacturing data for special tooling (e.g., dies, jigs, fixtures) used in production. Consist of such material as copies of drawings, tracings, sketches, photographs, reproducible, and copies of operation and process sheets prepared by commercial or Government manufacturers. They are accumulated primarily by ordnance production activities. (See SSIC 4121 for master specifications files.)

a. Microfilmed Records

(1) Original hard copy.

Destroy after microfilmed and microfilm verified for accuracy.

(2) Master negative.

Destroy when superseded, obsolete, or manufacture of item is discontinued.

b. All Other Records.

Destroy when superseded, obsolete, or manufacture of item is discontinued.

SSIC 4871

RESERVE PRODUCTION EQUIPMENT RECORDS

1. RESERVE PRODUCTION EQUIPMENT CASE FILES. Correspondence, reports, copies of contracts, inventory documents, and other records relating to production equipments (Government-owned or privately-owned) being retained in lay-away or storage to support future procurement or mobilization requirements.

Destroy when 6 years old.

SSIC 4880

EXPANSION OF PRIVATE INDUSTRY RECORDS

1. EXPANSION OF PRIVATE INDUSTRY CASE FILES. Correspondence, reports, copies of contractor proposals and documentation, and other records relating to assessment proposals for the expansion of privately-owned industrial capacity, involving either real or personal property to improve productivity or reduce costs in support of current production or mobilization requirements for naval needs.

Destroy when 6 years old.

SSIC 4890

COMMERCIAL COMMODITY ACQUISITION RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence, reports, studies, analyses, and other records concerning the acquisition of standard commercial commodities in lieu of similar items having military specification requirements.

Destroy when 2 years old.

SSIC 4900-4999

SECURITY ASSISTANCE PROGRAMS RECORDS

DISPOSITIONS IN THIS (4900-4999) APPLY TO RECORDS OF ODO SECURITY ASSISTANCE OFFICES (SAOs) OR DON ELEMENTS. TYPES OF SECURITY ASSISTANCE INCLUDE FOREIGN MILITARY SALES (FMS); FOREIGN MILITARY FINANCING PROGRAM (FMFP); INTERNATIONAL MILITARY FINANCING PROGRAM (FMFP); INTERNATIONAL MILITARY EDUCATION AND TRAINING (IMET); DIRECT COMMERCIAL SALES (DCS), INCLUDING EXPORT LICENSE; ECONOMIC SUPPORT FUNDS (ESF); PEASEKEEPING

OPERATIONS; LEASES, SALES, LOANS, OR GRANTS OF DEFENSE ARTICLES AND SERVICE; AND GRANT AID. A FORMERLY USED TERM IS MILITARY ASSISTANCE PROGRAM (MAP). OPERATIONAL AND LOGISTICS RECORDS ACCUMULATED AT THE DON LEVEL ARE PERMANENT RECORDS AS PROVIDED IN SSIC 3000, PARA 1, AND SSIC 4000, PARA1. (N1-NU-02-4)

SSIC 4900

RECORDS OF SECURITY ASSISTANCE OFFICES (SAOs)

1. RECORDS OF SAO"S UNDER THE EXECUTIVE CONTROL OF THE DEPARTMENT OF THE ARMY OR AIRFORCE.

a. Primary Program (Operational) Records. Records of Joint SAO's under the executive control of the Department of the Army or Air Force. These consist of all records that pertain to the assigned mission or program of the agency (MDAP). (See SSIC 4900.2 below for disposal instructions when DON is executive agency.)

Dispose of in accordance with instructions of the executive agency.

b. Housekeeping or Internal Organizational Records. Records that relate solely to naval administrative matters and are not connected in any way with the assigned mission or program.

Destroy when 3 years old.

2. RECORDS OF SAOs UNDER THE EXECUTIVE CONTROL OF THE DON

a. Primary program (Operational) Records. Files of Joint SAOs, relating to the development and execution of their assigned missions and programs. Included are correspondence, studies, reports, and statistical data used in planning for supply and training of foreign national forces.

Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.

b. Army, Navy, and Air Force Sections General Correspondence (Subject) Files. Records relating to the administration of service components of the office. Includes implementing instructions for SAO program directives as well as internal organizational records.

Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.

c. Training Files. Files relating to the training functions of the Army, Navy, and/or Air Force sections.

Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.

d. Individual Training Records. Records maintained on trainees. Included are status cards, trainee folders, trainee evaluations, and qualifications report.

Cut off file on completion of training. Retire to WNRC when 2 years old. Destroy when 10 years old (N1-NU-90-4).

e. Planning Files. Staff studies, minutes of conferences, and other papers relating to defense planning.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.

f. Pier Operation Files. Files relating to loading, unloading, departures, and arrivals.

Destroy when 3 years old.

g. Equipment Maintenance and Inspection Records. Reports, check sheets, and related correspondence concerning the use, maintenance, and storage of furnished equipment.

Destroy when 7 years old.

h. Security Assistance Program Account Files. Documents showing signatures of foreign government officials or representatives receiving foreign aid supplies, including signed supply manifests and bills of lading, together with supporting papers.

Destroy when 5 years old.

i. Convenience and Transitory Files. Extra copies of correspondence, reports, and documents maintained for reference purposes; non-action and informational copies and working papers; and "personal" files and materials, which do not document action.

Destroy when 3 years old.

j. Reference Publications. Publications received from outside sources. (Exclude directives on which action has been taken and made part of the appropriate subject folder.)

Destroy when publication is no longer required for reference use.

k. Publications Issued by Operational Field Commands. Include superseded, amended, and cancelled publications, directives, manuals, instructions, notices, and other general orders.

(1) Record copy of issuing command.

Permanent. Retire to WNRC when rescinded, superseded, or cancelled. Transfer to NARA when

20 years old.

(2) Copies maintained by non-issuing activities.

Destroy when rescinded, cancelled, or superseded.

l. Registered or Accountable Publications. Any publication for which receipt or location is registered for security purposes.

Destroy in accordance with issuing office instructions, when superseded, obsolete, or no longer needed.

SSIC 4905

SECURITY ASSISTANCE MANPOWER RECORDS
(N1-NU-02-4) SSIC deleted no replacement.

SSIC 4910

GRANT AID RECORDS
(N1-NU-02-4) See 4920, Security Assistance Records Located at DON Elements.

SSIC 4920

SECURITY ASSISTANCE PROGRAM RECORDS LACATED AT DON ELEMENTS

1. POLICY FILES. Record copies of security assistance policy documents originated by DOD and Navy.

Permanent. Retire to WNRC when no longer current. Transfer to NARA when 20 years old.

2. DIRECTIVE FILES. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.

3. ORGANZATION, FUNCTIONS AND STATUS RECORDS. Documents, newsletters, pamphlets, poster, charts, presentations, briefings, reports to higher authority, or other records depicting the internal organization, relationships, functions, and status of offices performing security assistance functions. (N1-NU-02-4)

Destroy when 2 years old.

4. BUDGET MATTERS. Documents which establish budgeting principles, policies, systems and procedures covering security assistance programs, formulation management, and its execution process. Economic analysis and studies concerning the budget impact and documents which are used to prepare fiscal reports, financial statements, charts, and graphs to support budget presentation, studies, and economic analysis (N1-NU-02-4)

a. Security assistance budgetary policies, principles, or other fiscal documents issued each fiscal year by Defense Security Cooperation Agency (DSCA) or Comptroller of the Navy (NAVCOMPT)

Hold locally and destroy six years, three months after close of pertinent fiscal year.

b. Case-related budgetary matters.

Permanent budgetary documents are held electronically with database controlled by DSCA. Other case-related budgetary documents should be disposed with the case file (See SSIC 4920.5)

c. Other Security Assistance budgetary documents.

Hold locally and destroy six years, three months after the availability of the funds for obligation.

5. CASE RECORD FILES. Records documenting sales to foreign countries, Training of foreign military members; etc. Types of cases recorded are foreign military sales; foreign Naval Expansion; Grant Aid; Military Assistance Program; Grant, Lease, Loan, or Transfer of Defense Articles; etc. (See introduction to 4900 section for a more inclusive list.) These case files are maintained by Navy IPO, Navy ICP, and Systems Commands, who must maintain the files as prescribed in DOD 5105.38-M, Security Assistance Management Manual and DOD 7000.17-R, DOD Financial Management Regulation, volume 15, chapter 6. (N1-NU-02-4)

a. Case Files Accepted by Purchaser

Retire to local FRC when case is closed. Destroy 10 years after transfer to records center

b. Case Files Cancelled, Refused by Purchaser, or transferred to another agency.

Retain locally. Destroy 1 year after the latest date of action noted in the case file.

c. "Q" Case files. Security Assistance cases which purchase from Special Defense Acquisition fund, administered by Defense Finance and Accounting Service (DFAS), and assigned by Defense Security Cooperation Agency (DSCA) to Navy IPO or Headquarters of Systems commands. File consists of action officer copy of Letter of Offer and Acceptance (LOA) and background material. (Original LOA is transmitted to DSCA.)

Retain locally until LOA is signed. Close case following LOA signature and subsequent distribution to DFAS and Purchaser. Destroy 2 years after closure.

d. Defense Article Grant, loan, Lease, or transfer

files.

Handle as 4920.5a (accepted cases) above.

e. Cryptographic Equipment/Keying Material Loans or Lease Case Files.

Retain case file locally until the foreign country returns equipment/keying material. After case is closed, apply SSIC 4920.5a for accepted cases above.

6. CASE IMPLEMENTATION RECORDS. Documents such as case directives, production or repair schedules, international logistics supply delivery plans, requisitions, shipping documents, bills of lading, work orders, contract documents, billing and accounting documents, worksheets, and related feeder information. Includes memoranda of agreement between Navy and other DOD components for exchange of administrative services (formerly 4910.4a and 4920.6b). (Note: Former 4910.4b and 4920.6a, agreements with foreign governments or international organizations, have been moved to SSIC 5710.1.) (N1-NU-02-4)

a. Procurement Action Documents.

Apply appropriate Section of SSIC 4200 series.

b. Agreements between Navy and other DOD components for Exchange of Administrative Services.

Destroy 2 year after termination of agreement.

c. All other Documents.

Destroy 1 year after case closure

7. FILES OF SECURITY ASSISTANCE SURVEY TEAMS. Documents relating to scheduled or special visit for the purpose of performing staff or technical supervision or for conducting studies. This definition is not applicable to visits made in connection with a specific process or case, which should be filed with documentation of the case, or process. Included are requests for permission to visit, reports of visits, recommendations, and other directly related documents.

Destroy 1 year after completion of next comparable visit or on completion of related study.

8. EXPORT CASE FILES. Case and subject files pertaining to Navy's review of the response to the export applications submitted to the State and Commerce Departments by U.S. firms/persons for export of defense articles on the U.S. Munitions List and items on the Commodity Control List to foreign firms/governments. Included are export issues related to WASSENAAR agreement multilateral export control lists to pariah states. File contents are applications, internal Navy coordination actions, Navy recommendations and related subject information. (N1-NU-02-4)

Retire to Local FRC after completion of recommendation to State or Commerce Departments. Destroy 7 years after the latest file action.

SSIC 4940

PACKING, HANDLING, TRANSPORTATION, AND STORAGE RECORDS (N1-NU-02-4) Delete SSIC 4940 for former 4940.1 refer to 4920.6, for 4940.2 former see 4000.1.

SSIC 4950-4952

TRAINING RECORDS

RELATED RECORDS UNDER SSIC 4951, TRAINING COURSE QUOTAS, AND SSIC 4952 ORDERS TO FOREIGN TRAINEES SHOULD BE RETIRED UNDER SSIC 4950.

SSIC 4950

TRAINING RECORDS

1. TRAINING JACKETS FOR FOREIGN MILITARY TRAINEES (FMTs). DON major claimants involved in foreign training are: Chief of Naval Education and Training (CNET); CINCLANTFLT, CINCPACFLT; Commander, Naval Reserve Force; Commander, Naval Meteorology and Oceanography Command; Chief, Bureau of Medicine and Surgery; Commandant, U.S. Coast Guard; and Commandant of the Marine Corps.

a. If Guidance Directives Issued by DON Claimant.

Destroy when no longer required.

b. If Guidance Directives Not Issued by DON Claimant.

Forward to Naval Education and Training Security Assistance Field Activity (NETSAFA) for determination as to further disposition on a case-by-case basis. NETSAFA will destroy when no longer needed.

2. INVITATIONAL TRAVEL ORDERS (ITOs) FOR FMTs. Forward to NETSAFA. NETSAFA will screen to ensure records are complete for tracking and billing. NETSAFA may then destroy duplicated information.

Destroy when 1 year old.

3. CORRESPONDENCE FILES ON FMTs.

Destroy when 1 year old.

4. MEDICAL RECORDS OF FMTs.

Apply appropriate 6000 series authority. Refer questionable cases to NETSAFA.

5. MESSAGE TRAFFIC/CORRESPONDENCE ON INDIVIDUAL COUNTRY TRAINING PROGRAM. (Exclude training records maintained by MAAGs under SSIC 4900, paragraph 2c.)

Retire to FRC when 1 year old. Destroy when 5 years old.

6. CNO OPERATING PROGRAM CARDS (Worksheet Control Number (WCN) CARD DECKS). Required for purpose of program analysis, response to OSD/Congressional inquiries, FMC case closeouts, and related objectives. May be converted to microfiche, if desired. These records are retained by NETSAFA.

Destroy when no longer needed.

SSIC 4960

FOREIGN NAVAL EXPANSION PROGRAMS RECORDS (N1-NU-02-4) Delete refer to updated 4920 Security Assistance Records located at DON elements.

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.

10. WAIVERS AND EXCEPTION RECORDS. Records relating to waivers and exceptions to policy between an activity and the office establishing the policy requirement . Included are requests, endorsements, approvals, disapprovals and related documents (N1-NU-01-4)

a. Approvals:

Destroy upon expiration, suppression, cancellation, or when conditions that made the waiver or exception necessary are altered.

b. Disapprovals

Destroy after 1 year.

11. ADDITIONAL DUTY DESIGNATION RECORDS. Records related to the designation of a person to serve in a specific capacity. (N1-NU-01-4)

a. When Filed Separately.

Destroy on expiration, revocation, or supersession of designation.

b. When Filed in Personnel Folder.

Follow disposition of personnel folder. See SSIC 1070 (for military personnel) and 12293 and 12990 (for civilian personnel), as appropriate.

12. ADMINISTRATIVE AGGREEMENTS RECORDS. Records relating to understandings and agreements between elements of the Department of the Navy (DON), between the DON and other military services or Federal agencies or between the DON and other non-Federal organizations or agencies (but not with foreign countries). These understandings and agreements are negotiated to provide and obtain various types of support services. The services include but are not limited to security, law enforcement, logistical, medical, fire protection, facilities, payroll, and similar support. They can be one-time or continuing. Included are agreements, agreement checklist, Memorandums of Understanding (MOUs) Memorandum of Agreement (MOAs), reviews, comments, related correspondence and similar information. (Agreements involving fiscal reimbursable issues are filed under SSIC 7020, para 1.) (N1-NU-01-04)

a. Office Requesting Support and Offices Providing Support.

(1) Understandings and agreements involving transfer of personnel billets and material.

Retain onboard. Destroy 6 years after supersession, cancellation, or termination of the understanding or agreement.

(2) Understandings or agreements not involving transfer of personnel billets and material.

Destroy 3 years after supersession, cancellation, or termination of the agreement. (N1-NU-01-4)

(b) Reviewing Office.

Destroy 1 year after supersession, cancellation, or termination of the understanding or agreement. Earlier destruction is authorized.

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 NHC 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.

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

SENIOR OFFICIAL AND SPECIAL INVESTIGATION (INQUIRIES). Case files of investigations conducted directly by the Office of the Naval Inspector General (NAVINSGEN). These files include investigations of senior Department of the Navy Officials (Political Appointees, Flag and General Officers, and Senior Executive Service Personnel, both career and non-career) conducted pursuant to Secretary of the Navy Instruction (SECNAVINST) 5800.12A, and all other investigations or inquiries conducted by personnel assigned to the NAVINSGEN. These cases relate to personnel, programs, and operations administered or financed by the DON. (N1-NU-02-01)

1. Files consist of final investigative reports and working papers. Files may contain audio and/or videocassette tapes.

a. Investigations of historical significance (those that attract great public, congressional, or judicial attention, cause substantive changes in agency policies or procedures or involve as subjects of the investigation political appointees serving in the DON, Admirals, and Vice Admirals in command.

(1) Record copy of final reports with working papers offered to/accepted by the Naval Historical Center:

Permanent. Transfer 10 years after investigation is closed. Naval Historical Center transfer to NARA 50 years after case closing and after declassification review.

(2) Record copy of final reports not transferred to the Naval Historical Center:

Permanent. Transfer to WNRC 10 years after investigation is closed. Transfer to NARA 25 years after case closing and after declassification review.

b. Investigations of a Routine Nature.

Maintain record copy at NAVINSGEN for 10 years after closing, then destroy.

2. TASKED INVESTIGATIONS. Investigations

conducted by other DON activities at NAVINGEN direction. Investigating activities forward record copy to NAVINSGEN during course of investigation. Record copy includes the final interim reports, endorsements and other correspondence.

a. Investigation of historical significance. (Note: Historical significance is defined above.)

(1) Record copy of final reports with working papers offered to/accepted by the Naval Historical Center.

Permanent. Transfer 10 years after closing. Naval Historical Center transfer to NARA 50 years after case closing and after declassification review.

(2) Record copy of final reports not transferred to the Naval Historical Center:

Permanent. Transfer to WNRC 10 years after investigation is closed. Transfer to NARA 25 years after case closing and after declassification review.

b. Investigation of a routine nature.

Retire record copy of case file to WNRC two years after closing. Destroy 10 years after closing.

c. Field Copies. Duplicates of material sent to NAVINSGEN and other working papers maintained by the tasked activities including interview transcripts, sworn statements, results of interviews, background information, case summaries, recommendations, copies of related e-mail, and action memorandums.

Maintain at local activity for 2 years after closing, then destroy. Cases in litigation shall be maintained locally until the litigation is completed.

3. CONGRESSIONAL INQUIRIES. IG investigations frequently generate congressional inquiries; accordingly, such case files contain correspondence to and from the concerned congressional office. Such cases will be maintained consistent with paragraphs 1 and 2 above, e.g., if it is a tasked investigation, it falls under paragraph 2. Congressional interest alone does not change the status of the case.

Refer to paragraphs 1 or 2 for disposition.

4. BOOKFILED CASES. Cases opened for recordkeeping purposes only. No investigation conducted. Case files contain complaints, correspondence, analysis, briefing points, memoranda and e-mail.

a. Record copy of cases containing allegations that, if investigated, would fall under paragraph 1a or 1b above.

Maintain at NAVINSGEN for 10 years and then destroy.

b. Record copy of cases containing allegations, which, if investigated, would fall under paragraph 2 above.

Destroy after 2 years.

5. ELECTRONIC DOCUMENTARY MATERIAL.

a. NAVINSGEN Case Management Information System (CMIS). Electronic database listing progress of investigations on cases identified in paragraphs 1 through 4 above.

Place printout of database information related to each case in the case file before transfer to the Naval Historical Center or WNRC. Destroy/delete records from the database when superseded, obsolete, or no longer needed for reference, whichever is later.

b. Electronic copies of reports, working papers, and other case related materials identified in paragraph 1 through 4 above.

Destroy/delete when no longer needed for reference and after recordkeeping copy has been produced.

6. OTHER DON IG INVESTIGATIVE FILES.

a. Case files for complaints received and investigated by other DON organizations whose personnel may perform an IG investigation function.

Maintain consistent with paragraph 2 through 4.

b. All IG case files, which have been determined by the chain of command to be of historical significance.

Send to NAVINSGEN 2 years after closing. NAVINSGEN transfer per paragraphs 2a(1) and 2a(2).

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.

5. CONTROL OF LEAD AND COPPER. Marine Corps owned and operated public water systems in the United

States subject to the Lead and Copper Control requirements must retain original records of all sampling data and analysis, reports, surveys, letters, evaluations, schedules, state determinations, and any other information requires in 40 CFR 141.81 through 40 CFR 141.88. (N1-NU-00-1)

(Note: Electronic version of records created by electronic Mail and word processing application: Delete when file copy is generated or when no longer needed for reference or updating.)

Retire to FRC after 3 years and destroy after 12 years.

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

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.
when 30 years old.
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 SSIC 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 PROCEDURES 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.

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. <u>Sound recordings of significant events</u>.

(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.(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.

(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 SSIC 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 SSIC 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

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. INFORMATION RELATING TO REHABILITATION OF PARTICIPANTS IN THE ALCOHOL AND DRUG PREVENTION AND CONTROL PROGRAM. Included are results of biochemical urine analysis and other tests, individualized treatment plan, observations of patient's behavior, progress during treatment, documentation by physician and other clinical personnel, and discharge dispositions. (N1-330-01-2)

a. Fleet and Shore Activities.

Cut off and destroy 5 years after the end of the calendar year the case is closed or when a minor child reaches 23 years old.

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 (CHNAVPERS).

Cut off and destroy 5 years after the end of the calendar year the case is closed or when a minor child reaches 23 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 CHNAVPERS as well as recommendations for after care.

Cut off and destroy 5 years after the end of the calendar year the case is closed or when a minor child reaches 23 years old.

d. Bureau of Naval Personnel (BUPERS) Waiver Requests and Replies.

Cut off and destroy 5 years after the end of the calendar year the case is closed or when a minor child reaches 23 years old.

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. (N1-NU-02-6)

a. Input/sources records.

Delete/destroy after data have been entered into the master file or when longer needed for operational purposes, whichever is later. Exception: Apply NARA-approved disposition instruction to data files residing in other DOD databases and to any other source records that become part of another records series. (N1-NU-02-6)

b. Master files of central database records maintained at NAVPERSCOM (PERS-60F). (N1-NU-02-6)

PERMANENT. Cut off (take snapshot) at the end of FY and transfer to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234.

c. Outputs, Summary reports and other records (electronic or paper. (N1-NU-02-6)

Delete/destroy when no longer needed for operational purposes. Note: This disposition instruction applies only to recordkeeping copies of output records retained by NAVPERSCOM (PERS-60F). The DOD office receiving the report or other record in the conduct of Government business should maintain its recordkeeping copy in accordance with NARA-approved disposition instruction for such reports.

d. Documentation for the master file of central database records maintained at NAVPERSCOM (PERS-60F), Including are codebooks, record layouts and other system documentation. (N1-NU-02-6)

PERMANENT. Transfer to the National Archives along with the annual snapshot of the master file in accordance with 36 CFR 1228.270 and 36 CFR 1234.

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. Information relating to rehababilitation of participants in the Alcohol and Drug prevention and control program. Included are results of biochemical urine analysis and other tests, individualized treatment plan, observations of patient's behavior, progress during treatment, documentation by physician and other clinical personnel, and discharge dispositions. (N1-330-01-2)

Cut off and destroy 5 years after the end of the calendar year the case is closed or when a minor child reaches 23 years old.

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 CORRESPON-

DENCE. 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 that establish the chain of succession at all levels.

(1) Offices of the SECNAV, CNO, CMC, CHNAVPERS, 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 is 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, relation-ships, 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 security offices relating to the operation and administration of their security functions, including security investigations, safeguards for classified and unclassified matter and proper authorization for the movements of military and civilian personnel. (Excluded are records related to continuing controversies and policy-making criteria, which are filed under SSIC 5500, para.1.) (N1-NU-03-2)

a. Reports of Command Security Investigations for Marine Corps Activities.

Retain on board. Destroy when 3 years old.

b. All other records.

Retain on board. 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.

9. PLANS AND PROCEDURES RECORDS. Records related to plans and procedural guidance for protecting national security information and government personnel and property. Accumulated at the operational level for use by activities to establish plans and procedures for protecting classified information and government personnel and property under their control. (Exclude primary program records covered in SSIC 5500, para. 1, as well as civil defense emergency plans under SSIC 3005.) (N1-NU-01-3)

Destroy when canceled or superseded.

10. RESTRICTED AREA. Records related to the designating of area as "Restricted Areas" pursuant to the provisions of section 21, Internal Security Act of 1950. Included are requests, endorsements and similar correspondence, approvals, disapprovals, and related documents. (N1-NU-01-3)

a. Approvals.

Destroy upon cancellation or disestablishment of the designated area.

b. Disapprovals.

Destroy after 1 year.

SSIC 5510

INFORMATION SECURITY RECORDS

1. INFORMATION SECURITY PROGRAM (ISP) RECORDS. Records required by the ISP Regulation (SECNAVINST 5510.36) and not covered elsewhere. (N1-NU-01-3)

Destroy after 2 years.

2. CLASSIFIED RECORDS ACCESS FILES. Records that show name, grade, and other identification of individuals authorized access to classified information and material. Included are requests for access and approvals, disapprovals, rosters of individuals authorized access, and similar documents. (N1-NU-01-3) (Privacy Act: N05521-1)

a. Approvals.

Destroy after 2 years or on supersession or obsolescence of the authorization document or on transfer, separation, or relief of the individual concerned, whichever is earlier.

b. Disapprovals.

Destroy after 1 year.

3. SECURITY CONTAINER RECORDS FILES. Forms placed on safes, cabinets, vaults, or secured rooms containing classified documents and used as a record of entry into and checking of containers such as locking doors and windows, and activating alarms. Includes forms such as SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet. (N1-NU-01-3)

a. Form Not Involved in an Investigation.

Destroy 1 day following the last entry on the form, except:

b. Form Involved in an Investigation.

Destroy after completion of investigation.

4. SECURITY COMBINATION FILES. Forms or lists 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. Includes SF 700, Security Container Information. (GRS 18, item 7a)

Destroy when superseded by a new form or list or upon turn-in of container.

5. FOREIGN DISCLOSURE RECORDS (N1-NU-02-5)

a. Technology Transfer and Security Assistance Review Board (TTSARB). Formerly known as Foreign Disclosure Review Board (FDRB). TTSARBs are Navy international policy decision memoranda.

Permanent. Retire to WNRC when 10 years old or when records become inactive. Whichever is later. Transfer to NARA when 30 years old.

c. Foreign Disclosure Authorization (DA) for visits.

Visit DAs are the result of the review, analysis, coordination and approval/disapproval for the disclosure of classified or controlled unclassified information to foreign governments, entities, nationals or their representatives during regular (one-time or recurring) and extended visits to DON military or contractor facilities. DAs are issued in support of programs such as Security Assistance Program (Foreign Military Sales or Direct Commercial Sales); NATO Rationalization, Standardization and Interoperability (RSI). The Technology Cooperation Program (TTCP), Coalition Building, Military Personnel Exchange Programs (MPEP/PEP/MCFPEP); Foreign Liaison Officer (FLO) Program; Engineer and Scientist Exchange Program (ESEP); and International Cooperative Program (CP).

(1) Navy IPO File.

Hold locally until DA is entered into SPAN/FVS (a database maintained by Office of the Secretary of Defense (OSD)). Retain on board for 5 years after DA is issued, or case becomes inactive, whichever is later; then destroy.

(2) Host Command Files

Destroy 2 years after completion of visit, or when no longer necessary, whichever is sooner.

c. Foreign Disclosure Authorization (DA), training, publications, or documents. DAs for these purposes are the review, coordination, and approval/disapproval for the disclosure of classified or controlled unclassified material or information. Material reviewed includes (1) foreign military training courses, course curricula (sets of course), or manuals; (2) tactical and other publications; (3) documents (nuclear-related, Navy, or Navy-interest; etc); or (4) draft TTSARBs (see 5510.2a); etc. DAs are requested through (1) FMS and similar cases; (2) government-to-government requested documents; or (3) transfer/lease/loan/grant of defense articles, such as ships; or (4) review of draft TTSARB; etc.

(1) Navy IPO Files.

(a) Publications or Documents.

Destroy two years after completion of DA.

(b) Training Courses.

Hold locally with latest DA until course is revised; Destroy 2 years following revision of reviewed Material

(c) Hard Copy of DA

Enter disclosure authorization into SPAN (a database maintained by OSD)). Retain locally for 2 years

following revision of material; then destroy

(2) Requesting Command.

Destroy when deemed unnecessary.

d. Review, coordination, and recommendation to OSD for exceptions to National Disclosure Policy (ENDP). These files include DON recommendations to the National Disclosure Policy Committee (NDPC) for Navy-related materiel, documents, etc.

Hold hard copy locally for 4 years after DON recommendation; then destroy.

e. Delegation of Disclosure Authority Records. These include General Delegations; Delegations of Disclosure Letters (DDLs) issued in support of International Information Exchange Agreements; and DDLs for International Cooperative Programs.

(1) General Delegations. These delegations are issued either by enclosure (2) of SECNAVINST 5510.34, message, or other formal update to the instruction. General disclosure authority is delegated to major DON commanders such as CNO, CMC, SYSCOM Commanders, Fleet CINC's etc.

(a) SECNAVINST 5510.34 and changes, updates.

Permanent. Dispose with the record copy of SECNAVINST, change or revision (see 5215.1a)

(b) Navy IPO copy of message/other update.

Retain locally until SECNAVINST 5510.34 changed or reissued. Dispose with background material for the instruction's update after disposal of the record copy of the instruction, change or revision.

(c) Other copies

Destroy following SECNAVINST 5510.34 update.

(2) DDL's in support of International MOUs/MOAs for information Exchange or Foreign Cooperative Program.

(a) Record copy.

Dispose with MOU.

(b) Disclosure Review File.

Destroy one year after agreement terminates or expires.

f. Funding. Manage funds to DON activities such as R&D centers, Navy labs, etc. to support reporting of Navy equities to WASSENAAR Agreement; technical support for the Militarily Critical Technologies List (MCTL); or other technical expertise.

Cut-off and create new file each fiscal year. Hold locally and destroy 6 years, 3 months after cut-off.

g. Foreign Influence. Files created under any of the programs listed but not limited to them: (1) Foreign Ownership, Control or Influence (FOCI); (2) Committee on Foreign Investment in the United States (CFIUS); or (3) Participation by Foreign Contractor in DON procurements. Navy IPO coordinates DON input to (1) Defense Security Service; (2) CFIUS or (3) OSD regarding (1) FOCI of U.S. businesses; (2) proposed mergers, acquisitions, takeovers etc. of U.S. companies by foreign personnel/companies; or (3) requests by foreign businesses to participate in procurement, acquisition, etc.

Cut off when case is closed or no longer needed for current business; hold in current files for 3 years; then retire to WNRC. Destroy 10 years after cut-off.

h. Organization, functions, and status records. Documents, newsletters, pamphlets, posters, charts, presentations, briefings, reports to higher authority, or other records depicting the internal organization, relationships, functions, and status of offices performing foreign disclosure functions.

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. (N1-NU-01-3)

a. Top Secret.

Retain onboard. Destroy after 5 years.

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. (N1-NU-89-4)

Destroy 5 years after documents shown on the form are downgraded, transferred, or destroyed.

3. CLASSIFIED DOCUMENTS DESTRUCTION RECORDS. Records relating to the destruction of classified documents, such as destruction certifications. This includes foreign government information. (N1-NU-01-3)

a. Records Involving US Classified Information.

(1) Top Secret.

Retain onboard. Destroy after 5 years.

b. Records Involving Foreign Classified Government Information.

(1) Top Secret Foreign Government Information.

Destroy after 5 years

(2) Secret Foreign Government Information.

Destroy after 3 years.

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. (Privacy Act: N01070-12) (N1-NU-98-2)

a. Logbooks (paper or electronic):

(1) At Field Offices:

Destroy (delete entry) after 5 years.

(2) At NCISHQ:

(a) Paper copy.

Retain on board. Destroy 75 years after last entry.

(b) Paper copy records that have been converted to electronic records:

1 Paper copy:

Destroy upon verification that the record copy information has been fully and accurately converted to electronic format.

2 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:

(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:

Destroy after next inventory or inspection if all items are accounted for.

18. COURIER AUTHORIZATION RECORDS. Registers or logs identifying DOD persons issued courier authorization cards and approved to escort or hand carry classified material. Also includes courier authorization cards and correspondence, security briefings, and records of security briefings provided to couriers. (N1-NU-01-3)

a. Registers and Logs.

Destroy 1 year after final entry or 1 year after date of document, whichever is later.

b. Courier Authorization Cards.

Destroy upon expiration or retrieval, whichever is earlier.

c. Correspondence, Briefing and related Records.

Destroy after 2 years.

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). Directives, changes, and supporting correspondence for each guide. Also included is an automated database of the directives to provide standardization, centralized management, and issuance of DON security classification guides.

a. Record Copy. (N1-NU-97-3)

Permanent. Apply SSIC 5215, paragraph 1a.

b. All copies and supporting correspondence. (N1-NU-97-3)

Destroy when cancelled, superseded, or no longer needed for current operations.

c. Electronic Directives Database Used for Centralized Management. (N1-NU-01-3)

Destroy/delete entry when directive is superseded or cancelled.

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. Reports of surveys and inspections conducted to ensure adequacy of protective and preventive measures against fire, explosion, and accidents and to safeguard information and facilities against sabotage, espionage, and unauthorized entry. Includes related correspondence and training of security personnel. (Exclude primary program records covered in SSIC 5500, para. 1.) (N1-NU-01-3)

Destroy after 3 years, upon conduct of the next comparable survey or inspection or upon discontinuance of facility, whichever is later.

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)

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. (Privacy Act: N05520-4)

(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 case closure.

(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. Early destruction is authorized if records are no longer needed

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. (Privacy Act: N05520-4)

(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 case closure.

(2) Other copies.

Destroy 1 year after case closure. Early destruction is authorized if records are no longer needed.

2. CIVIL DISTURBANCE. Use SSIC 5580, para. 7.

3. NCIS INVESTIGATIONS OF SPECIAL ACTIVITIES

a. Agent Applications for Positions with NCIS. Information concerning DOD-affiliated and non-DOD-affiliated applicants. (Privacy Act: N05520-4)

(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. (Privacy Act: N05520-4)

Cut off at case closure. Retire to NCIS Records Management Division. Destroy 25 years after case closure 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. (Privacy Act: N05520-4)

Cut off at inquiry closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy 5 years after inquiry closure.

d. Support Applicants: Pre-employment inquiries for civilian support personnel. (Privacy Act: N05520-4)

Cut off at inquiry closure. Retire to NCIS Records Management Division. If space is not available retire to WNRC. Destroy 15 years after inquiry closure.

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. (Privacy Act: N05320-5)

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. (N1-NU-97-2)

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.

d. Adjudication decision entered into electronic systems. Record of adjudication decisions entered into the DoD's Joint Personnel Adjudication System (JPAS) and or Navy Joint Adjudications and Clearance System (NJACS). This includes decisions by DONCAF employees based on contractor case review records containing recommendations on the suitability of individuals for security clearances. (N1-NU-03-1)

(1) Reviews with no or minor issues that do not require documentation as addressed in SSIC 5529, paragraph 1a.

Destroy/delete one year after affiliation is terminated

(2) Reviews with issues

Use SSIC 5529, paragraphs 1a, 1b, 2a, or 2b.

(3) Contractor Case Review Records.

Destroy 1 year after verification that the case review record information is correctly entered into the electronic system.

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. (N1-NU-97-2)

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. Information used to maintain accountability for keys and locks, key and lock access rosters and reports of inventories. This information is used in the physical security of conventional arms, ammunition and explosives; classified defense information and other government property not specifically provided for elsewhere in this instruction. Included are key control registers, key and lock inventory records and similar information. (N1-NU-89-4)

a. Maximum Security Areas. This includes conventional arms, ammunition and explosive storage 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 for Arms, Ammunition and Explosives Areas.

Destroy three years after entry or 3 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.

c. Records Relating to Admission to Special (Maximum Security) Areas for Arms, Ammunition and Explosives Areas.

Destroy 3 years after final entry or 3 years after date of document, whichever is later.

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 NAVFACENGCOM. 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. Records containing name, grade, and other identification of individuals authorized access to official records. Included are requests for access and the approvals, rosters of individuals authorized access, and similar documents. (Access records to classified information are under SSIC 5510, para. 2.) (Privacy Act: N05521-1) (N1-NU-01-3)

Destroy on supersession or obsolescence of the authorization document or on transfer, separation, or relief of the individual concerned, whichever is earlier.

SSIC 5580

INCIDENT REPORTS (IR) AND LAW ENFORCEMENT RECORDS

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. (Privacy Act: N05527-1 and MMN00009) (N1-NU-98-2)

a. Original of DON law enforcement reports pertaining to categories of investigations/reports under the jurisdiction of the Naval Criminal Investigative Service (NCIS) as identified in SECNAVINST 5580.1

Transfer to Dir, NCIS. (For disposition, see SSIC 5580, para. 4c(1).

b. Copies of SSIC 5580, para. 1a and all other reports.

Destroy 2 years after date of incident or if extended retention required, when no longer needed.

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. (N1-NU-98-2)

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. (Privacy Act: N05520-4))

(1) Case files.

Cut off at case closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC.

(a) Destroy 25 years after case closure unless (1)(b) or (2) applies.

(b) Controlled death and criminal sex investigations and investigations created on or after 1 January 1988 and where DoDI 5505.11 requires submission of offender criminal history data to the FBI.

Destroy 50 years after case closure unless (2) applies.

(2) Files (except Grand Jury material that is to be destroy at the time of transfer) from a(1)(a) or a(1)(b) determine to be historical value bases on widespread public interest, notoriety of the individual(s) and or the seriousness of the alleged offenses.

(a) Paper copy.

PERMANENT. Transfer to National Archives 50 years after closure.

(b) Paper copy records that have been converted to miroform:

1. Paper Copy:

Destroy upon verification that the record copy information has been fully and accurately converted to microform.

2. Microform copy:

PERMANENT. NCIS will convert microform images to a medium (paper, magnetic tape, 3480 class tape cartridge or any other medium) and a format that meet the standards specified in subchapter B 36 CFR Chapter XII before the transfer of the records to the National Archives' legal custody, which will take place 50 years after case closure. Prior to the transfer National Archives and NCIS representatives will determine the medium and format in which records will be transferred.

(c) 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 image copy:

PERMANENT. Transfer to the National Archives 50 years after case closure. At the time of transfer, NARA and NCIS will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform

(3) Other copies.

Destroy 1 year after case closure or if extended retention is required, when no longer needed.

b. Topical files (Titled Under Name of Ship, Installation, or Subject Code). Files contain investigations of the type mentioned in SSIC 5580, para 4a when a logical suspect is not developed except death and criminal sex cases, which will be filed under SSIC 5580, para. 4a(1)(b). if logical suspect is developed within 5 years of the close

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 in other-agency originated documents. (Privacy Act: N05520-4) (N1-NU-98-2)

(1) Case files:

Cut off at case closure. Retire to NCIS Records Management Division.

(a) Destroy 5 years after case closure unless (1)(b) or (2) applies.

(b) Weapons cases. Cases when weapons have a known serial number and are entered into the FBI automated National Crime Information Center (NCIC).

Cut off at case closure. Retire to NCIS Records Management Division. Destroy when NCIC index entry is deleted.

(2) Files from 4b(1)(a) and (b) determined to be of historical value based on widespread public interest, notoriety of the incident or the seriousness of the allegation.

(a) Paper copy:

PERMANENT. Transfer to the National Archives 5 years after case closure.

(b) Paper or microform records that have been converted to electronic/optical imaging:

1. Paper Copy:

Destroy upon verification that the record copy information has been fully and accurately converted to microform.

2. Microform copy:

PERMANENT. NCIS will convert microform images to medium (paper, magnetic tape, 3480 class tape cartridge or any other medium) and a format that meet the standards specified in Subchapter B of 36 CFR Chapter XII before the transfer of the records to the National Archives' legal custody, which will take place 5 years after case closure. Prior to the transfer National Archives and NCIS representatives will determine the medium and format in which records will be transferred.

(c) Paper copy and microform records that have been converted to electronic/optical images:

1. Paper copy and microform image copy:

Destroy upon verification that the record copy information has been fully and accurately converted to electronic/optical images.

2. Electronic/optical image copy:

PERMANENT. Transfer to the National Archives 5 years after case closure. At the time of transfer, NARA and NCIS will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not

feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform.

(3) Other copies.

Destroy 1 year after case closure or, if extended retention is required, when no longer needed.

c. Incident Reports (IR) Incident Compliant Reports (ICR). Copies of Marine Corps and Navy base security law enforcement reports created under SSIC 5580, para. 1a and forwarded to NCIS. (Privacy Act: N05520-4) (N1-NU-01-2)

(1) Case Files falling under NCIS jurisdiction.

(a) Case files created after December 31, 1987.

Cut off at case closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy 50 years after case closure.

(b) Case files created prior to 1 January 1988.

Destroy 25 years after case closure

(2) All other cases files (extra copies from SSIC 5580, para. 1b missent to Dir, NCIS. (N1-NU-98-2)

Destroy when determined to be outside NCIS jurisdiction.

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. (N1-NU-98-2)

(1) Initiative 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. (Privacy Act: N05520-4)

(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, transfer 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 where threats or attempted threats do not materialize. (Where a threat or attempted threat materializes, use SSIC 5580, para 4a.) (Privacy Act: N05520-4)

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 later.

(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. (Privacy Act: N05520-4)

(a) Case files.

Cut off at case closure and retire to NCIS Records Management Division. Destroy 15 years after case closure

(b) Other copies.

Destroy 1 year after case closure or when no longer needed, whichever is later.

(5) NCIS Information Reports (NORS). Information reports impacting on the security or discipline of commands or of interest to other law enforcement elements. (Privacy Act: N05520-4) (N1-NU-98-2)

Destroy when 25 years old.

(6) Psychological Autopsy Records: Reports prepared by physician-psychologist on deceased individuals when the manner of death is undetermined in order to determine their probable state of mind at the time of death. Case file includes copy of medical records, investigative reports and other information deemed pertinent. (N1-NU-04-2)

Retire to FRC when 3 years old. Destroy when 10 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; 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 spelling. The index includes coverage since June 19, 1968. (Privacy Act: N01070-12) (N1-NU-98-3)

(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 disposition instruction applicable to the individual case file. (Apply applicable portion of SSIC 3850, para 2 or 5580, para 4, as appropriate.)

(2) Paper copy: Destroy upon verification that the indexing information has been fully and accurately entered into the electronic index.

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. (N1-NU-98-2)

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. (Privacy Act N05520-4) (N1-NU-98-2)

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. (N1-NU-98-2)

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.

Destroy when superseded or obsolete.

b. Open Source Physical Data on Vital Public or Private Installations, Facilities, Highways, and Utilities. Data, which may be necessary to carry out missions assigned, are obtained prior to commitment of Federal troops and routinely maintained for planning purposes.

Destroy when superseded or obsolete.

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.

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

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.

(1) Paper records:

Permanent. Transfer to NARA 25 years after the situation or event terminates.

(2) Paper copy records that have been converted to microform:

(a) Paper copy:

Destroy upon verification that the record copy

information has been fully and accurately converted to microform.

(b) Microform copy:

PERMANENT. Covert microform images to a medium (paper, magnetic tape, microform, 3480 class tape cartridge or any other medium) and a format that meet the standards specified in subchapter B of 36 CFR Chapter XII before the transfer of records to the National Archives' legal custody, which will take place 25 years after situation or event terminations. Prior to the transfer National Archives and DON representative will determine the medium and format in which records will be transferred.

(3) Paper copy and microform records that have been converted to electronic/optical images:

(a) Paper copy and microform copy:

Destroy upon verification that the record copy information has been fully and accurately converted to electronic/optical images.

(b) Electronic/optical images:

PERMANENT. Transfer to the National Archives 25 years after the situation or event terminates. At the time of transfer, NARA and DON representatives will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform.

8. FILES RELATING TO NON-DOD AFFILIATED U.S. CITIZENS, ORGANIZATIONS OR FOREIGN NATIONALS. Information contained in these files, to the extent that it concerns U.S. persons, is collected in accordance of Executive Order 12333, dated 4 December 1981, or for force protection purposes. (N1-NU-98-2)

a. <u>Activities or Events Posing One of the Following Types of Continuing Threats to DOD Military and Civilian Personnel and Defense Activities and Installations</u>: 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. (N1-NU-98-2)

(1) Information, which falls in the above categories that is originated by, and received or acquired from, agencies outside the DOD.

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 judgments, or recommendations pertaining to information received or acquired from agencies outside the DOD.

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, DON will submit a SF 115 to NARA to obtain appropriate disposition authority for these records. Meanwhile, their destruction is not authorized. If the National Archives determines any records to be permanent, NARA and DON will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records constrained in 36 CFR 1228.270 or standard applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform.

b. <u>Activities or Events Not Posing a Continuing Threat</u>. 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. (N1-NU-98-2)

Destroy immediately after an evaluation determines a threat does not exist or no later than 90 days after receipt, whichever is earlier.

b. <u>Special Investigations/Operations</u>. 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.

(1) Paper records:

Permanent. Retain on board. Transfer to the National Archives 25 years after last action.

(2) Paper copy records that have been converted to microform:

(a) Paper copy:

Destroy upon verification that the record copy information has been fully and accurately converted to microform.

(b) Microform copy:

PERMANENT. Convert microform images to a medium (paper, magnetic tape, miroform, 3480 Tape cartridge or any other medium) and a format that meet the standards specified in Subchapter B of 36 CFR Chapter XII before the transfer of the records to the National Archives' legal custody, which will take place 25 years after last action. Prior to transfer National Archives and DON representatives will determine the medium and format in which records will be transferred.

(3) Paper or microform records that have been converted to electronic/optical images:

(a) Paper or microform copy:

Destroy upon verification that the record copy information has been fully and accurately converted to electronic/optical images.

(b) Electronic/optical image copy:

PERMANENT. Transfer to the National Archives 25 years after last action. At the time of transfer, NARA and NCIS will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform.

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.

(1) If the contract is in dispute.

Destroy 1 year after final payment or other settlement.

(2) All other cases.

Destroy 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.

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.

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.

Destroy when 1 year old. Early destruction is authorized if determined no longer pertinent by annual review.

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.

Destroy when 1 year old. Early destruction is authorized if determined no longer pertinent by annual review.

9. POLYGRAPH EXAMINATION RECORDS (CRIMINAL INVESTIGATIONS). (N1-NU-98-2)

a. Polygraph Examination Conducted in Support of Criminal Investigations (Crim Packages). 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. (Privacy Act: N05520-4)

Retain on board until completion of final quality assurance review. Incorporate into associated criminal investigation file. File and dispose of with associated criminal investigative records, such as SSIC

5580, para. 4a.

b. Polygraph Examiner Certification Records. Polygraph examiner certification information, including applications, recommendations, approvals, disapprovals and related information. (Privac6 Act: N01070-12)

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. (N1-NU-98-2)

a. Policy guidance and correspondence pertaining to operations of NCIC.

Destroy when superseded, rescinded, or no longer needed.

b. Backup information on terminal entries into the computer.

(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.

Destroy when superseded.

11. NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS) REGIONAL FORENSIC LABORATORY RECORDS. (N1-NU-98-2)

a. NCIS REGIONAL FORENSIC LABORATORY REPORTS. Retained information such as copies of laboratory reports and case notes and data collected during forensic examinations.

(1) Sensitive cases such as internal security, terrorism, death investigations and kidnappings.

File with applicable 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.

(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 25 years after completion of report.

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 Investigation.

(2) Fingerprint card set 2.

Retain on board. Destroy when 75 years old.

(3) Fingerprint card indices and related correspondence.

Destroy when all administrative needs have expired.

c. 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.

(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.

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. (N1-NU-98-2) (Privacy Act: N05527-1)

a. CID Filed offices.

(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 MICROPUBLISHING 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 on-going 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 5710

INTERNATIONAL AGREEMENTS RECORDS.

1. International Agreements Records. Memoranda of Understanding (MOUs) or Memoranda of Agreement (MOAs) between DON and Foreign countries or international organizations in pursuit of various programs,

kept at DON headquarters, Navy IPO, and systems commands headquarters. For many MOUs, OSD negotiates and retains the "master" Agreement; Navy negotiates and retains annexes to the Agreements/Arrangements. Programs Include: (a) Operational Information Exchange Agreement(OIEA); (b) The Technical Cooperation Program (TTCP); (c) Foreign Cooperative Testing (FCT); (d) Technical Research Development Project/Project Agreements (TRDP/PA); (e) Section 65 Loans; (f) Etc. (Note: this disposition includes former 49104b and 4920.6a) (N1-NU-02-3)

a Case files for all Navy MOUs except those listed in 5710.1b below.

Permanent. Retire case file to WNRC 7 years after signature by both parties, or when records become inactive, whichever is later. Transfer to NARA when 20 years old.

b. Case files for Navy Annexes to Data Exchange Agreements (DEAs), International Exchange Agreements (IEAs) or International Exchange Projects (IEPs)

Retain locally for 3 years after annex has expired or terminated; then destroy.

c. Organization, function, and status records. Documents, newsletters, pamphlets, posters, charts, presentations, briefing, reports to higher authority, or other records depicting the internal organization, relationships, functions, and status of offices performing international agreement 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, Communiqués, 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.

(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 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 (N09BH).

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.

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. COURTS OF INQUIRY RECORDS AND INVESTIGATIONS CONDUCTED PER MANUAL OF THE JAG OF THE NAVY (JAGMAN) REPORTS/RECORDS/CASE FILES. Findings and other records of Courts of Inquiry as well as reports of JAGMAN investigations and related records regarding investigations into incidents of death or injury to naval personnel, significant loss or damage to vessels, aircraft, vehicles, or other government property, or other significant incidents involving naval personnel, as required by the JAGMAN (other than courts-martial cases). Maintained by field activities and the Office of the Judge Advocate General of the Navy. (JAGMANs conducted under SECNAVINST 5510.36 are filed under SSIC 5830, para. 3.) (N1-NU-01-1) (Privacy act: N05830-1)

a. Temporary records. Records of any JAGMAN investigation not covered by SSIC 5830, para. 1b.

Cut off at the end of calendar year in which investigative report is final. Retire to WNRC 2 years after cutoff. Destroy 75 years after cutoff.

b. Permanent records. All courts of Inquiry findings and other records as well as records of any JAGMAN investigation that meets one or more of the following criteria: (1) reviewed a major policy or procedural issue, (2) attracted widespread news media attention, or (3) underwent Congressional scrutiny.

Permanent. Cut off at end of calendar year in which inquiry is concluded for JAGMAN investigative report is final. Retire to WNRC 2 years after cutoff. Transfer to the National Archives in 5-year blocks when the most recent records have been cut off 50 years. (Note: Navy is responsible for selecting and segregating the permanent records from the temporary records, including those records retired to a Federal Records Center.

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.

3. SECURITY JAGMAN REPORTS/ RECORDS/CASE FILES. Reports of JAGMAN investigations and related records regarding investigations into reports of lost, compromised, or possibly compromised information or materiel, as required by SECNAVINST 5510.36. Maintained by commands and CNO (N09N2). (N1-NU-01-1) (Privacy Act: N05830-1)

a. Commands.

Destroy 1 year after case is closed.

b. CNO (N09N2).

Retain on board for 2 years after case is closed, then retire to the WNRC. Destroy 10 years after case is closed.

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 There Under.

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.

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.

CHAPTER 6

MEDICINE AND DENTISTRY RECORDS
SSIC 6000-6999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO THE ADMINISTRATION AND PERFORMANCE OF MEDICAL AND DENTAL FUNCTIONS BY THE NAVY MEDICAL DEPARTMENT. THEY INCLUDE RECORDS OF EXAMINATION, CARE AND TREATMENT OF INDIVIDUALS, PHYSICAL FITNESS, ENVIRONMENTAL, AND HEALTH CARE PROGRAM RECORDS ACCUMULATED IN CONNECTION WITH CARRYING OUT MEDICAL DEPARTMENT FUNCTIONS. THESE RECORDS ARE LOCATED AT THE BUREAU OF MEDICINE AND SURGERY (BUMED), AT BUMED ACTIVITIES (INCLUDING HOSPITALS), MEDICAL AND DENTAL CLINICS, HEALTH CARE RESEARCH ACTIVITIES, EDUCATION AND TRAINING ACTIVITIES AT MARINE CORPS ACTIVITIES, AT OTHER MEDICAL AND DENTAL FACILITIES AND UNITS, AT AREA AND STAFF MEDICAL AND DENTAL OFFICES, AND AT FEDERAL RECORDS CENTERS. SOME EXCEPTIONS TO DISPOSAL STANDARDS ARE NECESSARY. REGARDLESS OF AUTHORIZATIONS IN THIS MANUAL, RECORDS DIRECTLY RELATING TO MATTERS LISTED BELOW WILL NOT BE DESTROYED UNTIL FINAL CLEARANCE OR SETTLEMENT OF THE CASE:

- AN OUTSTANDING CLAIM FOR OR AGAINST THE UNITED STATES;

- A CASE UNDER LITIGATION; OR

- AN INCOMPLETE INVESTIGATION.

SSIC 6000-6099

GENERAL MEDICINE AND DENTISTRY RECORDS

SSIC 6000

GENERAL MEDICINE AND DENTISTRY (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES RECORDS

1. PRIMARY PROGRAM AND RELATED ADJUNCT RECORDS.

a. BUMED (Headquarters (HQ) Medical and Dental Program and Planning Records).

(l) Primary program records. Files and records documenting development and execution of medical plans, policies, programs, and procedures in performance of the assigned mission of BUMED to provide health care, medical and dental, support to the naval establishment.

Permanent. Cut off annually. Transfer to Washington National Records Center (WNRC), 4205 Suitland Rd., Suitland, MD 20409, when 4 years old. Offer to National Archives (NARA) when 20 years old.

(2) Administrative correspondence files. Temporary use adjunct records documenting routine management, administration, and internal operations of BUMED, including general correspondence files and other temporary records relating to internal operations (such as office services, space and maintenance, personnel utilization, internal administrative reports, announcements, and similar issuances, etc. (Exclude primary program records covered in SSIC 6000.la(l).) (See also SSIC 6010.1.)

Destroy when 2 years old.

b. BUMED Medical and Dental Research Activities.

(l) Primary program records. Files documenting the organization of the research activity, overall development and accomplishment of significant research plans, programs, and essential transactions of continuing, long-term historical, scientific, legal, or administrative interest.

Permanent. Cut off annually. Transfer to nearest Federal Records Center (FRC) when 5 years old. Offer to NARA when 20 years old.

(2) Administrative correspondence files. Temporary use adjunct records documenting routine management, administration, and internal operations of the research activity, including general correspondence, office services, local administrative issuances, etc. (See also SSIC 60l0.l.)

Destroy when 2 years old.

c. Other BUMED Activities.

(l) Primary program records. Files and records documenting the organization and overall development and accomplishment of significant plans, special programs, studies or projects, and essential transactions of the activity.

Cut off annually. Transfer to nearest FRC when 2 years old. Destroy when 25 years old.

(2) Administrative correspondence files. (See also SSIC 60l0.l.)

Destroy when 2 years old.

d. Marine Corps Activities. Records known to be duplicated in the files of BUMED.

Destroy when 2 years old or purpose is served, whichever is earlier.

2. UNIDENTIFIED RECORDS. Records relating to Navy and Marine Corps, medicine and dentistry operations that are not described in this chapter.

Disposition not authorized. Submit an SF 115 following the guidelines of Part II, paragraph 4.

SSIC 6010

ADMINISTRATION RECORDS.

l. GENERAL ADMINISTRATION

a. Staff Locator Records, Liberty/Leave Lists, and Similar Temporary Use Locally-Devised Administrative Forms and Journals.

Destroy when 2 years old or purpose is served, whichever is earlier.

b. General Correspondence Files, Inspection and Survey Files, and Hospital and Health Care Staffing Reports. Records documenting the management, administration, and internal operations of the medical/dental activity, including general correspondence files, records, and copies of reports of administrative and management onsite surveys, military and other surveys and inspections, and copies of reports forwarded to BUMED.

Destroy when 2 years old.

c. Hospital Accreditation (JCAH) Survey Files. Applications for survey, JCAH reports of survey, and related correspondence.

Destroy when 5 years old.

d. Housekeeping, Linen, Laundry, and Food Management Service Files. Internal operating records, files, and adjunct data pertaining to the scope and cost of services, manpower requirements, workloads, contractual service documents, and related supportive materials for the provision of hospital housekeeping, linen, laundry, and food management functions in naval medical treatment facilities.

Destroy when 5 years old, provided all legal, accounting, and contractual requirements are met.

e. Administrative Committees/Boards Files and Records. Documentation of the actions of appointed committees/boards at medical and dental activities and hospitals (executive, budget, medical records, library, education and training, etc.) together with related records and data.

Destroy when 5 years old.

f. Medical and Dental Officer of the Day (OOD) Logs. Chronological records of events such as damage, destruction/loss of medical department property, medical department OOD logs and journals maintained for operating units, etc.

(l) Activities in a non-combat zone.

(a) Smooth logs.

Destroy when 10 years old.

(b) Rough logs.

Destroy when l year old.

(2) Activities in a combat zone.

(a) Smooth logs.

Transfer to National Personnel Records Center (NPRC) Military Personnel Records (MPR), 9700 Page Avenue, St. Louis, MO 63132, when 2 years old. Destroy when 25 years old.

(b) Rough logs.

Destroy when l year old.

g. Medical Department Personnel Professional Development Training Records Files. Jackets, files, and other supportive records and files for active duty members of the medical, dental, nurse, and medical service, and hospital corps documenting education, training, credentials, and other accomplishments.

(l) BUMED for the duration of the member's active service.

Cut off annually. Transfer to NPRC (MPR) l year after separation from service. Destroy 10 years after date of separation.

(2) BUMED activities.

Destroy when 5 years old.

2. PATIENT CARE ADMINISTRATION.

a. General. Morning reports of the sick, binnacle lists, appointment records, outpatient treatment record release files, patient evacuation manifests, requests for clinical (medical/dental) follow-up information, seriously/very seriously ill lists, deaths on wards, and similar temporary use administrative forms, journals, and logs.

Destroy when 2 years old or purpose is served, whichever is earlier.

b. Nonavailability Statements. Files include forms such as DD 1251 (Patients' Personal Effects and Valuables)

and reports of treatment and hospitalization furnished pay patients.

Destroy when 2 years old.

c. Medical Holding Company Files. Reports, messages, and related correspondence concerning individual patients assigned to medical holding companies.

Destroy when 2 years old.

d. Medical/Dental Treatment of Military Personnel by Non-Federal Facilities. Case files documenting diagnosis, circumstances and use, etc.

Destroy 2 years after final settlement of claim, provided appropriate data is recorded in the health care treatment record.

e. Medical Care Evaluation/Quality Assurance Program Files. Working files documenting patient care audit, utilization review, staff appointment, and credential functions incident to JCAH accreditation.

Destroy when 5 years old, superseded, outdated, or included in summary reports, whichever is earlier.

f. Inpatient and Outpatient Workload and Morbidity Reports. Source documents (forms, adjunct records and related data, and automated records) used to report and statistically summarize inpatient, outpatient, and medical services workload and morbidity data at hospitals and naval medical treatment facilities.

(l) Naval Medical Information Management Center, Bethesda, MD.

(a) Original records.

Destroy when l year old or purpose is served, whichever is earlier.

(b) Punched cards.

Retain on board. Disposition to be determined.

(c) Computer tapes and discs.

Apply SSIC 60l0.2f(l)(b).

(2) Hospitals and Navy health care treatment facilities.

Destroy when 5 years old.

g. Medical Boards. Records documenting medical disposition of Navy and Marine Corps members.

(l) Record copies.

File original copy in individual's health care treatment record. Other copies are to be distributed according to current directives.

(2) Non-record copies.

Destroy when l year old.

(3) Automated records.

(a) Punched cards.

Retain on board. Disposition to be determined.

(b) Computer tapes/discs.

Apply SSIC 60l0.2g(3)(a).

h. Register of Patients. Files include forms such as DD 739, Automatic Data Processing, or other media documenting admission of individuals to inpatient care facilities.

(l) Numeric sections.

Retain on board for JCAH accreditation purposes. Transfer to nearest FRC with other primary records when activity is decommissioned. Destroy 25 years after date of accession at the FRC.

(2) Alphabetic sections. (See also SSIC 6150.2a.)

Transfer with corresponding inpatient clinical records to NPRC (MPR), St. Louis, MO. Destroy with related records.

i. Risk Management Records. Incident reports relating to patients, staff, and others documenting accidents, injuries, or other types of incidents, together with follow-up reports and supportive correspondence and statements including statistical displays and summaries at BUMED and BUMED activities.

Cut off annually. Destroy when 3 years old.

SSIC 6100-6199

PHYSICAL FITNESS RECORDS

THE RECORDS IN THIS (6100-6199) SERIES ARE RELATED TO HEALTH AND MEDICAL RECORDS AND INCLUDE GENERAL PHYSICAL FITNESS, PHYSICAL STANDARDS, AND PHYSICAL EXAMINATIONS RECORDS.

SSIC 6110

1. CHRONIC OBESITY CASE FILES FOR TREATMENT PERFORMED AT NAVAL ALCOHOL REHABILITATION CENTERS. Individual records of multidisciplinary residential therapy for chronically

obese 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.

2. RISK FACTOR SCREENING/PHYSICAL READINESS TEST RESULTS. A semi-annual analysis of the risk factors, which may limit participation in the Physical Readiness Test Program. Included are the results of the Physical Readiness Tests and a record of participation in the command directed physical conditioning program. The information is usually recorded on OPNAV 6100/2.

a. Copy Maintained by Command Administering Test.

(1) Records of Officers

Retain as a "stand-alone" file. Destroy after 5 years old.

(2) Records of enlisted personnel

File with activity copy of enlisted members transfer evaluation (NAVPERS 1616/24). Destroy when 5 years old.

SSIC 6150

HEALTH AND MEDICAL RECORDS

l. MILITARY HEALTH CARE TREATMENT RECORDS. Medical and dental treatment record jackets (file folders such as BUMED 6150/10 through 19) providing complete individual chronological records of all medical and dental examination evaluations and treatment afforded active duty Navy and Marine Corps members throughout their service careers. The contents of military health care treatment records, medical and dental, are prescribed by the Manual of the Medical Department (MANMED), Chapters 6 and 16.

PRIOR TO 31 JAN 94: Transfer to NPRC (MPR) in accordance with MANMED and current BUMED, BUPERS, and MARCORPS directives. Disposition will be in accordance with that provided for the military personnel service jacket. See also Chapter l, Part III, governing disposition of military personnel service jackets.

AFTER 31 JAN 94: Forward to Department of Veterans Affairs, Records Management Center, P.O. Box 5020, St. Louis, MO 63115-8950

2. INPATIENT (CLINICAL) RECORD FILES. Individual inpatient treatment record jackets containing a multiplicity of standard, federal, DOD, BUMED, and other medical forms, reports, and records prescribed or authorized for use in documenting health evaluations, care, and treatment for any health or medical condition/problem provided eligible persons admitted to and discharged from naval medical treatment facilities providing inpatient care. The records also contain discharge summaries of inpatient care afforded and adjunct forms such as Privacy Act Statements. The contents of inpatient clinical records files are prescribed by current BUMED directives. NOTE: Fetal monitoring strips (machine printouts) are a component part of the inpatient record. The fetal monitoring strip shall be transferred to the records center concurrent with the corresponding inpatient record. The monitoring strip may be included in the same box as the corresponding inpatient record or in a separate box. If boxed separately, a separate alphabetic locator must be included with the fetal monitoring strips.

All categories of patient receiving inpatient treatment and extended ambulatory procedures. Retire inpatient records to NPRC using Medical Records Tracking function of CHCS. Do not prepare a SF 135, Records Transmittal and Receipt for this series of records. Navy facilities retire records to NPRC (MPR) National Personnel Record Center, 9700 Page Blvd., St. Louis, MO 63132. (N1-330-01-2)

a. Military Inpatient (Clinical) Record Files.

Teaching Facilities: Cut off and transfer inpatient records to NPRC 5 years after the end of the calendar year of the last date of treatment. Destroy 50 years after the end of the calendar year of last treatment.

Military Treatment Facilities: Cut off and transfer inpatient records to NPRC 1 year after the end of the calendar year of the last date of treatment. Destroy 50 years after the end of the calendar year of the last treatment.

Non-fixed medical facilities: Cut off and transfer completed inpatient records, EARs and fetal monitoring strips IAW Service Directives, NLT 1 year after completion of records; or closure of MTF or rotation to another military department, whichever is first. This includes staging at in theater holding areas, returning to parent unit medical record department, or direct transfer to NPRC. Destroy 50 years after the end of the calendar year of the last treatment.

b. Inpatient (Clinical) Record Files - Dependents and Others.

Teaching Facilities: Cut off and transfer inpatient records to NPRC 5 years after the end of the calendar year of the last date of treatment. Destroy 50 years after the end of the calendar year of last treatment.

Military Treatment Facilities: Cut off and transfer inpatient records to NPRC 1 year after the end of the

calendar year of the last date of treatment. Destroy 50 years after the end of the calendar year of the last treatment.

Non-fixed medical facilities: Cut off and transfer completed inpatient records, EARs and fetal monitoring strips IAW Service Directives, NLT 1 year after completion of records; or closure of MTF or rotation to another military department, whichever is first. This includes staging at in theater holding areas, returning to parent unit medical record department, or direct transfer to NPRC. Destroy 50 years after the end of the calendar year of the last treatment.

c. Inpatient (Clinical) Record Files - American Red Cross Personnel.

Transfer to Medical Director, American Red Cross, Washington, DC 20226, 2 years after the date of last admission.

d. Inpatient (Clinical) Record Files - Foreign Personnel (Military an Other) and Their Dependents.

Give custody of inpatient records and X-rays to foreign personnel (military member/sponsor) at the time of the patient's return to the parent country. Deliver records and X-rays in a sealed envelope to the member/sponsor or, as applicable, to the senior member of the military group. Alternately, if not given to the individual, transfer to BUMED 2 months after the patient's discharge. Annotate the patient's nationality on the inpatient record jacket and group the records by country for eventual transfer to the cognizant foreign government.

3. OUTPATIENT TREATMENT RECORD FILES. Information reflecting outpatient treatment of retired members, family members, NATO, Foreign non-NATO, and others not included in other records series. Also included are records of outpatient treatment or observation of Navy ROTC personnel at summer camp training, Navy Reserve, and on active duty or active duty for annual training of less than 30 days. (N1-330-01-2)

a. Retired outpatient records of retired/family members/non-NATO Foreign National/Navy ROTC, Navy Reserve on training of less than 30 days/other to NPRC using the Medical Records Tracking function of the Composite Health Care System (CHCS). Do not prepare a SF-135, Records Transmittal and Receipt for this series of records. Navy facilities retire records to NPRC (MPR) National Personnel Records Center, 9700 Page Blvd., St. Louis, MO 63132.

Cut off and transfer to NPRC 2 years after the end of the calendar year of the last date of treatment. Exception: Records of all members of a family should be retired at the same time, 2 years after the calendar year of last treatment of all eligible family members. Retired record of ineligible family member at the end of the year in which they become ineligible. Destroy 50 years after the end of the calendar year of the last date of treatment.

b. NATO Personnel and their Dependents:

Deliver records of NATO Personnel and their dependents in a sealed envelope to the individual concerned on transfer to another U.S. military base or upon return of personnel to NATO countries, records are transferred to national military medical authority.

c. Outpatient Treatment Record Files - American Red Cross Personnel.

Apply SSIC 6150.2c.

d. Outpatient Treatment Record Files - Foreign Personnel (Military and Other) and Their Dependents.

Apply SSIC 6150.2d.

4. CIVILIAN EMPLOYEE OUTPATIENT TREATMENT RECORD FILES.

a. Individual Industrial/Occupational Health Care Treatment Records Jackets. Jackets containing original or copies of various reports and records documenting health evaluations, examinations, care, and treatment provided on an outpatient status for federal government employees, including chronological records of medical care, reports of laboratory and x-ray findings, consultations, and records of occupational exposure to environmental stress (noise, radiation, or hazardous or potentially hazardous substances such as asbestos, pesticides, suspected carcinogens, etc.; hearing records; vision records; immunizations; reports of medical history; physical condition; and similar records reflecting treatment furnished and absences from work caused by illness and injury, together with supportive records and adjunct forms, e.g., Privacy Act statements). (Exclude records described in SSIC 6150.4b.) (N1-330-01-2)

Forward EMF and positive occupational x-rays of reassigned individual to designated medical treatment facility or appropriate regional, Human Resource Service Center (HRSC) serving personnel of the gaining activity.

b. Employee Health Qualification, Disability, and Separation Records. Original records documenting placement (health qualification records dated prior to June 1970, and SF 78 Parts D, E, and F after this date), physical examinations conducted incident to disability retirement, separation for disability related correspondence, and documentation of medical history.

Transfer EMF and positive occupational x-rays of separated or retired individuals to the appropriate personnel office for forwarding to the NPRC (CPR) National Personnel Record Center, 111 Winnebago

Street, St. Louis, MO 63118 with the Official Personnel Folder (OPF).

5. INDIVIDUAL DENTAL HEALTH CARE TREATMENT RECORDS. Dental jackets containing dental examination and treatment forms, consultation and laboratory reports, dental health questionnaires, periodontal screening examinations, and related records and data. (N1-330-01-2)

a. Dental Health Care Treatment Record Files for Retired Military Personnel

Cut off and destroy 3 years after the end of the calendar year of last treatment.

b. Dependents Dental Health Care Treatment Records. Documents reflecting dental treatment provided to dependents of military personnel and other non-military individuals, except for DOD employees.

Cut off and destroy 3 years after the end of the calendar year of last treatment.

c. DOD Civilian Employees Dental Health Care Treatment Records. Documents reflecting dental treatment provided to civilian DOD employees.

Cut off and destroy 3 years after the end of the calendar year of last treatment.

6. NON-RECORD COPIES OF HEALTH AND MEDICAL RECORD FILES. All non-record copies of forms, reports, records, and other data for which a record copy is either filed or transcribed into any of the treatment records listed in SSIC 6150.1-5.

Destroy when 1 year old or purpose is served, whichever is earlier.

7. AMBULATORY PROCEDURE VISIT (APV) RECORDS. This record documents care rendered to patients in an ambulatory surgical unit setting. This records series includes operation reports, tissue reports, diagnostic test results, therapeutic records, medication records, documentation of medical care rendered to the patient, provider and nursing notes and history and physical reports.

a. Ambulatory Procedure Visit records of US military personnel to include retired and Naval Academy midshipmen for Medical Treatment Facilities (MTFs) with or without inpatient record departments. (N1-330-01-2)

Teaching Facilities: Cut off and transfer inpatient records to NPRC 5 years after the end of the calendar year of the last date of treatment. Destroy 50 years after the end of the calendar year of last treatment.

Military Treatment Facilities: Cut off and transfer inpatient records to NPRC 1 year after the end of the calendar year of the last date of treatment. Destroy 50 years after the end of the calendar year of the last treatment.

Non-fixed medical facilities: Cut off and transfer completed inpatient records, EARs and fetal monitoring strips IAW Service Directives, NLT 1 year after completion of records; or closure of MTF or rotation to another military department, whichever is first. This includes staging at in theater holding areas, returning to parent unit medical record department, or direct transfer to NPRC. Destroy 50 years after the end of the calendar year of the last treatment.

b. Ambulatory Procedure Visit records of non-military personnel from MTFs with or without inpatient record departments. (N1-330-01-2)

Teaching Facilities: Cut off and transfer inpatient records to NPRC 5 years after the end of the calendar year of the last date of treatment. Destroy 50 years after the end of the calendar year of last treatment.

Military Treatment Facilities: Cut off and transfer inpatient records to NPRC 1 year after the end of the calendar year of the last date of treatment. Destroy 50 years after the end of the calendar year of the last treatment.

Non-fixed medical facilities: Cut off and transfer completed inpatient records, EARs and fetal monitoring strips IAW Service Directives, NLT 1 year after completion of records; or closure of MTF or rotation to another military department, whichever is first. This includes staging at in theater holding areas, returning to parent unit medical record department, or direct transfer to NPRC. Destroy 50 years after the end of the calendar year of the last treatment.

c. Ambulatory Procedure Visit records of American Red Cross personnel from MTFs with or without inpatient record departments.

Transfer to Medical Director, American Red Cross, Washington, DC 20006 two years after the visit.

d. Ambulatory Procedure Visit records of active duty officer Coast Guard personnel from MTFs with or without inpatient record departments.

Transfer to the Commandant G-PO, US Coast Guard, Washington, DC 20593 two years after the visit.

e. Ambulatory Procedure Visit records of active duty enlisted Coast Guard personnel from MTFs with or without inpatient record departments.

Transfer to Commandant G-PE, US Coast Guard, Washington, DC 20593 two years after the visit.

f. Ambulatory Procedure Visit records of reserve enlisted/officer Coast Guard personnel from MTFs with and without inpatient record departments.

Transfer to Commandant G-RA, US Coast Guard, Washington, DC 20593 two years after the visit.

g. Ambulatory Procedure Visit records of Veterans Administration beneficiaries from MTFs with and without inpatient record departments. (N1-330-01-2)

Teaching Facilities: Cut off and transfer inpatient records to NPRC 5 years after the end of the calendar year of the last date of treatment. Destroy 50 years after the end of the calendar year of last treatment.

Military Treatment Facilities: Cut off and transfer inpatient records to NPRC 1 year after the end of the calendar year of the last date of treatment. Destroy 50 years after the end of the calendar year of the last treatment.

Non-fixed medical facilities: Cut off and transfer completed inpatient records, EARs and fetal monitoring strips IAW Service Directives, NLT 1 year after completion of records; or closure of MTF or rotation to another military department, whichever is first. This includes staging at in theater holding areas, returning to parent unit medical record department, or direct transfer to NPRC. Destroy 50 years after the end of the calendar year of the last treatment.

h. Ambulatory Procedure Visit records of foreign national military personnel and their dependents from MTFs with and without inpatient record departments. Exclude records of prisoners of war (PW) and civilian internees (CI)

Transfer to the parent country embassy two years after the visit. NOTE: PW/CI ambulatory procedure visit records will be filed in the individual PW/CI jackets under SSIC 3460.3d.

SSIC 6200-6299

PREVENTIVE MEDICINE RECORDS

THE RECORDS IN THIS (6200-6299) SERIES ARE RELATED TO GENERAL PREVENTIVE MEDICINE RECORDS AND INCLUDE QUARANTINE; COMMUNICABLE DISEASES (VENEREAL DISEASE AND TUBERCULOSIS); PROPHYLAXIS; HYGIENE AND SANITATION; INSECT, PEST, AND RODENT CONTROL; OCCUPATIONAL HEALTH; TOXICOLOGY; AND ENVIRONMENTAL QUALITY AND POLLUTION CONTROL RECORDS.

SSIC 6200

GENERAL PREVENTIVE MEDICINE RECORDS

l. COMMUNICABLE DISEASE CASE FILES. Copies of records documenting control/prevention of communicable diseases maintained for reporting to cognizant military, federal, or state/local health authorities.

a. Formal Reports.

Destroy when 5 years old.

b. Working Files.

Destroy when data is summarized in formal reports.

2. OCCUPATIONAL HEALTH, INDUSTRIAL, AND ENVIRONMENTAL CONTROL RECORDS. (See also SSIC 5100.)

a. Program Records. Industrial hygiene program records accumulated by BUMED, National Capital Region, Bethesda, naval medical activities, Navy environmental and preventive medicine units, and Navy Environmental Health Center, Norfolk, documenting occupational industrial, toxicological, and environmental stresses affecting health and preventive medicine services provided by the activity. Included are consultation reports, environmental monitoring records, surveys, measurements, and exposure analyses, control logs (chronological histories) of unusual incidents and hazardous conditions, evaluations, and recommendations concerning work practices, personal protective equipment, etc., together with related supportive records. (Exclude records covered in SSIC 6200.2b.)

Cut off annually. Transfer to the nearest FRC when 5 years old. Destroy when 75 years old.

b. Medical Surveillance Records. Original records documenting medical surveillance of individuals exposed to occupational, industrial, and environmental health hazards (noise, radiation, asbestos, and other contaminants), including medical histories, initial (base line) medical examinations, and subsequent examinations, care, and treatment provided.

File in the individual's health care treatment record. (See SSICs 6150.1 for military personnel and 6150.4 for civilian personnel.)

c. Work Project (Case) Files. Files consist of copies of directives, standards, guides, and procedures used; extra copies of reports of compliance, status reports, statistical summaries, etc., submitted to higher authority; and notes, worksheets, interim calculations, equipment calibrations, and similar non-record materials.

Destroy when 5 years old or individual files and records are superseded or obsolete, whichever is earlier.

SSIC 6300-6399

GENERAL MEDICINE RECORDS

THE RECORDS IN THIS (6300-6399) SERIES ARE RELATED TO TREATMENT AND HOSPITALIZATION (BEDS AND SUPERNUMERARIES) RECORDS AND INCLUDE GENERAL MEDICINE, DISEASES AND INJURIES, AND REHABILITATION AND CONVALESCENCE RECORDS.

SSIC 6320

TREATMENT AND HOSPITALIZATION RECORDS

1. ELECTROENCEPHALOGRAM TRACINGS.

a. Normal Tracings.

Destroy when l year old.

b. Abnormal Tracings.

Destroy when 5 years old.

2. EMERGENCY ROOM LOGS (CONTROL REGISTERS).

Transfer to nearest FRC with other primary program records when activity is disestablished. Destroy 25 years after accession at the FRC.

3. FAMILY ADVOCACY CASE FILES. Case files, copies of medical records, investigative reports, committee findings, correspondence, and related supportive records documenting abuse, neglect, or maltreatment of family members.

a. Central Registry Records at Naval Medical Information Management Center, Bethesda and Headquarters Marine Corps.

Maintain electronic database for as long as necessary. Maintain paper copies for 3 years, then destroy.

b. Family Advocacy Case Records (secondary medical records) at BUMED Activities and Installation Family Service Centers. Documents relating to substantiated and Unsubstantiated cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. Included are Child/Spouse Abuse Incident Reports DD Form 2404 (Child/Spouse Abuse Report), Standard Form 600 (Chronological Record of Medical Care), case management summary, record of referral, extract of pertinent information from the police reports, CID report, and other pertinent investigative reports and supportive data, evaluation of cases, record of services and counseling provided, treatment data and related documents. (N1-330-01-2)

Substantiated Cases and Unsubstantiated-Unsolved Cases:

Cut off and transfer to NPRC (MPR) National Personnel Record Center, 9700 Page Blvd., St. Louis, MO 63132, 2 years after the end of the calendar year in which the case reviewed committee determination was made or treatment ends. Destroy as a family group 25 years after the end of the calendar year in which the case review committee determination was made or treatment ends. Note: Unsubstantiated-Unsolved Cases may be transferred to social work services or other mental health treatment or continued as a voluntary at-risk case, or they may be used in combination with Unsubstantiated-Unresolved reports to create sufficient information for a substantiated report.

Unsubstantiated/Did Not Occur:

Cut off and destroy 2 years after the end of the calendar year in which the case review committee determination was made. During the period of retention, if there is new report on the same family within days or weeks, the record may be used to provide demographic and assessment information about the family so that the family need not be totally reassessed.

4. GYNECOLOGY MALIGNANCY DATA. Data sheets, copies of medical records, punched cards, magnetic tapes, and discs.

a. Input Documents.

Destroy when l year old.

b. Punched Cards.

Retain on board. Disposition to be determined.

c. Computer Tapes/Discs.

Apply SSIC 6320.4b.

5. NURSING RECORDS.

a. Nursing Care Plans, Medication and Treatment Cards, Stat/Daily Orders, Patient Intake and Output (such as DD 792), Etc.

Destroy when patient is discharged or appropriate data has been recorded, whichever is earlier.

b. Ward Reports, Day Books, and Nursing Service Reports.

Destroy when l year old or purpose is served, whichever is earlier.

6. PATHOLOGY AND CLINICAL LABORATORY RECORDS.

a. Tissue Examinations.

(l) Pathology laboratory copies.

Destroy when 15 years old.

(2) All other copies.

Destroy when l year old or purpose is served, whichever is earlier.

b. Tumor Registries. Registries maintained at hospitals and medical activities conducting cancer programs.

Destroy when activity is disestablished.

c. Autopsy Reports. Autopsy protocols, authorizations for autopsy and tissue donation, toxicological examinations (requests and reports), and related records.

Apply SSIC 6320.6a.

d. Surgical and Autopsy Specimen Reference Records. Pathology laboratory indexes, ledgers, alphabetic name cards, AFIP contributor's lists, and similar records used for reference purposes (patient name - specimen number).

Apply SSIC 6320.6a.

e. Physical, Chemical, and Bacteriological Examinations of Food and Water.

Destroy when 1 year old.

f. Clinical Laboratory Workload Data. Statistical reports of procedures performed with summary data and related records.

Destroy when 5 years old.

g. Laboratory Information System (LABIS). BUMED, National Capital Region, Bethesda, MD, test results for patients' specimens referred to BUMED, National Capital Region, and system generated subsidiary records.

(l) Computer Stored.

(a) On-line registration file of current patients by activity.

Destroy when 1 year old.

(b) Laboratory findings for inpatients.

Destroy 30 days after discharge/last result entry.

(c) Laboratory findings for outpatients.

Destroy 90 days after last result entry.

(d) Operational, quality control, and statistical accumulations.

Destroy when 90 days old.

(2) Printed reports.

(a) Interim reports.

Destroy after patient's treatment is completed.

(b) Final reports.

Maintain in patient's health care treatment record jacket.

(c) Subsidiary records such as workload reports.

Destroy when 5 years old.

(d) Laboratory logs.

Destroy when 5 years old.

(e) Short-term census reports.

Destroy when l year old or purpose is served, whichever is earlier.

h. Blood Transfusion Reaction Records. Case files documenting the clinical investigation of transfusion reactions, including transfusion ledgers (patient-donor-crossmatch), individual reports of patient reaction, and supportive records maintained by the laboratory transfusion service.

Destroy when 7 years old.

i. Blood Donor and Blood Donor Center Records. Blood donor record card (SF 572), blood donor ledgers, and related records, including records of designated blood donor centers (donor record charts, blood identification tags, copies of reports of bleeding, shipping inventories, etc.).

Destroy when 3 years old or on discontinuance of function, whichever is earlier.

7. PHARMACY RECORDS.

a. Prescriptions, Formularies, and Drug Lists.

(l) Prescription forms including "polyprescription" forms.

Destroy when 3 years old.

(2) Formularies and drug lists (reference publications listing medicinal substances, formulas, etc., and locally prepared listings of drugs).

Destroy when 3 years old, outdated, superseded, or no longer needed for reference, whichever is earlier.

b. Narcotics, Alcohol, and Controlled Drug Inventories and Accounting Records.

Destroy when 3 years old.

8. PSYCHIATRY, PSYCHIATRIC SOCIAL WORK, AND CLINICAL PSYCHOLOGY RECORDS.

a. Neuropsychiatric Inpatient and Outpatient Workload Statistics and Psychiatric Unit Evaluations.

Destroy when 2 years old.

b. Clinical Psychology Case Files. Information related to conducting psychological evaluations of individuals, and other consultations relating to mental health services, including social work case records (information related to interviews of patients and appropriate individuals to assist in the adjustment of the patient and in the evaluation of personal and social data for diagnosis and treatment). (N1-330-01-2)

(l) Active duty and retired military personnel.

Cut off and destroy 5 years after the end of the calendar year the case is closed or when a minor child reaches 23 years old.

(2) All other patient categories.

Cut off and destroy 5 years after the end of the calendar year the case is closed or when a minor child reaches 23 years old.

c. Psychiatric Social Work Case Files. Information related to conducting psychological evaluations of individuals, and other consultations relating to mental health services, including social work case records (information related to interviews of patients and appropriate individuals to assist in the adjustment of the patient and in the evaluation of personal and social data for diagnosis and treatment). (N1-330-01-2)

Cut off and destroy 5 years after the end of the calendar year the case is closed or when a minor child reaches 23 years old

9. SURGERY RECORDS. Operation schedules, electrical conductivity test records, anesthetic data records, etc.

Destroy when 2 years old.

10. VISION RECORDS.

a. Eyewear Prescriptions.

Destroy when l year old.

b. Occupational Optometry Case Files. Files accumulated by medical activities, hospitals, and branch clinics incident to the practice of occupational optometry.

Destroy when 5 years old or purpose is served, whichever is earlier.

SSIC 6400-6599

SPECIAL FIELDS RECORDS

THE RECORDS IN THIS (6400-6599) SERIES ARE RELATED TO AVIATION MEDICINE RECORDS, SUBMARINE AND DIVING MEDICINE RECORDS, RADIOLOGICAL MEDICINE RECORDS, AND RESEARCH RECORDS AND INCLUDE GENERAL SPECIAL FIELDS (MEDICAL SPECIALTIES), TROPICAL MEDICINE, AMPHIBIOUS AND FIELD MEDICINE, AMBULATORY CARE MEDICINE, SURGERY, MEDICAL PROBLEMS CONCERNING SPECIAL WEAPONS, VISION, PATHOLOGY, PSYCHIATRY, BLOOD AND DERIVATIVES, SPACE MEDICINE, NURSING, SURFACE AND SEALIFT MEDICINE, AND PHARMACY RECORDS.

SSIC 6410

AVIATION MEDICINE RECORDS

l. AVIATION PHYSICAL EXAMINATIONS AND EVALUATION CASE FILES. Flight jackets documenting fitness for admission to or retention in aviation training programs and as base-line medical data for follow-up during the individual's flying career.

Cut off annually. Destroy when 30 years old. (Transfer inactive records to the nearest FRC for storage if space is not available locally.)

2. AEROSPACE MEDICAL TRAINING RECORDS. Individual case files documenting training and education in aerospace medicine and allied disciplines.

Apply SSIC 6410.1.

3. AVIATOR PHYSIOLOGY TRAINING RECORDS. Copies of reports and records at naval aerospace physiology training units and activities using aerospace physiology training devices.

Destroy when 5 years old.

SSIC 6420

SUBMARINE AND DIVING MEDICINE RECORDS

l. DIVING AND HYPERBARIC MEDICINE RECORDS.

Case files, forms, reports, and related records and data accumulated incident to the medical management of diving and hyperbaric casualties and diseases maintained by medical activities and hospitals having an undersea medicine service.

Transfer to nearest FRC when 4 years old. Destroy when 25 years old.

2. SUBMARINE MEDICINE RECORDS. Files documenting underwater work not in the hyperbaric state and liaison dealing in submarine matters.

Apply SSIC 6420.1.

3. NAVY EXPERIMENTAL DIVING UNIT GENERAL CORRESPONDENCE FILES

Destroy when 6 years old.

SSIC 6470

RADIOLOGICAL MEDICINE RECORDS

l. ENTRANCE AND SEPARATION X-RAYS OF MILITARY PERSONNEL. All x-ray films exposed in conducting medical and dental examinations for entrance into and separation (discharge or release) from active duty.

NOTE: NARA packing and identification instructions. Do not bend, roll or fold film. Type, print, or stamp the individual's SSN and name, in that order, on the front of each jacket (film folder) or envelope used for enclosing X-rays. Retain all films for examinees not assigned an SSN until the SSN is issued. Enter the SSN on the film jacket and ship to NPRC (CPR). Requisition film jackets through normal supply channels, standard stock items NSN 7530-00-612-3950, envelope, photographic negatives (4 3/8" x 10 3/8") and NSN 7530-00-612-4000, do., 14 l/2" x 17 l/2". Use negative jackets measuring 4 3/8 x 10 3/8 inches for all 4 x 10 inch and smaller size film, if any are exposed. Do not use larger size jackets for these films. Place individual identifying data parallel with and no lower than 1 1/4 inches below the front open end of the jacket. Do not enter data in the preprinted space provided on the jacket.

Enclose all film larger than 4 x 10 inches in 14 l/2 x 17 l/2 inch jackets. However, if 14 l/2 x 17 l/2 inch jackets are not available, use envelopes of the same size. Place the individual's SSN, name, grade/rate, and branch of service (Navy, Marine Corps, Army, Air Force, etc.) in the space provided in the upper left corner of the 14 l/2 x 17 l/2 inch jackets. If the envelopes are used, fold the flap so that the glued surface does not come in contact with the film. Place the individual's identifying data in the upper left corner parallel with the front top edge of the envelope.

Use General Services Administration standard cartons, NSN 8115-00-290-3386 (18" x 15" x 5 1/2") when shipping records such as x-ray film. Reinforce the corners of shipping cartons or packages with pressure sensitive, water resistant tape. Use NSN 8135-00-297-6656 (360 foot roll, 3 inches wide). Ship accumulations of films directly to NPRC (CPR). Do not prepare SF 135. Prior approval of the records center for shipment of entrance and separation X-rays is not required. Show the complete return address of the activity on all cartons or packages of x-ray films shipped to the records center. Prior to shipment, exclude all medical (diagnostic) X-rays incident to patient care covered under SSIC 6470.2.

NOTE: VA takes legal custody of entrance and separation X-rays upon receipt at NPRC (CPR).

a. Entrance Dental X-Rays (Panoramic/Full Mouth X-rays).

Label films as entrance X-rays and file in individual's dental health care treatment record.

b. Entrance and Separation X-Rays (as Prescribed by MANMED, Chapter 15). Entrance x-rays consist of chest x-rays exposed in conducting the medical examination preliminary to an individual's entry into or reenlistment for extended active military service in either an officer or enlisted status which include applicants accepted for reserve or regular enlistment for extended active duty for training, including applicants for aviation cadet training, officer candidate school, and flying service on enlisted status; applicants accepted for appointments as officers and Navy cadets; members of the reserve ordered to active duty for training or extended active duty under the Reserve Forces Act, as amended; former members who reenlist for additional periods of extended active duty; and students and graduates of officer candidate school. Separation x-rays (vice radiology records) consist of chest and other x-rays made as part of the medical examination for release or discharge from extended active military service for all military personnel. (N1-330-01-2)

Retain x-ray, along with all additional films taken as a result of questionable anomalies that do not result in an applicant being rejected, no longer than 4 months after creation. Retire x-ray films to NPRC 111 Winnebago Street, St. Louis, MO. 63118. VA is authorized custodian of records after transfer (VA schedule RCS VB-1, Part 1, Section XIII (13-061.100)). Destroy in accordance with current VA disposition instruction.

c. Military Service Academies. X-rays of candidates taken as a part of the entrance physical examination. (N1-330-01-2)

(l) Accepted candidates.

Destroy 5 years after date of last film

(2) Rejected candidates.

Destroy immediately

d. Disability Separation X-Rays. X-rays for active duty military patients transferred to the VA incident to disability separation. (N1-330-01-2)

Retain x-ray, along with all additional films taken as a result of questionable anomalies that do not result in an applicant being rejected, no longer than 4 months after creation. Retire x-ray films to NPRC 111 Winnebago Street, St. Louis, MO. 63118. VA is authorized custodian of records after transfer (VA schedule RCS VB-1, Part 1, Section XIII (13-061.100)). Destroy in accordance with current VA disposition instruction.

e. X-Rays of Rejected Applicants for Military Service.

(l) By reason of pulmonary tuberculosis.

Offer the films to the State Health Officer of the rejected person's home state. Transfer to State Health Officer according to instructions from the state. Destroy films of rejected person immediately if not required by the State Health Officer of the rejected person's home state. (N1-330-01-2)

(2) For medical reasons other than diseases of the chest.

Destroy after results have been entered on physical examination form.

2. DIAGNOSTIC X-RAY FILM. X-rays taken incident to examination, care, and treatment of patients on an inpatient and outpatient status.

a. Medical X-Rays. All patient categories except entrance and separation X-rays of military personnel and X-rays of foreign (N1-330-01-2)

Diagnostic X-ray films: X-rays in this group include, cardiac catheterization films exposed during diagnosis and treatment of patient at hospitals and dispensaries, and x-ray films exposed during periodic physical examinations, examinations for flight, promotion or other special training.

Cut off and destroy x-rays 5 years after the end of the calendar year in which the last film was taken

Negative Military Occupational Illness X-ray films: Negative Military Occupational Illness x-ray films taken for medical surveillance of personnel exposed to toxic substances or harmful physical agents in their work environment where no evidence of occupational illness has been found.

Cut off and destroy x-rays 5 years after the end of the calendar year in which the last film was taken

b. Medical X-Rays of Foreign Personnel. Films of foreign personnel (military and other) and their dependents.

Give custody of x-rays to the individual at time of return to the parent country. Otherwise, destroy when 5 years old.

c. Dental X-Rays. X-rays for all patient categories except entrance X-rays of military personnel.

Maintain in the individual's dental health care treatment record. Destroy by salvaging when new x-ray is taken.

d. Unidentified Medical and Dental X-Rays. Films that cannot be identified with patients to whom they pertain.

Destroy immediately.

e. Baseline Mammogram X-Rays. Baseline mammograms for all patient categories. (N1-330-01-2)

Cut off and destroy 10 years after the end of the calendar year of last film.

f. Radiation Oncology: Radiation Oncology films produced during radiation treatment. (N1-330-01-02)

Cut off and destroy 15 years after the end of the calendar year in which the last medical treatment was given.

3. X-RAYS OF CIVILIAN EMPLOYEES. Medical diagnostic X-rays taken incident to occupational/industrial health programs for U.S. civilian employees including adjunct records and cross reference media (index cards, pertinent sections of x-ray logs, etc.).

a. Negative X-Rays.

Destroy by salvaging when 5 years old. Destroy cross reference media at the same time.

b. Positive X-Rays. Films with pathological findings that are not static in nature and one representative x-ray of pathological findings that are static in nature.

Transfer in numerical (terminal digit-SSN) order together with related finding media in alphabetic order to NPRC (CPR), 111 Winnebago St., St. Louis, MO 63118, in annual shipments. Include X-rays of civilian employees separated from the naval service over 30 days. If separation date is unknown, transfer 2 years from the date of last x-ray examination. Destroy when 75 years old. (N1-NU-94-2 pending)

c. Oversized X-Rays. Oversized x-rays that will not fit in the EMF may be microfiche and put in an envelope in the EMF or retained by the MTF. If retained, the

MTF should put a note in the EMF explaining how to obtain the x-ray.

4. RADIOISOTOPE RECORDS. Copies of dosage records, scan sheets, tracings, consultation reports, and similar records accumulated by medical department facilities having diagnostic/therapeutic radioisotope services.

Destroy when 5 years old.

a. License Applications. Radioisotopes/by-product materials (such as AEC Form 313 and related documents).

Destroy 5 years after expiration of license.

b. Accountability and Inventory Records. Records documenting receipt, use, and disposal of isotope/by-product materials.

Retain on board until zero balance (no material on hand) is achieved and the data is inspected and certified. Destroy records with zero balance only.

c. Radioactive Material - Accident, Theft, and Loss Reports. Copies of messages, forms, correspondence, and related records documenting accidents, thefts, and loss of radioactive material and/or release into the environment reported by medical department facilities.

Destroy when 5 years old or investigative and corrective actions have been completed, whichever is later.

5. RADIATION EXPOSURE RECORDS. Original records documenting exposure of individuals to external radiation (e.g., alpha, beta, gamma, neutron, etc., including negative and positive results, skin and nasal contamination incidents, contaminated injuries, decontamination, and treatment) are maintained in the health care treatment record. (See SSIC 6150.)

a. Photodosimetry Records. Copies of photodosimetry records for personnel exposed to ionizing radiation including reports of audit discrepancies, errors in film exposure/interpretation and dosimeter readings, defective materials, etc., and related records, summary reports, and listings.

Destroy when 2 years old.

b. Dosimetry Film. Processed photodosimetry film and related film logs, worksheets, etc.

Destroy when l year old or data has been entered on the individual's DD 1141 or equivalent, whichever is later.

c. Special Reports - Personnel Exceeding Exposure Limits. Case files documenting personnel exceeding radiation exposure limits, medical evaluations/ determinations of radiation exposure related illness/injury, and advisory board findings, together with supportive records.

(l) Copies of records maintained by ships and stations.

Destroy when 2 years old.

(2) Files maintained by BUMED.

Destroy when 75 years old.

d. Electromagnetic Radiation (EMR) Records. Records documenting biological effects of and potential health hazards to military and civilian personnel from exposure/over-exposure to EMR including microwave, lasers, radar, etc.

Apply SSIC 6470.5c.

e. Radiation Exposure Reports. Summary reports of personnel and related exposure data, including periodic and situational reports such as MED 6470-l (Personnel Exposure to Ionizing Radiation), together with related forms, worksheets, and supporting files and records. Include DD 1141s (Record of Occupational Exposure to Ionizing Radiation) that are not maintained in individual Medical Record.

Retire to nearest FRC 1 year after termination of project or individual's transfer from site/activity. Destroy when 75 years old.

SSIC 6500

RESEARCH RECORDS

l. MEDICAL AND DENTAL RESEARCH AND DEVELOPMENT PROJECT FILES. Files consisting of a complete history of each approved project/task from initiation through the research, development, test and evaluation process to completion or termination with original manuscripts of technical reports and supportive records.

a. Accumulated by the Activity/Project Office having Primary Responsibility for the R&D Effort.

(l) Preliminary, interim, and final reports.

Permanent. Transfer to nearest FRC when 5 years old. Offer to NARA when 20 years old.

(2) Supporting records (excluding reports).

Transfer to nearest FRC when 5 years old. Destroy when 10 years old.

b. Research Proposals. Health care research projects and contracts received from individuals, commercial firms,

private institutions, and others.

(l) Approved proposals solicited and unsolicited.

Incorporate with the supporting project records. Apply SSIC 6500.la(2).

(2) Disapproved proposals.

Destroy when 5 years old.

c. Non-Record Copies of Research Project Files. Records maintained at the project office and other participating and supporting activities.

Destroy when 5 years old or on completion/ termination of project, whichever is later.

2. CLINICAL INVESTIGATIONAL DRUG PROJECT RECORDS. Reports and project files, forms, records, and related data documenting use of new drugs in health care delivery, including description of the drug, dosage, uses, actions, side effects, and inventory and prescription records which are maintained per federal regulations and other authority for Navy-sponsored clinical investigations and research studies.

a. Preliminary, Interim, and Final Reports.

Permanent. Transfer to nearest FRC when 5 years old. Offer to NARA when 20 years old.

b. Project Files (Excluding Reports).

Transfer to nearest FRC when 5 years old. Destroy when 10 years old.

c. Disapproved and Terminated Projects.

Apply SSIC 6500.2b.

SSIC 6600-6699

DENTISTRY RECORDS

THE RECORDS IN THIS (6600-6699) SERIES ARE RELATED TO GENERAL DENTISTRY RECORDS AND INCLUDE PROFESSIONAL SERVICE, TREATMENT, PROSTHETIC DENTISTRY, ORAL SURGERY, OPERATIVE DENTISTRY, PERIODONTIA, AND DENTAL SPECIALTIES RECORDS.

SSIC 6600

GENERAL DENTISTRY RECORDS

l. DAILY DENTAL SERVICE RECORDS. Documentation by dental officers of procedures and services accomplished and used to complete dental service reports.

Destroy when 2 years old.

2. DENTAL SERVICE REPORTS.

a. Quarterly Dental Statistical Reports at BUMED.

Transfer to WNRC when 4 years old. Destroy when 15 years old.

b. Quarterly Dental Statistical Reports at Dental Field Activities.

Destroy when 2 years old.

3. DENTAL EQUIPMENT AND FACILITIES REPORTS. Annual reports of dental spaces, equipment, prosthetic data, and utilities.

Apply SSIC 6000.1b.

4. DENTAL METALS. Issue records, statements, and inventories of precious and special dental metals.

Destroy when 2 years old.

5. PROSTHODONTICS WORK REQUESTS AND PRESCRIPTIONS. Records of dental prostheses fabricated and metals used. Records are maintained alphabetically by patient name.

Destroy when 2 years old.

SSIC 6700-6899

EQUIPMENT AND SUPPLIES RECORDS

THE RECORDS IN THIS (6700-6899) SERIES ARE RELATED TO GENERAL EQUIPMENT AND SUPPLIES RECORDS AND INCLUDE DRUGS, CHEMICALS, AND BIOLOGICALS; SURGICAL DRESSINGS; SURGICAL AND DIAGNOSTIC; LABORATORY AND PHARMACY; DENTAL; X-RAY; HOSPITAL; FIELD (MEDICAL KITS AND ASSEMBLIES); OCCUPATIONAL THERAPY; ORTHOPEDIC; OPTICAL; AND TEXTBOOKS AND JOURNALS RECORDS.

SSIC 6700

GENERAL EQUIPMENT AND SUPPLIES RECORDS

l. EQUIPMENT INVENTORY RECORDS. Reports and records documenting medical/dental equipment acquisition, replacement, and budget requirements, including adjunct data as to age, condition, degree of obsolescence, etc., on forms/formats, computer listings, punched cards, tapes, etc., at BUMED activities.

Destroy when 5 years old.

2. IONIZING RADIATION EQUIPMENT. Surveys of equipment, including evaluations of shielding, safety procedures, discrepancies, recommendations, etc., including copies of reports, forms, worksheets, letters, memoranda, and similar non-record materials documenting the formal survey program accumulated by medical department facilities.

Destroy when 5 years old or discrepancies are corrected, whichever is earlier.

3. EQUIPMENT MAINTENANCE AND REPAIR RECORDS. Files maintained at BUMED activities and medical and dental departments of the operating forces consisting of forms, reports, and related records documenting administration and operation of medical/dental equipment and repair facilities in the Navy.

Destroy when 5 years old.

a. Equipment Maintenance Work Orders, Work Management, and Control Records. Files and records documenting frequency of servicing/down-time of individual equipment items, personnel assigned servicing-repair duties, man-hours expended, costs generated, etc.

Destroy when 5 years old.

b. Medical/Dental Equipment Maintenance Service Manuals. Files maintained on equipment requiring recurrent technical maintenance service, including detailed instructions/manuals for operating and servicing parts, lists, wiring diagrams, pictorials, etc.

Retain on board throughout the life cycle of the equipment item. Destroy after equipment disposal (replacement, salvage, or scrap).

4. LOCAL PURCHASE RECORDS. Forms/punch cards documenting open market purchases of medical/dental material obtained in quantities sufficient to warrant consideration for standardization, central procurement, and stocking together with related supportive records (usage data, recommendations, etc.).

a. BUMED Activities.

Destroy when 2 years old or purpose is served, whichever is earlier.

b. Master Transaction Tapes at the Naval Medical Logistics Command, Ft. Detrick, MD.

Retain on board. Destroy when 5 years old.

5. OTHER EQUIPMENT AND SUPPLY RECORDS. Copies of supply workload summaries, shelf life records, excess and surplus equipment and supply records (such as SF 120), material improvement, complaint records (such as SF 380), credit plans, and similar records at medical/dental treatment facilities.

Destroy when 2 years old or disposition action has been completed, whichever is earlier.

6. AUTHORIZED MEDICAL/DENTAL ALLOWANCE LISTS (AMAL/ADAL). Including master listings, deficiency reports and change worksheets.

a. Master data base tapes at Naval Medical Logistics Command used to generate AMAL/ADAL.

Destroy 2 years after issuance of current AMAL/ADAL.

b. Copies of AMAL/ADAL and associated supporting records maintained by Navy and Marine Corps Units.

Destroy when superseded or no longer needed for reference purposes.

CHAPTER 7

FINANCIAL MANAGEMENT RECORDS
7000-7999

THE RECORDS DESCRIBED IN THIS CHAPTER ARE ACCUMULATED IN CONNECTION WITH THE FINANCIAL MANAGEMENT OF THE DEPARTMENT OF THE NAVY (DON). THEY RELATE TO BUDGETING, DISBURSING, APPROPRIATION, FUND, AND COST ACCOUNTING, PROPERTY ACCOUNTING, PAY ADMINISTRATION ACCOUNTING; AUDITING (INCLUDING INTERNAL AND CONTRACT AUDITING); INDUSTRIAL FUND ACCOUNTING AND FINANCING; FINANCIAL MANAGEMENT REPORTING AND STATISTICS; AND OTHER COMPTROLLER-TYPE OPERATIONS OF APPROPRIATED AND NONAPPROPRIATED FUNDS.

RETENTION PERIODS PRESCRIBED IN THIS CHAPTER ARE APPLICABLE TO THE DESCRIBED RECORDS THROUGHOUT THE DON.

CUT OFF AND DISPOSAL OF FISCAL FILES. BUDGETARY RECORDS, APPROPRIATIONS, FUNDS, COST ACCOUNTING, AND OTHER FISCAL ACCOUNTING RECORDS SHOULD BE CUT OFF AND DISPOSED OF ON A FISCAL-YEAR (RATHER THAN ON A CALENDAR-YEAR) BASIS.

EXCEPTIONS TO DISPOSAL STANDARDS. REGARDLESS OF RETENTION PERIODS SPECIFIED IN THIS CHAPTER, RECORDS DIRECTLY RELATING TO MATTERS LISTED IMMEDIATELY BELOW WILL NOT BE DESTROYED UNTIL FINAL CLEARANCE IS RECEIVED OR SETTLEMENT OF THE CASE:

- AN OUTSTANDING EXCEPTION BY THE GENERAL ACCOUNTING OFFICE (GAO);

- AN UNSETTLED CLAIM BY OR AGAINST THE UNITED STATES;

- A CASE UNDER LITIGATION; OR

- AN INCOMPLETE INVESTIGATION.

IN ADDITION, RECORDS RELATING TO FUND AUTHORIZATIONS UNDER WHICH A STATUTORY VIOLATION IS OUTSTANDING WILL NOT BE DESTROYED UNTIL NOTIFICATION IS RECEIVED THAT THE CASE HAS BEEN CLOSED.

HOWEVER, ANY TEMPORARY EXTENSION OF AN APPROVED RETENTION PERIOD MAY BE MADE ONLY WITH THE PRIOR WRITTEN APPROVAL OF THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA), AS SET FORTH IN 41 CFR 101-11.406-8 AND REQUIRED BY 44 U.S.C. 3303a.

ANY PERMANENT ALTERATION OF AN APPROVED RETENTION PERIOD MAY BE MADE ONLY WITH THE PRIOR WRITTEN APPROVAL OF THE NARA, AS SET FORTH IN 41 CFR 101-11.406.7 AND REQUIRED BY 44 U.S.C. 3303a.

SSIC 7000-7099

GENERAL FINANCIAL MANAGEMENT RECORDS

SSIC 7000

1. FINANCIAL MANAGEMENT PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO FINANCIAL MANAGEMENT MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY-WIDE FINANCIAL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE ASSISTANT SECRETARY OF THE NAVY (ASSTSECNAV) (FINANCIAL MANAGEMENT AND COMPTROLLER (FM&C)), THE CHIEF OF NAVAL OPERATIONS (CNO), AND THE COMMANDANT OF THE MARINE CORPS (CMC). RECORDS RELATE TO SUCH MATTERS AS:

a. Navy-wide policies and procedures governing the development of actions and positions taken regarding Congressional budget authorization and appropriation actions.

b. Navy-wide policies and procedures governing appropriations expenditure and obligations.

c. Navy-wide policies and procedures established by the ASSTSECNAV (FM&C) governing the development, establishment and execution of budget plans and programs.

d. Navy-wide policies governing the military and civilian payroll accounting systems.

e. Navy-wide policies, plans and procedures governing general disbursing programs.

f. Navy-wide policies and procedures relating to performance and conduct of audits and internal reviews.

g. Navy-wide policies and procedures governing the development and execution of the Navy Industrial Fund (NIF) program.

h. Other Navy-wide policies, programs and procedures in the financial management area.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.

NOTE: In retiring records to WNRC, activities should cite SSIC 7000.1 and the appropriate sub-item as the disposal authority on the SF 135 (i.e., 7000.lc). Activities may retire records accumulated under more than one sub-item of SSIC 7000.1 in the same accession. If this is done, the SF 135 should indicate

the relevant sub-items.

2. FINANCIAL MANAGEMENT GENERAL CORRESPONDENCE. RECORDS ACCUMULATED IN CONNECTION WITH THE ROUTINE, DAY-TO-DAY, ADMINISTRATION AND OPERATION OF NAVY FINANCIAL PROGRAMS. THESE RECORDS ACCUMULATE PRIMARILY AT OPERATING FINANCIAL OFFICES RESPONSIBLE FOR IMPLEMENTING AND ADMINISTERING POLICIES AND PROGRAMS ESTABLISHED BY HIGHER ECHELON OFFICES, BUT THEY ALSO MAY BE ACCUMULATED BY HIGHER ECHELON OFFICES RESPONSIBLE FOR NAVY-WIDE POLICIES AND PROGRAMS IN CONNECTION WITH THEIR ROUTINE, DAY-TO-DAY OPERATIONS (AS OPPOSED TO THEIR ACTIVITIES COVERED BY SSIC 7000.1). THESE RECORDS INCLUDE:

a. Correspondence relating to specific financial transactions (except for files relating to precedential and/or highly significant actions, accumulated by high echelon offices responsible for Navy-wide policies which should be filed under SSIC 7000.1).

b. Routine requests for information concerning Navy financial policies that do not involve the establishment or revision of policy.

c. Comments on directives, studies, reports, and other issuances accumulated by offices not responsible for their preparation.

d. Issuances prepared by lower echelon offices which merely transmit or adapt for local conditions, policies and procedures established by higher level offices and relating background papers.

e. Copies retained by preparing offices of reports submitted to higher echelon offices, with related feeder material and background papers, including management improvement reports, cost reduction reports, and comparable reports.

f. Evaluation of suggestions that do not result in issuing an instruction or establishing a project.

g. Extracts of reports. Reports of inspections, surveys, or audits that pertain to the operation of the missions or functions.

h. Records relating to any other aspects of financial administration exclusive of records appropriate for filing under SSIC 7000.1.

Destroy in accordance with SSICs for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, apply the following: Destroy when 4 years old. Earlier disposal is authorized if records are no longer needed for current operations.

3. UNIDENTIFIED RECORDS. Records relating to Navy and Marine Corps financial management operations that are not described in this chapter.

Disposition not authorized. Submit an SF 115 following the guidelines of part II, paragraph 4.

4. FINANCIAL MANAGEMENT REFERENCE PAPER FILES.

a. Notes, Drafts, Feeder Reports, News Clippings, Similar Working Papers, and Other Materials. Items accumulated for preparation of a communication, study, investigation, survey, inspection, or other action. This definition does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other records.

Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.

b. Cards, Listings, Indexes, and Similar Documents Used For Facilitating and Controlling Work.

Remove from related records and destroy when work is completed or no longer needed for operating purposes.

c. Copies of Technical Documents. Intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publications files.

Destroy when superseded, obsolete, or no longer needed for reference.

d. Copies of Documents Received for General Information. Copies that require no action and are not required for documentation of specific functions.

Destroy when 1 year old or no longer needed, whichever is sooner.

e. Extra Copies. Documents maintained by action officers, which reflect actions taken by the action officer. (Such files should not be established unless absolutely necessary.)

Destroy when 1 year old or no longer needed, whichever is sooner.

f. Copies of Documents. Items accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element that are responsible for performing the action, process, or function. (Such files should be established only when necessary, not in each office of the same organizational element.)

Destroy when 1 year old or no longer needed, whichever is sooner.

5. INVESTIGATIVE REPORTS. Reports relating to investigations into misuse of funds or monies.

Destroy when 10 years old.

SSIC 7010

NONAPPROPRIATED FUNDS RECORDS

THESE RECORDS ARE ACCUMULATED BY MORALE, WELFARE, AND RECREATION FACILITIES AND ACTIVITIES FINANCED FROM NONAPPROPRIATED FUNDS (NAF), SUCH AS, BUT NOT LIMITED TO, MILITARY MESSES AND CLUBS, EXCHANGES, HOSTESS HOUSES, CIVILIAN CLUBS, CAFETERIAS, SNACK BARS, STORES, AND MILITARY AND CIVILIAN RECREATION ACTIVITIES.

1. FINANCIAL ADMINISTRATION RECORDS OF NAF ACTIVITIES. All records relating to financial administration, including financial statements and reports, checkbooks, journals, vouchers, balance sheets, and other books and records of accounts but excluding meal sales tickets.

Destroy when 3 years old except Marine Corps activities retain for 4 years or upon disestablishment, forward reserve recreation fund records to Director of appropriate Marine Corps District, and other recreation fund records to the regional nonappropriated fund auditor; forward other records not yet audited to CMC (MS).

a. Bookkeeper's copy of meal sales tickets.

Destroy when 1 year old or once an audit of cash control procedures has occurred, whichever occurs earlier.

b. Kitchen copies of meal sales tickets.

File numerically by month and retain no longer than 3 months.

2. CHARTERS, CONSTITUTIONS, BY-LAWS, AND SIMILAR RECORDS. Files, which document the authorization and establishment of the activity.

Destroy 3 years after supersession or cancellation.

3. ADMINISTRATIVE RECORDS. General correspondence files, including reports, minutes of meetings, and other papers relating to the operation of the activity.

Destroy when 2 years old.

4. EMPLOYEES' INDIVIDUAL EARNING RECORDS. Earning records or other similar summary records of individual employees' earnings.

Place in inactive file when individual leaves activity's employment; transfer inactive files in annual blocks to National Personnel Records Center (NPRC) Civilian Personnel Records (CPR), 111 Winnebago St., St. Louis, MO 63118. Destroy 10 years after employment is terminated.

5. EXCHANGE RECORDS.

Apply SSIC 7010.1-4, whichever is appropriate.

6. RECREATION FUND AND MESSES AND CLUBS RECORDS.

Apply SSIC 7010.1-4, whichever is appropriate.

7. PERIODIC LISTING OR OTHER REPORTS OF NAF ACTIVITIES.

Destroy when 2 years old.

SSIC 7020

CROSS/COMMON SERVICING (DOD) RECORDS

1. AGREEMENTS FILES. Documents relating to agreements between elements of DON and other federal departments and agencies, or between DON and other non-federal organizations or agencies, but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations for the purpose of providing or obtaining various types of supporting services. The services include logistic, medical, administrative facilities, and similar support on a one-time or continuing basis, and on a reimbursable or non-reimbursable basis. Included are agreement checklists, amendments, reviews, comments, related correspondence, and similar documents.

Destroy 3 years after supersession, expiration, or termination of the agreement.

SSIC 7030

WORK FOR OTHER AGENCIES RECORDS

1. GENERAL CORRESPONDENCE FILES. Records relating to work done for other agencies. (Exclude primary program correspondence filed under SSIC 7000.1).

Destroy when 3 years old.

SSIC 7040

SPECIFIC APPROPRIATIONS/FUNDING RESPONSIBILITIES RECORDS

1. PROGRAM AND FINANCIAL CONTROL FILES.

a. ASSTSECNAV (FM&C) Headquarters (HQ) Analyses. Analysis records of current and projected financial and quantitative data to ascertain financial requirements and progress in terms of obligations and expenditure rate of DON's appropriations and reports on significant trends.

Cut off at end of fiscal year. Transfer to WNRC when 5 years old. Destroy when 10 years old.

b. DATA AUTOMATION PLANNING AND OPERATION SUPPORT RECORDS. Records, which

help document the use of computer systems and programs in support of the budget process: Computer reports, users' manuals, and correspondence with programming and Automatic Data Processing (ADP) support activities, and similar records.

Transfer to WNRC 1 year after supersession. Destroy 6 years after supersession. (If related tapes are permanent, retain with tape.)

c. Preparations and Reviews. Records documenting the estimates of obligations, expenditures, and annual carry-over of availability. (For establishment of reprogramming procedures and processes for reprogramming action to Congress when appropriate, see SSIC 7133.)

(1) DON reprogramming policy and procedures. (Exclude Primary Program Correspondence covered by SSIC 7000.1)

Destroy when superseded or obsolete.

(2) Reprogramming actions

Destroy 3 years after account expires for obligation purposes.

d. Documents Used to Prepare Fiscal Reports. Financial statements, charts, and graphs to support budget presentations, studies, and economic analyses. (Exclude records covered by 7102.1)

Destroy when 3 years old.

SSIC 7041

MILITARY PERSONNEL RECORDS

1. DON MILITARY PERSONNEL RECORDS. Reviews, evaluations, and recommendations on DOD components Program Objectives Memoranda (POM) budget requests, apportionment requests, and budget execution plans for active duty military, reserve component, and retired military personnel. Reviews and studies, which monitor the execution of the budget for military personnel appropriation.

Permanent. Transfer to WNRC when 10 years old. Offer to NARA 10 years after transfer.

2. WORKING PAPERS. Budget background records used in preparation of military personnel appropriation.

Destroy 1 year after the close of the fiscal year covered by the budget.

3. GENERAL CORRESPONDENCE FILES. Records of a routine internal nature.

Destroy when 3 years old.

SSIC 7042

OPERATIONS AND MAINTENANCE RECORDS

1. REVIEW, EVALUATION, AND RECOMMENDATION DOCUMENTS. Files used for the POM budget requests, apportionment requests, and budget execution plans for the annual cost of operations and industrial funds. These files are accumulated at ASSTSECNAV (FM&C) CMC (P&R).

Permanent. Transfer to WNRC when 10 years old. Offer to NARA 10 years after transfer.

2. REPORTS OF THE EXECUTION OF THE BUDGET RELATING TO OPERATIONS FUNDS. Evaluation reports and documents which monitor financial execution.

Transfer to WNRC when 3 years old. Destroy when 25 years old.

3. CORRESPONDENCE (WORKING) FILES. Budget background records used in preparation of Operations and Maintenance, Navy (O&MN) budget.

Destroy 1 year after close of fiscal year covered by the budget.

SSIC 7043

PROCUREMENT RECORDS

1. PROCUREMENT FILES. ASSTSECNAV (FM&C) CMC (P&R) documents which review, evaluate, and make recommendations on POM budget requests apportionment requests, and budget execution plans for all procurement appropriations and stock funds.

Permanent. Transfer to WNRC when 3 years old. Offer to NARA when 20 years old.

2. WORKING PAPERS. Budget background records used in preparation of procurement appropriations.

Destroy 1 year after close of fiscal year covered by the budget.

3. GENERAL CORRESPONDENCE FILES. Records of a routine internal nature.

Destroy when 3 years old.

SSIC 7044

RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) RECORDS

1. RESEARCH AND DEVELOPMENT (R&D) FILES. ASSTSECNAV (FM&C) CMC (P&R) documents which review, evaluate, and make recommendations on DOD components POM budget requests, apportionment requests, and budget execution plans for all RDT&E apportionments of the DOD. Studies and reports, which monitor execution of the budget for research and development appropriation. (Include reviews, evaluations, budget requests, studies and reports.)

Permanent. Transfer to WNRC when 3 years old. Offer to NARA when 20 years old.

2. WORKING PAPERS. Budget background records used in preparation of R&D appropriations.

Destroy 1 year after close of fiscal year covered by the budget.

3. GENERAL CORRESPONDENCE FILES. Records of a routine internal nature.

Destroy when 3 years old.

SSIC 7045

MILITARY CONSTRUCTION RECORDS

1. FORMULATION AND PREPARATION RECORDS. Records that document the annual and other military construction programs, based on inputs from the major claimants for consideration.

Destroy when 15 years old.

2. WORKING PAPERS. Budget background records used in preparation of military construction appropriations.

Destroy 1 year after close of fiscal year covered by the budget.

3. GENERAL CORRESPONDENCE FILES. Records of a routine internal nature.

Destroy when 3 years old.

SSIC 7050

HOST-TENANT RELATIONSHIPS (INTRA-NAVY) RECORDS

1. BUDGET/FUNDING RECORDS. Records relating to intra-Navy host-tenant relationships based on and in conformance with all applicable statutes; with regulations and policies of the Office of Management and Budget (OMB), GAO, and DOD and with mission and support assignment made by the Secretary of the Navy (SECNAV), and the CNO, and CMC. Areas of support include supply, medical and dental, fiscal, troop feeding, local transportation, firefighting, common-use facilities, and preservation of facilities.

Destroy when superseded, obsolete, or no longer needed for reference.

SSIC 7051

HOST-TENANT RELATIONSHIPS (INTER-SERVICE/AGENCY) RECORDS (RESERVED)

SSIC 7100-7199

BUDGETING RECORDS

THE RECORDS IN THIS (7100-7199) SERIES COVER BUDGET AND APPORTIONMENT RECORDS CREATED OR ACCUMULATED BY ACTIVITIES AND OFFICES IN CONNECTION WITH THE PREPARATION AND JUSTIFICATION OF BUDGET PROGRAMS FOR SUBMISSION TO THE OFFICE OF ASSTSECNAV (FM&C) FOR PREPARATION OF A NAVY-WIDE BUDGET. IT PROVIDES FOR DISPOSITION OF BUDGETARY STATEMENTS, BUDGET ESTIMATES, APPORTIONMENT RECORDS, AND WORK PAPERS OF DEPARTMENTAL ACTIVITIES AND OFFICES, AS WELL AS THE MORE DETAILED BUDGETARY STATEMENTS, ESTIMATES, AND WORK PAPERS OF OTHER OPERATING UNITS, FIELD ACTIVITIES, AND OFFICES. PROVISION IS MADE FOR THE PERMANENT RETENTION OF RECORDS OF THE OFFICE OF ASSTSECNAV (FM&C) THAT REFLECT ITS NAVY-WIDE BUDGET RESPONSIBILITIES.

SSIC 7100

GENERAL BUDGETING RECORDS

1. GENERAL CORRESPONDENCE FILES. Records relating to the administration and execution of budgetary functions. (Exclude primary program correspondence covered in SSIC 7000.1.)

Destroy when 2 years old.

2. BUDGET BACKGROUND RECORDS. Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates.

Destroy 1 year after close of fiscal year covered by the budget.

3. BUDGET REPORT FILES. Periodic reports on the status of appropriation accounts and apportionment.

a. End of Fiscal Year Annual Report.

Destroy when 5 years old.

b. All Other Reports.

Destroy 3 years after close of fiscal year.

4. BUDGET APPORTIONMENT CALL FILES.

Destroy 2 years after close of fiscal year.

SSIC 7101

APPROPRIATION STRUCTURE AND LANGUAGE RECORDS

1. BUDGET GUIDANCE RECORDS. Manuals, handbooks and other issuances providing guidance to DON activities relating to the preparation, submission and review of DON budget estimates.

a. Record Copies of Issuances with Updates, Revisions and Changes Maintained by ASSTSECNAV (FM&C) CMC (P&R).

Apply SSIC 7000.1a.

b. All Other Copies.

Destroy when no longer needed for reference.

2. APPROPRIATION LANGUAGE RECORDS. Files accumulated in connection with the preparation by DON of language specific obligations of funds for inclusion by the Congress in appropriation.

a. Submissions to OSD, with Related Justifications Accumulated by ASSTSECNAV (FM&C).

Permanent. Cut-off when no longer needed for reference. Offer to NARA in 10-year blocks 20-30 years after cut-off.

b. All Other Records, Including Working Papers.

Destroy when no longer needed.

SSIC 7102

EXHIBITS AND FORMAT RECORDS

1. DON STRUCTURED CHARTS SHOWING ALLOCATION OF BUDGET ITEMS. Charts, graphs, tables and other records which provide an overview of the programs and items included in the President's budget for DON.

a. Record Copies Accumulated by ASSTSECNAV (FM&C) HQ.

Permanent. Retire to WNRC when no longer needed for reference. Offer to NARA in 5-year blocks when 20-25 years old.

b. Other Copies.

Destroy when no longer needed for reference.

SSIC 7110-7119

BUDGET/ESTIMATES PREPARATION RECORDS

THE RECORDS IN THIS (7110-7119) SERIES ARE RELATED TO BUDGET/ESTIMATES PREPARATION RECORDS AND INCLUDE REGULAR APPROPRIATIONS, INDUSTRIAL/MANAGEMENT FUNDS, STOCK FUNDS, AND SUPPLEMENTAL AND DEFICIENCY APPROPRIATIONS RECORDS.

SSIC 7110

BUDGET/ESTIMATES PREPARATION RECORDS

1. BUDGET WORKING PAPERS, COST INFORMATION, AND ROUGH DATA. Files created or accumulated in the preparation of budget estimates and justifications or for budget review purposes.

Destroy 1 year after close of fiscal year.

2. BUDGET ESTIMATE RECORDS.

a. Consolidated Records of the Office of ASSTSECNAV (FM&C). Copies of budget estimates and justifications prepared or consolidated in ASSTSECNAV (FM&C). Included are appropriation language sheets, narrative statements, and related schedules and data.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.

b. All Other Budget Estimates and Justifications, with Supporting Papers.

Destroy 1 year after close of fiscal year covered by the budget.

3. FIVE YEAR DEFENSE PROGRAM (FYDP) RECORDS. Records accumulated in connection with the development, preparation, review, submission, and modification of the DON's FYDP.

a. Guidance Documents Received from OSD. Documents specifying policies and procedures to be followed in the preparation and submission of FYDPs.

Destroy when superseded, obsolete or no longer needed.

b. Machine-Readable data. Data concerning ships, aircraft, military personnel, naval resources and naval research assembled as input and transaction files to the FYDP master or historical file.

Destroy data after three or more update cycles.

c. FYDP Master or Historical File

Destroy previous year's data after OSD has certified validity of current year's data.

d. Computer Output Reports. Output reports from master file generated for Navy and OSD management use, and to provide each major claimant and SYSCOM a record of their data. Includes working papers and other hard copy data submitted to OSD, computer output microform and paper.

Destroy 6 months after update.

e. Systems Documentation. Documents consisting of descriptions of data elements, systems layouts, codebooks, operators and users manuals, etc.

Destroy in accordance with the instructions applicable to the related file.

4. POMs AND RELATED RECORDS. Records relating to the development and submission of POMs.

a. Records Accumulated by CNO and HQMC Offices Responsible for Final Review and Submission of POMs.

(1) Guidance documents received from OSD.

Destroy when superseded, obsolete, or no longer needed.

(2) All other textual records, including POMs and related annexes; submissions by CNO program sponsors; documents reflecting decisions made by boards and committees charged with reviewing program sponsor submissions; DON-prepared guidance documents.

Permanent. Retire to WNRC when 3 years old. Offer to NARA in 5-year blocks when 20-25 years old.

(3) ADP records.

Submit SF-115 following the guidelines of part II, paragraph 4.

b. All Other Records, Including Submissions by Claimants Accumulated by Program Sponsors.

Destroy when no longer needed for reference.

SSIC 7120-7129

BUDGET REVIEW RECORDS

SSIC 7120

BUDGET REVIEW RECORDS

1. REVIEW FILES. Records relating to the development, preparation and submission to OSD and OMB of the DON's budget. Records include submission to ASSTSECNAV (FM&C) from claimants, with related review and decision documents; OSD program budget decisions; hearings; mark-ups; and reclamas.

a. ASSTSECNAV (FM&C) HQ.

Permanent. Retire to WNRC when 3 years old. Offer to NARA when 20 years old.

b. All Other Offices.

Destroy 1 year after close of fiscal year to which records relate.

2. CONGRESSIONAL RELATIONS RECORDS.

a. Records accumulated by ASSTSECNAV (FM&C) in explaining and defending DON budget estimates before congress and congressional committees. Included are statements and testimonies prepared for DON witnesses; proposed answers to anticipated questions; summaries and analyses of congressional actions; and related records.

Permanent. Retire to WNRC when 5 years old. Offer to NARA in 5-year blocks when 20-25 years old.

b. Reports and Other Documents Prepared by Congressional Committees Relating to Budget Matters. Included are reports, hearings, copies of Bills and other records issued by the Congress and Congressional Committees concerned with DON's budget and appropriations.

Destroy when no longer needed for reference.

c. General Correspondence Relating to Congressional Relations. Correspondence with members of Congress of a routine non-policy nature. (Exclude records covered by SSICs 7120.2a and 7000.1.)

Destroy when 5 years old.

SSIC 7130

BUDGET EXECUTION RECORDS

1. GENERAL CORRESPONDENCE FILES. Records relating solely to the administration and execution of the approved budget. (Exclude primary program correspondence filed under 7000.1c.)

a. Accumulated at ASSTSECNAV (FM&C).

Destroy 1 year after close of fiscal year covered by budget.

b. Accumulated at All Other Commands.

Destroy 1 year after close of fiscal year covered by budget.

SSIC 7131

APPORTIONMENTS/ALLOCATIONS RECORDS

APPORTIONMENT RECORDS ARE DOCUMENTS (DD 1105) WHICH APPORTION OR REAPPORTION APPROPRIATIONS AND ACCOUNTS TO DON. DEPARTMENT OF TREASURY APPROPRIATION WARRANT (FMS FORM 6200) IS THE DOCUMENT THAT ESTABLISHES AVAILABILITY OF FUNDS IN THE DEPARTMENT OF THE TREASURY FOR DON. ALLOCATION DOCUMENTS (VARIOUS FORMS) ARE THOSE DOCUMENTS THAT PASS OBLIGATION AUTHORITY FROM ONE NAVY COMMAND TO ANOTHER.

1. APPORTIONMENT AND REAPPORTIONMENT SCHEDULES (DD 1105). These schedules are prepared by ASSTSECNAV (FM&C) and submitted to OMB via the Office of the Secretary of Defense (SECDEF) requesting apportionment or reapportionment. Approved apportionment or reapportionment schedules are returned to ASSTSECNAV (FM&C) via the Office of SECDEF. Copies of approved apportionments and reapportionments are forwarded by ASSTSECNAV (FM&C) to responsible/administering offices for information.

a. Records Created at ASSTSECNAV (FM&C) CMC (P&R).

Destroy when 7 years old.

b. Records created at Other Activities.

Destroy after expiration of appropriation.

2. APPROPRIATION WARRANTS. Appropriation warrants are prepared by the Department of the Treasury upon the enactment of a DOD Appropriation Act and forwarded to ASSTSECNAV (FM&C) who is the depository.

Destroy when 7 years old.

3. DON PROGRAM FUND ALLOCATIONS. These are various documents issued by ASSTSECNAV (FM&C) and other Navy activities, which pass obligation authority from one DON activity to another.

Destroy when 7 years old.

SSIC 7132

FINANCIAL PLANS AND OPERATING BUDGETS RECORDS

1. OPERATING BUDGET AND FINANCIAL FUNDS. Records submitted to major claimants providing operating funds for O&MN, O&MNR, and RPN.

Destroy when 6 years old.

SSIC 7133

REPROGRAMMING RECORDS

1. REPROGRAMMING ACTION (DD FORMS 1415-1, 1415-2, AND 1415-3). Records prepared by commands and offices and submitted to ASSTSECNAV (FM&C) requesting reprogramming of appropriated funds in accordance with current NAVCOMPTINST 7133.1. ASSTSECNAV (FM&C) notifies commands and offices when all necessary approvals are received.

Cut-off and transfer to nearest Federal Records Center (FRC) after expiration of appropriation. Destroy 4 years after cut-off.

SSIC 7200-7299

DISBURSING RECORDS

SSIC 7200

GENERAL DISBURSING RECORDS

1. GENERAL CORRESPONDENCE FILES. Records relating to the execution of disbursing plans, policies, operations, and procedures. (Exclude Primary Program Correspondence filed under 7000.1.)

a. Navy Activities.

Destroy when 3 years old.

b. Marine Corps Activities.

Destroy when 3 years old.

SSIC 7210

PROCUREMENT, CUSTODY, AND DISPOSITION OF FUNDS RECORDS

1. RECORDS OF SAFEKEEPING DEPOSITS. Records maintained in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 27.

Destroy 2 years after all deposits have been withdrawn.

2. ACCOUNTABLE POSITION RECORDS

a. Copies of Requests. Copies submitted in accordance with FMR, Vol 5, Chap 02, for accountable positions, along with supporting documentation and copies of approval letters or denials maintained by the Defense Finance and Accounting Service (DFAS) servicing center.

Destroy when activity is disestablished.

b. Copies of Documentation Related to the Establishment of Accountable Positions. Records including original approval letters from the DFAS servicing center maintained by the activity to which the accountable position is assigned. Also include authorizations to hold cash at personal risk maintained in accordance with FMR, Vol 5, Chap 02.

Destroy when the accountable position is cancelled.

SSIC 7220

MILITARY PAY RECORDS

1. JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) MILITARY PAY ACCOUNTS SUBSTANTIATING DOCUMENTS. All documents substantiating pay account entitlements and related documents and certifications required to properly maintain military pay accounts exist in two forms, automated JUMPS input and Optical Character Recognition (OCR) JUMPS input. Automated JUMPS inputs are all original signature documents supporting data submitted via automated means to the DFAS, Cleveland, OH. This includes supporting documents, which are defined as source documents used to provide input data into the authorized system and other documents required to support the action. OCR JUMPS inputs are copies of supporting data transmitted by mail to DFAS, Cleveland, OH. This includes supporting documents, which provide input for and support the action.

a. Navy Shore Activities.

Transfer to FRC 2 years after the last day of the fiscal year in which the document was transmitted. Destroy 6 years and 3 months after the period covered.

b. Navy Afloat Activities.

Transfer to FRC when 1 year old or 90 days after disbursing officer detachment date, whichever is earlier. Destroy 6 years and 3 months after the

period covered.

c. All Marine Corps Activities.
Transfer to FRC, 1500 E. Bannister Rd., Kansas City, MO 64131, when 3 years old. Destroy 6 years and 3 months after period covered by the account.

2. COPIES OF LEAVE AND EARNING RECORDS. Records held by disbursing offices and used in making payments.

a. Navy Activities.

File in Personal Financial Records (PFR). Destroy when 1 year old.

b. Marine Corps Activities.

Destroy 1 month after account is in balance.

3. INDEX CARDS (OR OTHER FORMS) OF PAY AND PERSONAL FINANCIAL RECORDS. Files maintained at disbursing offices and finance centers.

Destroy 1 year after final action entry.

4. MILITARY PERSONNEL FINANCIAL RECORDS.

a. Navy Activities.

Retain at DFAS, Cleveland, OH. Destroy after zero-balancing the account.

b. Marine Corps Activities.

Cut-off and transfer to FRC, 1500 E. Bannister Rd., Kansas City, MO 64131, 2 years after the year of separation. Destroy 6 years and 3 months after cut-off.

5. MARINE CORPS REPORTS OF DRILLS AND ATTENDANCE. Records used for pay disbursing purposes.

Destroy when 3 years old.

SSIC 7230

CIVILIAN PAY RECORDS

1. CIVILIAN PAYROLLS. Payroll for personal services with covering payroll certification and summary supporting disbursing officer returns and labor roll summary.

Transfer to FRC when 2 years old. Destroy 6 years and 3 months after period covered.

SSIC 7240

PUBLIC VOUCHERS RECORDS

1. PUBLIC VOUCHERS. Voucher files. Copies of supply vouchers not covered elsewhere in part III of this manual. (See SSIC 7250 for copies required to support disbursing returns and SSIC 4280 for copies in contract or purchase order files.)

Destroy 3 years after the period of the account.

SSIC 7250

DISBURSING RECORDS, REPORTS AND RETURNS RECORDS

THESE RECORDS ARE ACCUMULATED BY DISBURSING OFFICERS, ASHORE AND AFLOAT, AS WELL AS CENTRAL AND ASSOCIATE DISBURSING OFFICERS.

1. DISBURSING OFFICER ORIGINAL MONTHLY AND DAILY RETURNS AND RELATED REPORTS. Reports, submitted in accordance with DOD Finanical Management Regulation (DOD 7000.14R), Vol 5, Chap 20, held by designated Operating Locations (OPLOCS) and consolidated reports rendered by designated OPLOCS in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 20.

Transfer to FRC when 12 months old. Destroy 6 years and 3 months after period covered.

2. DISBURSING OFFICER RETAINED RECORDS. Files of monthly or daily returns and related reports, schedules, check records, and deposit records packaged in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 21, and certification of settlement issued by the GAO.

a. Military Disbursing Officers.

Destroy locally 1 year after date of payment.

b. Civilian Disbursing Officers.

Destroy locally 1 year after date of payment.

3. FACSIMILE SIGNATURE FILES. Requisitions, receipts for signature plates, notices of issuance, specimen signatures, and related correspondence and paper maintained in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 07.

Destroy after disestablishment of activity or transfer of individual concerned. (Destroy by burning or shredding.)

4. UNDELIVERED CHECKS. Control records reflecting final disposition (remailing, release, or cancellation) of paychecks held or returned undelivered and maintained in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 08.

Destroy locally 1 year after last recorded entry.

5. PAYROLLS REQUIRED TO SUPPORT DISBURSING OFFICER RETURNS.

Apply SSIC 7250.1 or 2, whichever is applicable.

SSIC 7251

SITE-AUDITED RETURNS RECORDS

1. ACCOUNTABLE OFFICERS' FILES.

a. Original or Ribbon Copy of Accounting Officers' Accounts. Records maintained for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records. Site audit records include, but are not limited to, the Standard Forms (SF) listed. Also included are equivalent Navy forms which document the basic financial transaction as described above: SF 1034, Public Voucher for Purchases and Services Other Than Personal; SF 1047, Public Voucher for Refunds; SF 1069, Voucher for Allowances at Foreign Posts of Duty; SF 1080, Voucher for Transfers Between Appropriations and/or Funds; SF 1081, Voucher and Schedule of Withdrawals and Credits; SF 1096, Schedule of Voucher Deductions; SF 1098, Schedule of Canceled or Undelivered Checks; SF 1113, Public Voucher for Transportation Charges; OF 1129, Cashier Reimbursement Voucher and/or Accountability Report; SF 1145, Voucher for Payment Under Federal Tort Claims Act; SF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee; SF 1156, Public Voucher for Fees and Mileage of Witness; SF 1218, Statement of Accountability (Foreign Service Account); SF 1219, Statement of Accountability; SF 1220, Statement of Transactions According to Appropriations, Funds, and Receipt Accounts; and SF 1221, Statement of Transactions According to Appropriations, Funds, and Receipt Accounts (Foreign Service Account).

Destroy 6 years and 3 months after the period of the account.

b. Memoranda or Extra Copies of Accountable Officers Returns. Files include statements of transactions and accountability, and all supporting vouchers, schedules, and related papers.

Destroy 3 years after the period of the account.

2. CIVILIAN PAY RECORDS. Records, which are subject to GAO on-site audit. (See also SSIC 7420.)

Apply SSIC 7251.1a.

SSIC 7270

RECEIPTS RECORDS

1. CASH AND CASH RECEIPTS. Records of collections and refunds maintained by disbursing officers or collections or sales agents or sales offices.

Destroy 4 years after period covered by the account.

SSIC 7280

REGIONAL CONSOLIDATION PROCEDURES RECORDS

THESE RECORDS ARE MAINTAINED IN CONNECTION WITH CONSOLIDATION PROCEDURES PERFORMED BY FLEET ACCOUNTING AND DISBURSING CENTERS OR BY HQ MARINE CORPS OR OTHER ACTIVITIES DESIGNATED TO PERFORM CONSOLIDATION FUNCTIONS.

1. STORES' RETURNS RECORDS. Returns prepared or accumulated by consolidating offices including returns, reports, supporting vouchers, tapes or listings, and other related papers.

a. Consolidated Stores Returns.

Destroy when 3 years old.

b. Store Returns Maintained by Reporting Activities.

Apply SSIC 7323.1a or b.

2. PLANT PROPERTY RETURNS.

a. Ships' Stores' and Commissary Stores' Returns.

Destroy when 3 years old.

3. ADVISORY NOTES. Notes and related papers in connection with administrative audits accumulated by such activities as DFAS and other activities concerned with administrative audits.

a. Navy Activities.

Destroy when 2 years old.

b. Marine Corps Activities.

Destroy when 3 years old.

4. ABSTRACT AND ALLOTMENT LISTINGS OF PUBLIC VOUCHERS AND LISTINGS OF EXPENDITURES. (See SSIC 7302.6 for reporting activity copies.)

a. Daily Abstracts and Listings.

Destroy when 1 year old.

b. Monthly Abstracts and Listings.

Destroy when 3 years old.

c. Reporting Activity Copies.

Apply SSIC 7302.6.

SSIC 7300-7399

APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS

SSIC 7300

GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS

THE RECORDS DESCRIBED IN THIS (7300) SERIES ARE ACCUMULATED THROUGHOUT THE DON BY ACTIVITIES AND OFFICES IN CONNECTION WITH THE FINANCIAL CONTROL OF MONIES APPROPRIATED, EXPENDED, AND COLLECTED, INCLUDING THE PERFORMANCE OF APPROPRIATION, FUND, COST, AND PROPERTY FINANCIAL ACCOUNTING FUNCTIONS.

1. GENERAL CORRESPONDENCE FILES. Records relating to appropriation, fund, cost, and property accounting. (Exclude primary program correspondence covered by SSIC 7000.1.)

Destroy when 3 years old.

2. ACCOUNTING PROCEDURES ISSUANCES. Instructions, manuals and other issuances providing guidance to naval activities concerning appropriation, fund, cost and property accounting procedures, with related background papers.

a. Record Copy of Each Issuance, with all Revisions, Updates and Changes Accumulated by ASSTSECNAV (FM&C).

Permanent. Transfer to WNRC in 2-year blocks when 1-2 years old. Offer to NARA in 10-year blocks when 20-30 years old.

b. All Other Records, Including Background Papers Accumulated by ASSTSECNAV (FM&C).

Destroy when superseded, obsolete, or no longer needed.

3. MASTER GENERAL ACCOUNTS LEDGERS. Ledgers maintained by ASSTSECNAV (FM&C) or by the Navy-wide finance network when central accounting functions for the department are performed. These ledgers show debit and credit entries and summarize DON expenditures of appropriated funds.

Destroy 6 years and 3 months after the close of fiscal year involved.

4. GENERAL ALLOTMENT LEDGERS OPERATING BUDGET OF THE OFFICE OF ASSTSECNAV (FM&C). These and other general ledgers reflecting the overall control of allotments/operating budgets. These ledgers reflect the status of obligations and allotments under each authorized appropriation.

Destroy 6 years and 3 months after the close of fiscal year involved.

5. POSTING MEDIA. Records of ASSTSECNAV (FM&C) used subsidiary to the general accounts and allotment/operating budget ledgers.

Destroy when 3 years old.

6. INTERFACING ACCOUNTING SYSTEMS. Systems at DON level which provide overall accounting for the Navy and Marine Corps not provided by component systems and segments, including data on expenditures, collections, disbursements and reimbursements, billing and collecting for sales of stock funds and material with other Defense agencies and GSA, allocates programs and changes thereto, including data in the execution of the budget.

a. Input Data Submitted to ASSTSECNAV (FM&C) from Responsible Accounting Offices.

Destroy after three or more update cycles.

b. Master or Historical File.

Destroy in accordance with instructions applicable to hard copy.

c. Output Data in Form of Reports to OSD and Treasury Department (COM or Paper).

Apply appropriate paragraphs under SSIC 7300.

d. Documentation.

Destroy in accordance with related data systems.

7. INTERFACING ACCOUNTING SYSTEMS. Systems at responsible Navy and Marine Corps organization level which provide appropriation accounting and budgeting programming and expenditure information and budget execution.

a. Input Data Submitted from Responsible Accounting Office to ASSTSECNAV (FM&C) Accounting Office.

Destroy after three or more update cycles.

b. Master or Historical File.

Destroy in accordance with instructions applicable to hard copy.

c. User-oriented Output Data and Reports to ASSTSECNAV (FM&C), (COM or Paper).

Apply appropriate paragraphs under SSIC 7300.

d. Documentation.

Destroy in accordance with related data systems.

8. INTERFACING AND ACTIVITY-UNIQUE ACCOUNTING SYSTEMS. Systems at responsible Navy and Marine Corps Headquarters level which perform major accounting and related reporting functions for Navy, i.e., Navy and Marine Corps Stock Fund consisting of accounting and reporting for Financial Inventory and Stock Fund allotments in commissary stores, ships stores, and hospitals.

a. Input Data.

Destroy after three or more update cycles.

b. Master and Historical Data.

Destroy in accordance with instructions applicable to hard copy.

c. User-oriented Output Data and Reports (COM and Paper).

Apply appropriate paragraphs under SSIC 7300.

d. Documentation.

Destroy in accordance with related data systems.

9. INTERFACING AND ACTIVITY UNIQUE ACCOUNTING SYSTEMS. Systems below responsible Navy and Marine Corps Headquarters level, which perform major accounting and related reporting functions for the Navy and Marine Corps Industrial Fund consisting of financial operations for production engineering and logistic activities, Military Sealift Command, Shipyards, Public Works Centers, Naval Aviation Depots, NAVCOMTELCOMs and NAVCOMTELSTAs and research, development, test and evaluation operations. Includes depot level maintenance cost operations and weapon systems.

a. Input Data.

Destroy after three or more update cycles.

b. Master and Historical Data.

Destroy in accordance with instructions applicable to hard copy.

c. User-oriented Output Data and Reports (COM and Paper) to OSD and Other Agencies.

Apply appropriate paragraphs under SSIC 7300.

d. Documentation.

Destroy in accordance with related data systems.

10. INTERFACING ACCOUNTING SYSTEMS. Systems below responsible ASSTSECNAV (FM&C) CMC (P&R) level for revolving trust funds, including grant aid, foreign military sales, foreign military training, transportation of material and revolving funds associated with the administration of Naval Academy midshipmen.

a. Input Data.

Destroy after three or more update cycles.

b. Master and Historical Data.

Destroy in accordance with instructions applicable to hard copy.

c. User-oriented Output Data and Reports to the Defense Security Assistance Agency (Machine-readable, COM and Paper).

Apply appropriate paragraphs under SSIC 7300.

d. Documentation.

Destroy in accordance with related data systems.

SSIC 7301

APPROPRIATION ACCOUNTING RECORDS

BUREAU AND COMMAND-TYPE APPROPRIATION ACCOUNTING RECORDS DESCRIBED IN THIS (7301) PARAGRAPH ARE ACCUMULATED BY ORGANIZATIONAL UNITS OF THE NAVY AND MARINE CORPS (AT SHORE AND DEPARTMENTAL LEVELS) TO WHICH APPROPRIATIONS OR SUBDIVISIONS THEREOF ARE ALLOCATED OR SUBALLOCATED. INCLUDED ARE BUREAU AND COMMAND-TYPE EXPENDITURE ACCOUNTING ACCUMULATED AT THE BUREAU AND COMMAND-TYPE LEVEL AND BY SHORE ACTIVITIES PERFORMING SUBALLOCATION (BUREAU AND COMMAND-TYPE) ACCOUNTING. THESE RECORDS (A) SUMMARIZE THE FINANCIAL STATUS OF ACTIVITY AND PROGRAM ALLOTMENT/OPERATING BUDGET, (B) REFLECT THE SPECIFIC SOURCE AND NATURE OF EXPENDITURES, (C) DETAIL THESE FINANCIAL TRANSACTIONS, AND (D) REFLECT IN BUREAU AND COMMAND-TYPE LEDGERS THE STATUS OF SPECIFIC BUDGET PROJECT OR ACTIVITY ALLOCATIONS.

EXCLUDED FROM THIS SERIES ARE NAVY CENTRAL APPROPRIATION ACCOUNTING RECORDS MAINTAINED BY THE OFFICE OF ASSTSECNAV (FM&C) OR THE DFAS. THE RECORDS THAT DOCUMENT NAVY'S OVERALL FISCAL AND ACCOUNTING PROCEDURES AND POLICIES AND REFLECT NAVY'S CENTRAL ACCOUNTING OPERATIONS ARE COVERED IN SSIC 7300.

1. ACTIVITY AND COMMAND-TYPE APPROPRIATION CONTROL LEDGERS. Ledgers maintained by responsible bureaus, commands, and offices for each appropriation under their financial cognizance or by shore activities responsible for suballocations.

a. Annual Appropriations.

Destroy when 4 years old.

b. Continuing Fiscal Year and Successor Appropriations.

Destroy 1 year after the account is closed out for accounting purposes.

2. BUDGET ACTIVITY CONTROL LEDGERS. Allotment, operating budget commitment, obligation, and expenditure summaries derived from the project control ledgers are posted to these activity control ledgers.

(Ledger sheets are established for each budget activity.)

Apply SSIC 7301.1a or b, whichever is applicable.

3. PROJECT CONTROL LEDGERS. Records containing data posted from detailed registers of expenditures and allotments operating budget, commitments, and obligations.

Apply SSIC 7301.1a or b, whichever is applicable.

4. GENERAL LEDGERS. Ledgers maintained for each allotment/operating budget.

Apply SSIC 7301.1a or b, whichever is applicable.

5. APPROPRIATION REPORTS. Reports on budget status (obligation basis), reports on budget execution, appropriation status by fiscal year program and subaccounts, reports on reimbursement, and similar reports.

Destroy 4 years after close of fiscal year involved.

6. FUNDS AUTHORIZATIONS. Detailed expenditure and reimbursement documents and obligation, commitment, expenditure, and reimbursement status reports prepared and/or received by bureaus, commands, and activities performing appropriation accounting functions. Include unfunded accounts receivable reports; funded accounts receivable reports; trial balance reports; reports on reimbursable orders; status of fund authorization reports, formerly allotment reports; reconciliation reports--expenditure/collections; allotment/suballotment authorizations; resource authorizations, project orders, and economy act orders and vouchers.

Destroy 1 year after completion of all budget projects under a particular budget activity.

7. MONTHLY STATEMENTS (LISTINGS). Records received from Accounting Authorization Activity (AAA) Navy Information Processing Centers include obligation and payment statements, schedules of legal obligations, summary statements of transactions by appropriation and subhead, and similar records.

Destroy 1 year after close of fiscal year in which statements are received.

8. DETAIL REGISTERS. Registers and listings reporting detailed disbursing transactions and adjustments to administering bureau, command, or activity. Include detail registers received from AAA Financial Information Processing Centers, consolidated detail registers prepared from AAA Financial Information Processing Centers, and summaries and other registers of the bureau, command-type, or activity.

Destroy when 4 years old.

9. SUMMARY REGISTERS. Registers, listings, or other records used to post to bureau appropriation control ledgers. Include such records as summary registers received from AAA Financial Information Processing Centers, consolidated summary registers prepared from AAA Financial Information Processing Centers, and summaries and other registers of responsible bureau, command-type, or activity.

Destroy when 3 years old.

10. DETAIL CARD AND TAPE RECORDS. Detailed tabulated punched card or taped (magnetic or other) records of expenditures and obligations used to support detailed registers received from AAA Financial Information Processing Centers and used to accumulate data for cost reports.

a. <u>Detail Card Records</u>. Detailed cards received from AAA Financial Information Processing Centers and summary detail cards prepared by administering bureaus, commands, or activities from AAA Financial Information Processing Centers cards and other detail cards of administering bureaus, command-type, or activities.

(1) Records whose data have been converted to punch or magnetic taped records.

Destroy after data has been transferred to tape and the resulting tapes have been balanced.

(2) All other records.

Destroy 6 months after processing.

b. <u>Detail Tapes</u>.

Destroy 6 months after processing. Destroy magnetic tapes by erasing data.

11. SUMMARY CARDS OR TAPE RECORDS. Summary tabulated punched cards or equivalent taped records of obligations and expenditures. These cards or tapes are used to support summary registers received from AAA Financial Information Processing Centers.

a. <u>Summary Cards</u>. Records received from AAA Financial Information Processing Centers, consolidated summary cards prepared by responsible bureau, command-type, or activity from Navy financial cards, and other summary cards of responsible bureau, command-type, or activity.

(1) Records whose data have been converted to punch or magnetic taped records.

Destroy after data has been transferred to tape and the resulting tape has been balanced.

(2) All other records.

Destroy when 1 year old.

b. <u>Summary Tapes</u>.

Destroy when 1 year old. Destroy magnetic tapes by erasing data.

12. TRIAL BALANCES. Copies of balances prepared monthly by bureaus and command-types after ledgers are closed and final annual trial balance submitted to the Office of ASSTSECNAV (FM&C), Central Accounting and Reporting Branch. These are used to balance bureau and command-type ledgers within each appropriation and to reconcile appropriation cash balances to master control accounts maintained by the Office of ASSTSECNAV (FM&C). (Information is also used as basis for reports required by Department of the Treasury and by administrative directives.)

a. ASSTSECNAV (FM&C) Copies.

Destroy when 4 years old.

b. All Other Copies.

Destroy when 2 years old.

13. COST ANALYSIS REPORTS. Cost data records accumulated by bureaus, commands, and activities in order to apply expenditures made from appropriated and other funds to the purpose or end use for which expended. These cost data records are accumulated from such documents as analysis of expenditures submitted by allottees, registers of public vouchers, military pay, labor, material issues, reimbursements, and miscellaneous adjustments. (Data is journalized by ASSTSECNAV (FM&C) to the master general ledger (see SSIC 7300) and used to prepare Navy's annual financial report.) Include such records as analysis of expenditures; analysis of appropriation charges (tabulated listing); analysis of appropriation reimbursements (tabulated listing); recapitulation--analysis of appropriation costs by expenditure account; recapitulation--analysis of appropriation reimbursement--by expenditure accounts; and recapitulation--analysis of appropriation statistical costs--by expenditure accounts.

Destroy 3 years after period covered.

14. INTERNAL ALLOTMENT OPERATING BUDGET ACCOUNTING RECORDS OF BUREAUS, COMMANDS, AND SHORE ACTIVITIES.

Apply SSICs 7302-7331, as appropriate.

SSIC 7302

FUND ACCOUNTING RECORDS

1. OBLIGATION DOCUMENTS. Requisitions and other documents used for obligating purposes and involved in the issue of stocks and materials and other prospective charges and related listings reflecting obligations and balances of funds.

a. Outstanding Copies. Records of requisitions and other commitment, obligation accounts receivable, and accounts payable documents.

Retain until no longer outstanding, then apply SSIC 7302.1b.

b. All Other Copies. Issue copies of material requisitions, adjustment documents, etc.

Destroy when 2 years old or 1 year after submission of final report of funds concerned, whichever is later.

2. ACCOUNT LEDGERS, JOURNALS, AND RECORDS. Ledger, journal, and record summaries of fiscal data used as posting and control media for accounting (fiscal) data.

a. Subsidiary Ledgers, Journals, and Records. Obligation, receipt, and expenditure ledgers; control ledgers; journal vouchers; reimbursable work order records; other records; and other subsidiary ledgers.

Destroy when 2 years old or 1 year after final report, whichever is later.

b. Trial Balance Ledgers. Records from which trial balances are prepared for submission to Navy finance network and bureaus, commands, and offices for posting to general ledgers.

Destroy when 2 years old or 1 year after final report, whichever is later.

c. General Accounts Ledgers. Records maintained by Navy finance network or Office of ASSTSECNAV (FM&C) (and by other activities and offices when trial balances are not submitted to Navy finance network or departmental offices).

Destroy 6 years and 3 months after the close of the fiscal year involved.

3. INSPECTION REPORTS. Accounting copies on material received.

a. Reports Used for Matching with Vouchers. Matched inspection reports filed with disbursing officer vouchers.

Destroy 2 years after payment is made.

b. Other Accounting Copies of Inspection Reports.

Destroy when 1 year old.

4. MACHINE MATCHINGS OF VOUCHERS WITH INSPECTION REPORTS. Inspection report cards or other similar records matched with vouchers.

a. Monthly Unmatched Vouchers.

Destroy when superseded.

b. All Other Vouchers.

Destroy 1 year after matching.

5. VOUCHER FILES AND RELATED TABULATED LISTINGS.

a. Navy Financial Network Copies.

Destroy when 2 years old.

b. Vouchers Used in Store Returns.

Apply SSIC 7323.2.

c. Vouchers Covering Plant Account Items.

Apply SSIC 7321.5a or b.

d. All Other Vouchers.

Destroy when 2 years old.

6. ABSTRACTS OF VOUCHERS. Abstracts received from Navy finance network.

Destroy 1 year after date of payment.

7. SUMMARIES OF INVOICES.

Destroy 1 year after all invoices are matched against summary listings.

8. UNLIQUIDATED OBLIGATION/UNDELIVERED ORDER/FUND CONTROL FILES. Work papers, such as adding machine tapes, applicable notations, and other similar papers indicating that the activity has reviewed its unliquidated obligations/undelivered orders files and other fund control files.

Destroy when reviewed by internal audit or 1 year after final report, whichever is sooner.

9. CASH TRANSACTION REPORTING RECORDS. Records maintained to report cash transactions, such as imprest funds, to disbursing and fiscal officers.

Destroy when 2 years old.

10. NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS) OPERATIONAL FUNDS RECORDS (GRS-6) *NOTE: Electronic version of records created by electronic mail or word-processing applications may be deleted when file copy is generated or when no longer needed for reference or updating.

a. NCIS Collection and Classification of Information (C&CI) Funds Files. Information on the expenditure of funds for expenses incurred in discharging assigned law enforcement and foreign counterintelligence duties not otherwise payable from DON funds. Included are vouchers, subvouchers and supporting information, records of advanced funds, voucher registers, reports, inspections, audits and other information relating to the use of C&CI funds. (GRS-6)

Destroy 6 years and 3 month after period covered by account

(1) Records of statement of agent officer's accounts and emergency/extraordinary expense expenditures held in field offices (absent any discrepancies):

Destroy 6 years and 3 month after period covered by account

(2) Records of claims for confidential funds held in field offices (absent any discrepancies):

Destroy 6 years and 3 month after period covered by account

b. NCIS Special Operations Funds (SOF). Information on the use, administration, supervision, and control of certain funds with DON appropriations reserved for intelligence and related activities as set forth in NAVCRIMININST S5240.1 (current edition), and not otherwise payable from other DON funds. Included are records of SOF accounts, transactions, appointments, inspections, audits, original supporting documents and other information relating to the use of SOF. (*See above)

Destroy after audit by Naval Audit Service or 6 years 3 months following the end of the fiscal year in which the actions occurred, whichever is first.

SSIC 7303

ALLOTMENTS AND PROJECT ORDERS RECORDS

THE RECORDS DESCRIBED IN THIS (7303) PARAGRAPH RELATE TO ALLOTMENT/OPERATING BUDGET AUTHORIZATIONS, FUNDED REIMBURSABLE ORDERS, AND OTHER EXPENDITURES/DISBURSEMENTS RECORDS USED IN ACCUMULATING EXPENDITURES/DISBURSEMENTS AND ACCOUNTING DATA. THEY COVER RECORDS ACCUMULATED IN CONNECTION WITH ALLOTMENT/OPERATING BUDGET AUTHORIZATIONS AND EXPENDITURES/DISBURSEMENTS FOR THE MAINTENANCE AND CONSTRUCTION OF FACILITIES, SHIPS, AND OF AERONAUTICAL, ASTRONAUTICAL, ORDNANCE, AND OTHER MATERIALS. (SEE ALSO SSIC 7320.)

1. ALLOTMENT/OPERATING BUDGET/PROJECT ORDER/WORK REQUEST ECONOMY ACT ORDER FILES. Authorizations, Project Orders and Work Requests (such as NAVCOMPT 2275) and related work orders or production and service orders or requests, requisitions, or other obligating documents. Include Allotment-Suballotment Authorizations (NAVCOMPT 372) and Resource Authorization/Economy Act Orders (NAVCOMPT 2168-1).

Destroy when 4 years old or 1 year after completion of project, whichever is sooner.

2. ALLOTMENT/OPERATING BUDGET AND FUND AUTHORIZATION STATUS REPORTS. Appropriation allotment/operating budget and fund authorization status reports, Project Order/Work Request Economy Act Orders status report (such as NAVCOMPT 2193), and other expenditures/disbursements and accounting reports

reflecting the status of allotments/operating budgets (other than bureau and command-type accounting appropriation reports covered in SSIC 7301 and consolidated reports accumulated by the Office of ASSTSECNAV (FM&C) and covered in SSIC 7300).

Destroy 1 year after submission of final report.

SSIC 7310

COST ACCOUNTING RECORDS

THE RECORDS IN THIS (7310) SERIES ARE CREATED OR ACCUMULATED BY DEPARTMENTAL AND SHORE ACTIVITIES FOR COST ACCOUNTING PURPOSES AND REFLECT THEIR EXPENDITURES/DISBURSEMENTS AND RECEIPTS (COLLECTIONS). THESE RECORDS DOCUMENT DIRECT AND INDIRECT COSTS INCURRED IN THE PRODUCTION, ADMINISTRATION, OR PERFORMANCE OF ACTIVITY OR PROGRAM OPERATIONS. THEY CONSIST OF ACCOUNTING LEDGERS, FORMS, AND MACHINE RECORDS (CARDS, TABULATED LISTINGS, TAPE RECORDS, ETC.) USED TO ACCUMULATE COST DATA FOR USE IN ACCOUNTING (FISCAL) REPORTS AND RETURNS. (EXCLUDE BUREAU, COMMAND-TYPE, AND SUBALLOCATION APPROPRIATION ACCOUNTING RECORDS COVERED IN SSIC 7301 AND CONSOLIDATED CONTROL ACCOUNT RECORDS OF THE OFFICE OF ASSTSECNAV (FM&C.))

1. FORMS AND COST AND OTHER RELATED REPORTS USED IN THE ACCUMULATION OF RETURN COST DATA.

Destroy 3 years after cancellation or submission of final report, whichever is applicable.

2. SUBSIDIARY BOOKKEEPING RECORDS. Journals of legal obligations/undelivered orders and payment ledgers and summary statement of transactions by appropriation and subhead.

a. Consolidating Activities Records. Records include but are not limited to Navy financial network or their equivalents.

Destroy when 3 years old.

b. Other Activities and Offices Records.

Destroy when 1 year old.

3. COST ACCOUNTING LEDGER AND RELATED FORMS.

a. Stock Class Ledgers.

Destroy when 2 years old.

b. All Other Ledgers and Related Forms.

Destroy when 1 year old.

4. JOB, LABOR, MATERIAL, AND COST DISTRIBUTION RECORDS. Job cards and labor material and cost distribution records (cards, electric accounting machine (EAM) punched cards, tapes, and other records) used for cost accounting and statistical purposes.

a. Detail Labor Material and Cost Cards.

(1) When hard stub is not used.

Destroy when 3 months old or when listings have been prepared and verified, whichever is later.

(2) When hard stub is used.

Destroy when 1 year old.

b. Summary Job and Cost Distribution Cards, Tapes, or Other Records.

(1) Standing orders.

Destroy 3 months after close of fiscal year in which orders are completed, or when summary listings have been prepared and verified, whichever is later.

(2) Other than standing orders.

Destroy 3 months after completion of job or project, or when summary listings have been prepared and verified, whichever is later.

(3) Daily labor distribution data.

Destroy 3 months after completion of project.

c. Summary Records. Labor cost, cards, tapes, or other records.

(1) Standing orders.

Destroy 3 months after end of fiscal year in which the order is completed.

(2) Other than standing orders.

Destroy 3 months after completion of project.

5. MACHINE RECORDS USED AS POSTING MEDIA. Records used for cost accounting reports data.

a. Detail Stores Returns. Returns and other detail cards and taped records.

Destroy after completion and verification of final listings or reports.

b. Summary Stores Returns. Returns and other summary cards and taped records.

Destroy after completion and verification of final listings and reports.

c. Tabulated Listings.

Destroy when 1 year old.

6. TABULATED DATA FOR SPECIAL FISCAL PURPOSES. Records such as unmatched summary invoice files and unmatched invoices from other supply officers.

Destroy 1 year after matching or other adjustments are made.

7. RECEIPT AND EXPENDITURE/DISBURSEMENT. Receipt, expenditure, and disbursement records with related requisitions and tabulated (punched) or other card or taped records. Used for cost accounting purposes and involved in the transfer of material between supply officers and in end-use expenditures.

a. Invoices and Requisitions.

(1) When used as expenditure records to end-use expenditure accounts.

Destroy when 2 years old.

(2) When used as receipt invoices.

Destroy 2 years after invoices have been matched with summaries of adjustment invoices.

(3) When used and reported as expenditures to other supply offices (end-use invoice (one copy only)).

Destroy when 2 years old.

(4) Receiving activities' summaries of invoices.

Destroy 2 years after summaries have been matched with receipt or adjustment invoices.

(5) Accounts receivable paid bills file when accounts receivable ledgers are maintained in the fiscal office.

Destroy 2 years after date of collection.

(6) All other copies.

Destroy when 1 year old.

b. Tabulated Reports or Listings. Receipts, expenditures, and other cost accounting reports.

Destroy when 3 years old.

c. EAM Tabulated (Punched) Cards. Punched cards or other mechanized source records used in connection with processing and preparing of items described in SSIC 7310.7a-b.

Destroy when superseded or obsolete.

SSIC 7312

COST CLASSIFICATIONS RECORDS

1. DETAIL RECORDS. Records of expenditures/ collections and pertinent reports maintained by offices, bureaus, and commands.

Submit to DFAS (Cleveland) for consideration and preparation of Navy-wide reports. DFAS will destroy detail records when 3 years old.

2. NAVY-WIDE REPORTS. Consolidated reports prepared by DFAS.

Destroy when 3 years old.

SSIC 7320

PROPERTY ACCOUNTING RECORDS

1. PROPERTY ACCOUNTING RECORDS INCLUDE CORRESPONDENCE, REPORTS, AND RELATED RECORDS CONCERNING THE OPERATION AND ADMINISTRATION OF PROPERTY ACCOUNTING FUNCTIONS.

a. Authorized Selling Activities.

Destroy when 5 years old.

b. All Other Activities.

Destroy when 2 years old.

SSIC 7321

PLANT PROPERTY ACCOUNTING RECORDS

1. PROPERTY RECORD CARDS. Property cards and property disposition reports, other similar reports, and related papers.

Destroy when superseded, or 2 years after property is reported, whichever is earlier.

2. CHANGE ORDERS. Property record card change orders for Class 3 property.

Destroy when 3 months old.

3. INCIDENTAL RECORDS. Files used for plant property accounting purposes.

Destroy 1 year after equipment item is removed from the plant property account of the activity.

4. PLANT ACCOUNT REPORTS. Records such as Reconciliation of Plant Account, NAVCOMPT 167, and related papers.

Destroy when 2 years old.

5. VOUCHERS. Records covering plant account items and related papers.

a. Navy Activities.

Destroy 1 year after applied to plant property record cards.

b. Marine Corps Activities.

Destroy 3 years after close of fiscal year.

6. PLANT PROPERTY RETURNS.

Apply SSIC 7330.5.

7. SURVEY RECORDS. Records used to substantiate entries to plant property accounts (exclusive of those for Class 1 and 2 property which are to be retained).

Destroy 3 years after close of fiscal year.

SSIC 7322

MINOR PROPERTY IN USE RECORDS

1. CUSTODY RECEIPTS. Receipts for issues and loaned equipment and other similar records.

Destroy when material or equipment is returned.

SSIC 7323

STORES ACCOUNTS RECORDS

THESE RECORDS ARE MAINTAINED TO PROVIDE PERSONAL ACCOUNTABILITY FOR THE RECEIPT AND CUSTODY OF EQUIPMENT AND MATERIALS AND TO PROVIDE DATA ON THE MONETARY VALUES OF MATERIALS. THEY ARE USED TO POST REPORTS AND RETURNS CONSOLIDATED BY FLEET ACCOUNTING AND DISBURSING CENTERS.

1. STORES RETURNS AND REPORTS. Records including consolidated subsistence, clothing, and related returns, ships stores and commissary store returns, other returns, and related store account papers.

a. Navy Activities.

Destroy when 3 years old.

b. Marine Corps Activities.

Destroy when 3 years old.

2. ABSTRACTED VOUCHERS, SUMMARY INVOICES, AND RECEIPT DOCUMENTS USED IN STORE RETURNS.

Place in completed file after matching. Destroy completed file when 2 years old.

3. RECEIPT AND EXPENDITURE INVOICES AND REQUISITIONS. Listings (including tape printouts thereof) used to support stores returns and involved in the transfer of material between supply officers and in end-use expenditures. (See also SSIC 7310.7.)

Destroy when 2 years old.

4. RECORDS, INCLUDING BILLING CARDS, LISTINGS, AND TAPES.

Destroy when 2 years old.

SSIC 7330

ACCOUNTING REPORTS AND RETURNS RECORDS

1. FOREIGN CURRENCY REPORTS. Reports, listings, and related correspondence submitted to the Navy and Marine Corps Finance Centers by all disbursing officers handling foreign currency in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 16. Reports required by the Department of the Treasury are prepared from these submissions.

Destroy when 6 years and 3 months old.

2. REPORTS OF DISBURSEMENT AND COLLECTIONS. Messages, listings, and related correspondence submitted to the applicable Fleet Accounting and Finance Center (FAFC) for Navy and Marine Corps Finance Center for the Marine Corps by all afloat and foreign disbursing officers in accordance with Vol. 4, Ch. 7. Reports required by ASSTSECNAV (FM&C) are prepared from these submissions.

Destroy when 2 years old.

3. LIMITED DEPOSITARY CHECKING ACCOUNTS. Accountable officer's depository checking account returns showing all transactions in the account for each month. These records are submitted to the applicable FAFC for the Navy and Marine Corps Finance Centers for the Marine Corps in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 14. The accountable officer's depository checking account returns are consolidated with disbursing officer's financial returns.

Destroy 6 years and 3 months after period covered.

4. REPORTS, LISTINGS, AND CORRESPONDENCE. Copies of consolidated reports, listings, and related correspondence submitted to the Department of the Treasury and the Office of ASSTSECNAV (FM&C).

Destroy when 3 years old.

5. PERIODIC (FINANCIAL) ACCOUNTING RETURNS. Files include financial statements, stores returns reports, reconciliations, summaries and recapitulation of receipts and expenditures, and gains and losses, which are made to the Marine Corps Finance Center or HQMC.

Destroy when 2 years old.

SSIC 7331

INDUSTRIAL ACCOUNTING REPORTS AND RETURNS RECORDS

1. RETURNS AND REPORTS. Records provided to the Fleet Accounting and Disbursing Center, HQMC, other departmental bureaus and offices, or to other cognizant higher authority, including financial statements, reconciliations, summaries, and recapitulations of receipts and expenditures, and gains and losses (receipts and issues). (Exclude records covered under SSIC 7630.1.)

Destroy when 2 years old.

2. MASTER NAVY INDUSTRIAL FUND (NIF) LEDGERS.

Cut off at end of fiscal year. Destroy 10 years after cut off.

3. COMMERCIAL CASH OPERATING BUDGETS. Quarterly or other periodic estimated cash budgets and related papers.

Destroy when 1 year old.

SSIC 7400-7499

PAY ADMINISTRATION AND PAYROLL AND LABOR ACCOUNTING RECORDS

THE RECORDS IN THIS (7400-7499) SERIES ARE ACCUMULATED BY ACTIVITIES AND OFFICES RESPONSIBLE FOR THE ADMINISTRATION OF CIVILIAN AND MILITARY PAY. THEY INCLUDE NOT ONLY PAY ADMINISTRATION RECORDS, PAYROLLS, PAYROLL AUTHORIZATIONS AND CONTROLS, AND PAYROLL ACCOUNTING RECORDS, BUT ALSO RECORDS INCIDENTAL TO THE PAYROLLING PROCESS, SUCH AS TAX WITHHOLDING RECORDS.

SSIC 7400

GENERAL PAY ADMINISTRATION AND PAYROLL AND LABOR ACCOUNTING RECORDS

1. GENERAL CORRESPONDENCE FILES. Records relating to the pay administration and payroll preparation and processing. (Exclude primary program correspondence covered by SSIC 7000.1.)

Destroy when 2 years old.

SSIC 7401

TAX WITHHOLDING RECORDS

1. EXEMPTION CERTIFICATES.

Destroy 4 years after period covered by related account.

2. STATEMENT FOR CIVILIAN AND MILITARY PERSONNEL. Reports of federal taxes withheld and related papers.

a. Records Relating to Military Personnel.

Destroy when 4 years old.

b. Records Relating to Civilian Personnel.

Destroy when 4 years old.

3. ADP WITHHOLDING TAX RECORDS AND FICA CARDS FOR RESERVE ACTIVITIES.

Destroy 3 months after preparation of W-2 forms.

SSIC 7410

CIVILIAN LABOR ACCOUNTING RECORDS

1. LABOR COST ACCOUNTING RECORDS.

Apply SSIC 7310.4.

2. CIVILIAN PAY ACCOUNTING RECORDS.

Apply SSIC 7420.

SSIC 7420

CIVILIAN PAYROLL ACCOUNTING RECORDS

THESE RECORDS ARE ACCUMULATED IN THE PERFORMANCE OF CIVILIAN PAY ADMINISTRATION AND ACCOUNTING FUNCTIONS AND ARE USED TO COLLECT PAY AND EARNINGS DATA. ANY RECORDS CREATED PRIOR TO 1 JANUARY 1921 MUST BE OFFERED TO NARA.

1. SITE-AUDITED RECORDS.

Apply SSIC 7251.1a.

2. PAYROLL CONTROL REGISTERS AND RELATED RECORDS. Payroll control records and all subsidiary (supporting) documents, including weekly and biweekly payroll work sheets or cards or rough payrolls in other forms; data processing printouts and audit trails that are used in reconciling data with payroll control records. (Exclude time cards covered in SSIC 7421.2.)

a. If On-Site Audit is Performed.

Destroy after GAO audit or when 3 years old, whichever is sooner.

b. If No On-Site Audit is Performed.

Destroy after GAO audit or when 3 years old, whichever is sooner.

3. CIVILIAN PAYROLLS. Payrolls (NAVCOMPT 485), Checklists and related Certification Sheets, such as NAVCOMPT 1128 or equivalent.

a. Accounting Copies Only.

Cut off at end of fiscal year. Transfer to NPRC (CPR), 111 Winnebago St., St. Louis, MO 63118, when 3 years old. Destroy when 10 years old.

b. Information Copies.

Destroy when 1 year old.

4. FORMS USED IN ACCUMULATING CIVILIAN PERSONNEL COST AND PAYROLL DATA. Distribution tally sheets, muster check or other process cards, payroll messages, and other related or similar papers or cards.

Destroy when 1 year old.

5. SUMMARY INDIVIDUAL EARNING RECORDS. Leave record cards and related listings and summary card records of individual leave and earnings and retirement pay (such as individual earnings and retirement deduction records); service cards, individual leave record cards, or their equivalents.

a. Individual Earning Records. Such as NAVCOMPT 485, Payroll for Personal Services.

(1) If on-site audit is performed.

Transfer 2 years after GAO on-site audit to NPRC (CPR), 111 Winnebago St., St. Louis, MO 63118. Destroy earnings records 56 years after date of last entry.

(2) If no on-site audit is performed.

Transfer to NPRC (CPR) when 3 years old. NPRC will destroy 56 years after date of last entry.

b. Leave Records.

(1) Leave record cards.

Destroy when 3 years old.

(2) SF 1150.

File original copy on right side of Official Personnel Folder (OPF). Destroy payroll copy after 3 years.

6. FORMS AND REPORTS RELATING TO DEATH OR RETIREMENT OF CIVILIAN PERSONNEL. Retirement registers and other registers or summaries of personnel actions and statements of unpaid wages. (Exclude individual retirement records, which are to be forwarded to the OPM.

a. Register of Separations and Transfers (SF 2807).

Destroy when 3 years old.

b. Other Records.

Destroy when 3 years old.

7. CIVILIAN PERSONNEL STATISTICAL REPORTS. Copies of reports (such as reports of civilian personnel on board by appropriation, etc.) relating to civilian personnel and submitted to the Office of ASSTSECNAV (FM&C) or other higher authority.

Destroy when 2 years old.

8. REPORTS OF INSURANCE DEDUCTIONS AND RELATED RECORDS.

Destroy when 6 years old.

9. INTERFACING AND ACTIVITY-UNIQUE SYSTEMS. Responsible Navy and Marine Corps systems, which provide accounting records maintenance and payroll services for Navy and Marine Corps civilian employees and contracted civilian employees, world-wide, including related savings bond accounting services.

a. Input Data.

Destroy after three or more update cycles.

b. Master and Historical Data.

Destroy in accordance with instructions applicable to hard copy.

c. User-oriented Output Data Including Reports, Payrolls and Related Output (Machine-readable, COM and Paper).

Apply appropriate paragraphs under SSIC 7300.

d. Documentation.

Destroy in accordance with related data systems.

SSIC 7421

PAY AUTHORIZATIONS AND CONTROLS RECORDS

1. PAY AUTHORIZATION RECORDS.

a. Individual Pay Authorizations. Records relating to individual pay authorizations, deductions, and adjustments for civilian employees. Include notification of personnel actions, payroll change slips, work or overtime authorizations, and other documents used in the payroll accounting process and used to support individual pay actions. (Exclude copies of these records maintained in civilian personnel offices and covered in Chapter 12 and waivers of life insurance coverage and income tax withholding receipts and statements covered in SSIC 7401.)

Destroy when 3 years old or audited by GAO, whichever is earlier.

b. Group Pay Authorization. Records relating to group pay authorizations and adjustments, including group work, additional pay, and overtime authorizations.

(1) If on-site audit is performed.

Destroy after on-site audit has been completed by GAO or when superseded, whichever is earlier.

(2) If no on-site audit is performed.

Destroy when 4 years old or superseded, whichever is earlier.

c. Levy and Garnishment Files. Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slips, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.

Destroy when 3 years old.

2. CIVILIAN EMPLOYEE TIME CARDS. Time cards, sign-in/sign-out sheets, Leave Authorizations (SF-71), and related records accumulated for accounting purposes.

Destroy when 3 years old.

3. LOCAL CONTROL RECORDS AND WORKING PAPERS.

Destroy when 3 months old.

SSIC 7430-7439

MILITARY PAYROLL ACCOUNTING RECORDS

THE RECORDS IN THIS (7430-7439) SERIES ARE RELATED TO MILITARY PAYROLL ACCOUNTING RECORDS AND INCLUDE ALLOWANCES AND ACCOUNTS RECORDS. THESE RECORDS ARE ACCUMULATED IN THE PERFORMANCE OF MILITARY PAY ADMINISTRATION AND ACCOUNTING FUNCTIONS, INCLUDING CENTRALIZED COMPUTATION, ACCOUNTING, AND REVIEW OPERATIONS PERFORMED BY DFAS, CLEVELAND, OH, AND DFAS, KANSAS CITY, MO.

SSIC 7430

1. GENERAL CORRESPONDENCE FILES. Records relating to the administration of military pay computation, accounting, and review functions. (Exclude primary program correspondence covered by SSIC 7000.1.)

Destroy when 2 years old.

2. COMPUTER MAINTAINED MASTER MILITARY PAY ACCOUNTS (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.)

a. Microform of Actions Occurring on the MMPA Produced Monthly and Consolidated Semiannually. Some actions appear on monthly MMPA histories, which do not appear on the semiannual consolidations, and some actions appear on semiannual consolidations, which do not appear on the monthly MMPA histories. (Microfiche title: MMPA HISTORY.)

(1) Original monthly microform.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 75 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

(2) Original semiannual microform.

Apply SSIC 7430.3a(1).

b. Original Microform of Changes to MMPA Caused by Member Charged with Unauthorized Absence or Receiving a Court Memorandum. (Microfiche title: 6/7 HISTORY.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

c. Microfilm (Including Cross Reference Index) of Original OCR Documents Effecting Changes to the MMPA. (Index microfilm titles: JOCR DOC DON IND, JOCR FOC SSN IND, J-PAY.)

(1) Original OCR document microform.

After verification of microform, destroy OCR documents and transfer the microfilm to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 3 months old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

(2) Original index microform.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

d. Microform List. Files include cross reference index and incorrect OCR input documents manually corrected at DFAS on a cathode ray tube (CRT) showing incorrect and correct entries. (Microfiche titles: AUDIT TRL LIST, AUD TRL INDX.)

(1) Original monthly microform list.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

(2) Original semiannual microform index.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

(3) Quarterly microform index.

Destroy when 3 months old.

e. Automated Format. Files include tabulating cards, magnetic tapes, and related data effecting changes to the MMPA submitted to DFAS by disbursing officer in lieu of OCR documents.

Destroy 30 days after data is entered in system.

f. Microform of Field Automated Data as Described in Paragraph 7430.3e. (Microfiche title: FAD.)

Transfer original microform to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

g. Non-OCR Documents Effecting Changes to the MMPA Sent to DFAS by Disbursing Officers or Originated within DFAS.

(1) Original documents.

Microfilm and destroy upon verification of microfilm.

(2) Microform.

Apply SSIC 7430.3f.

h. Personal Financial Records Containing Disbursing Officers' Copies of Leave and Earning Statements, Miscellaneous Memoranda Records, and Other Documents. Files forwarded to DFAS Cleveland or DFAS Kansas City by disbursing officers in accordance with PAYPERSMAN, NAVSO P-3050, Part 9.

(1) Navy activities.

Forward to DFAS. DFAS will destroy 90 days after separation account is in balance.

(2) Marine Corp activities.

Forward to MARCORFINCEN. MARCORFINCEN will destroy 90 days after separation account is in balance.

i. Microform of Documents and Correspondence. Files include cross reference index providing data not received on OCR documents (see SSIC 7430.3a) or by automated input (see SSIC 7430.3h) which support changes to the MMPA or which must be maintained for other legal purposes, such as disclosure accounting under the Privacy Act of 1974. (Index microfiche titles: JLPS CURRENT, JLPS HISTORY.)

(1) Original JLPS CURRENT microform.

Destroy when JLPS history is received.

(2) JLPS HISTORY microform.

Transfer to FRC when 1 year old. Destroy when 6 years and 3 months old.

j. Original Microform of Allotment Account List. (Microfiche title: ACCT LIST.)

Destroy when 6 years old.

k. Microform of Allotment Starts and Stops Produced Weekly (Microfiche title: MASTERLIST) and

Consolidated Monthly (Microfiche title: M MASTERLIST)

(1) Original monthly microform.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

(2) Original weekly microform.

Destroy when 6 months old.

l. Microform of History of Discontinued Allotments. Files produced monthly, quarterly, and consolidated annually by DFAS. (Microfiche title: HISTORY.)

(1) Annual original microform.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy 56 years after transfer.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

(2) Quarterly original microform.

Destroy when annual original microform is produced.

(3) Monthly original microform.

Destroy when quarterly microfilm is provided.

m. Microform of Machine and Typewritten Listings.

(1) Machine or typewritten listing of foreign civilian checks issued, spoiled savings bonds, blanket allotment checks issued, and checks cancelled and included as

supporting documents for financial returns.

Transfer to FRC when 1 year old. Destroy when 6 years old.

(2) Machine listing of various type blanket allotment payments produced for each blanket allotment payee and forwarded with check to blanket payee.

Transfer to FRC when 1 year old. Destroy when 6 years old.

n. Machine Listings of Various Individual and Blanket Allotment Payments. Files including copies of listing described in SSIC 7430.3m used for internal reference and control purposes.

Destroy when 1 year old or purpose is served, whichever is earlier.

o. Microform (Including Cross Reference Index) of Monthly Leave and Earnings Statements Showing Current Status of Member's MMPA. (Microform title: DATA LES and INDEX LES.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 3 months old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

p. Microform of Commanding Officer's Leave Listings Showing Authorized Leave Taken by Each Member in Commanding Officer's Unit. (Microform title: CO LEAVE LIST.)

Destroy when 1 year old.

q. Microform Pay Tables Files. Microform of current authorized military pay and allowance schedule for active duty Navy members held at the DFAS Cleveland and Marine Corps active duty members held at the DFAS Kansas City. (Original microform master.)

(1) Navy activities.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 3 months old. FRC will destroy 6 years and 3 months after period covered by the account.

3. MANUALLY MAINTAINED PAY ACCOUNTS OF ACTIVE DUTY NAVY MEMBERS. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. These records were accumulated through the management of the former manual (Navy Military Pay System) replaced by the Navy JUMPS in 1976. No further accumulation occurred subsequent to mid 1977. (See also SSIC 7430.3 for records accumulated for the JUMPS pay system.)

a. Case Jackets Containing Regularly and Intermittently Closed Military Pay Records Transferred to DFAS in Accordance with NAVSO P-3069, and Related Claims and Correspondence.

(1) Case jackets pertaining to separated, discharged, or deceased members.

(a) Records created prior to 1974.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439. Destroy 10 years after receipt.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

(b) Records created during and after 1974.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after close of calendar year in which member was separated, discharged, or deceased. Destroy 10 years after member's separation, discharge, or death, whichever is applicable.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

(2) Case jackets pertaining to members on active duty when converted to JUMPS.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 18 months after conversion of all Navy members to JUMPS. Destroy 10 years after members conversion to JUMPS.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

b. Records of Receipt and Internal Distribution of Military Pay Records.

Destroy when 2 years old.

c. Microfilm of Regularly and Intermittently Closed Military Pay Records. Files include cross reference index for pay records closed in 1976. (Index microfiche title: SERPAY INDEX.)

Transfer original microfilm to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 56 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

d. Microform Copies of Mustering Out Payment Vouchers. Mustering out pay is specifically authorized by Congress immediately following certain major conflicts such as World War II and the Korean Conflict.

Destroy when 6 years old.

e. Records of Deposits and Withdrawals to Military

Savings Deposit Program Accounts. All military savings deposit accounts, except those Missing-in-Action (MIA), were closed out in 1974 by law.

Cut-off and transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 3 years after last Vietnam era MIA account is reconciled. Destroy 6 years after cut-off.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

f. Tabulating Cards, Machine Listings of Accounts, and Correspondence Related to Periodic Reconciliation of Allotment Payments and Pay Record Checkages.

Retain until all operations for the succeeding reconciliation period are completed. Destroy records from previous reconciliation period. Destroy records of final reconciliation when 1 year old.

g. Case Jackets of Supporting Documents and Correspondence Related to Allotments Which Became Inactive Prior to 1971 Held at FRC, Mechanicsburg, PA.

Destroy immediately.

h. Microform Summary List of All Retroactive Payments Made to Active Duty Members Under Executive Order 11778 Held at FRC, Dayton, OH (Produced 1975).

Destroy when 10 years and 3 months old.

i. Microform of Executive Order 11778 Retroactive Pay Entitlement Notification Post Cards. Cards mailed to former active duty members but returned as undeliverable (produced 1975)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 3 months old. Destroy 10 years after transfer.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

j. Microform Summary List of All Retroactive Variable Reenlistment Bonus (VRB) Payments. Payments made in accordance with Supreme Court Decision 76-413 of 13 June 1977.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439. Destroy 10 years after transfer.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

k. Allotment and Family Allowance Account Files for Navy Personnel. Consolidated individual case files consisting of applications, authorizations, records of adjustments, overpayments, collections, suspensions, stoppages of payments, documentary evidence, and related papers and correspondence concerned with the individual account.

Retire to FRC 1 year after close of calendar year in which member was discharged, retired, or deceased. Destroy 6 years and three months after close.

4. PAY RELATED RECORDS FOR ACTIVE AND INACTIVE NAVAL RESERVE MEMBERS. Records containing military pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence.

a. Hard Copy Pay Records, When Produced, and Related Supporting Documentation. Items filed in individual account case jackets of members receiving Naval Reserve Drill Pay (NRDP), Naval Reserve Officers Training Corps (NROTC), Armed Forces Health Profession Scholarships Program (AFHPSP), or Active Duty for Training (ACDUTRA) payments.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after member's separation, graduation, disenrollment, or death. Destroy 6 years and 3 months after member's separation, graduation, disenrollment, or death, whichever is applicable.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

b. Reserve Unit Personnel and Performance Reports (RUPPERT) Certifying Reserve Member's Attendance at Drills. (Last produced February 1978.)

Destroy when 6 years and 3 months old.

c. Microform (Including Cross Reference Index) of Input Documents Certifying Reserve Member's Attendance at Drills Under the Reserve Field Reporting System (RESFIRST). (First produced March 1978.) (Index microform title: RESFIRST INDEX.)

(1) Document microform.

Destroy when 6 years old.

(2) Cross reference index microform.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

d. Microform of NRDP Account Pay Items for Active and Discontinued Accounts. (Microform titles: NRDP MASTER, NRDP LOSSES.)

Transfer original microfilm to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy original microfilm when 56 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO,

64131.

e. Original Documents Submitted by Member to Claim Uniform Allowances Under 37 U.S.C. 415 or 416 and Related Correspondence. These records are filed alphabetically within year of payment.

Destroy 6 years and 3 months after payment.

f. Tabulating Cards (Including Microfilm Copies) of Uniform Allowances Certified by Naval Reserve Personnel Center and Paid by DFAS Under 37 U.S.C. 415 or 416. These are prepared from uniform allowance claims submitted by naval reservists (see SSIC 7430.5e) and held at DFAS for reference and control purposes.

(1) Tabulation cards.

File in 4-year increments, then microfilm. Destroy when oldest card is 8 years old.

(2) Original microform.

Cut-off and transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy 21 years after cut-off.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

5. PAY RELATED RECORDS FOR ACTIVE AND CLOSED RETIRED/RETAINER ACCOUNTS. Files containing retired/retainer pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence.

a. Supporting Documentation Filed in Individual Case Jackets of Navy or National Oceanographic and Atmospheric Administration (NOAA) Members Receiving Retired or Retainer Pay or Veterans Administration (VA) Compensation or Case Jackets of Accounts Considered Closed (Deceased or Inactive).

(1) No annuity elected.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after final settlement. Destroy 6 years and 3 months after final settlement.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

(2) Annuity elected.

Apply SSIC 7430.7.

b. Original Microform of Active Retired/Retainer Account Pay and Related Items. (Microform title: RET PAY MASTER.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 56 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

c. Original Microform List of Special Adjustments Made to VA Compensation Accounts as a Result of Congressional Actions. (Microform title: VA MASTERBLOCK.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years and 3 months old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

d. Original Microform of Retired/Retainer Accounts Temporarily Suspended. (Microform title: SUSPENSE ROLL.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years and 3 months old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

e. Tabulating Card Index of Inactive Retired/Retainer Accounts.

Destroy 6 years and 3 months after final settlement of account.

f. Original Microform of Record of Employment Required to be Filed with DFAS.

Destroy when 20 years old.

6. PAY RELATED RECORDS FOR ACTIVE AND CLOSED RETIRED/RETAINER ANNUITY ACCOUNTS. Accounts containing annuity pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence.

a. Supporting Documentation Filed in Individual Case Jackets of Annuitants Receiving Survivor Benefit Plan (SBP), Minimum Income Widow (MIW), or Retired Serviceman's Family Protection Plan (RSFPP) Annuities or Case Jackets of Accounts Considered Closed (Deceased or Inactive).

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after final settlement. Destroy 6 years and 3 months after final settlement.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

b. Microform of Changes to Each Direct Remittance SBP Account. Changes caused by periodic percentage cost of living increases in annuities. (Microfiche title: SBP DIR REMIT.) (Original Microform.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy original microfilm when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

c. Microform List of SBP Limited Period Eligibility Notifications. Lists mailed to previously unenrolled retirees (produced September 1972) (Microform title: SBP NOTICE) held at FRC, DAYTON, OH. (Original microform.)

Destroy when 56 years old.

7. CHECKS AND ELECTRONIC FUNDS (EFT'S) ISSUED TO INDIVIDUAL AND BLANKET ALLOTTEES, ACTIVE DUTY SERVICE MEMBERS, RESERVISTS, RETIRED/RETAINER MEMBERS, AND ANNUITANTS

a. Microfilm List (Includes Cross Reference Index) of Mechanically Issued Checks and EFT's. (Microfiche titles: A CHECKS, AR CHECKS, A CHIL XREF, X CHECK, X CHK XREF, T CHECK, T CHK XREF, R CHECK, RCHK XREF, ANNUITY CHECK, ANNUITY XREF, HS CHK, HS CHK XREF, EFT HIST. (Original microfilm.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years and 3 months old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

b. Microfilm of Manually Issued Checks. (Original microfilm.)

Destroy when 6 years old.

c. Microfilm List of Checks and Bonds Returned to DFAS for Various Reasons (RCB fiche)

Apply SSIC 7430.8a.

8. MONTHLY REPORTS OF CONTINUED RETIRED/RETAINER PAY AND ANNUITANT ELIGIBILITY. These are cards submitted monthly to DFAS by certain retired members and annuitants to establish their continued eligibility to receive retired/retainer pay or annuity.

Destroy when 6 months old.

9. RECORDS OF WITHHOLDING AND REPORTING OF FEDERAL, STATE, OR LOCAL INCOME TAX FOR RECIPIENTS OF ACTIVE DUTY, RESERVE, RETIRED, RETAINER, OR ANNUITY PAYMENTS. Records consisting of quarterly and annual records (returns) to Internal Revenue Service and state or local taxing authorities of income taxes withheld, related correspondence necessary to transmit or reconcile reports, microform list of wage and tax data (IRS W-2) (Microform titles: NRDP W2-S, RET PAY W2-S), and wage and tax statements returned as undeliverable to employees.

Destroy when 4 years old.

10. RECORDS OF WITHHOLDING AND REPORTING TO SOCIAL SECURITY ADMINISTRATION (SSA) FEDERAL INSURANCE CONTRIBUTION ACT (FICA) TAXES FOR RECIPIENTS OF ACTIVE DUTY OR RESERVE MILITARY PAY.

a. Copies of Documents Accompanying Periodic Automated Reporting to SSA, Copies of Adjustment Actions, and Related Listings and Correspondence

Destroy when 4 years old.

b. Microform Listing of Periodic Automated Reports sent to SSA. (Microfiche title: FICA HISTORY.)

(1) Applicable to FICA taxes withheld on or prior to 31 December 1976.

Destroy when 80 years old.

(2) Applicable to FICA taxes withheld on or after 1 January 1977.

Destroy when 35 years old.

11. RECORDS OF COLLECTION AND TRANSMITTAL OF PREMIUMS FOR NATIONAL SERVICE LIFE INSURANCE (NSLI).

a. Machine Listings of NSLI Allotment Starts and Stops.

Destroy when 6 months old.

b. Machine Listing of All Monthly Allotments for NSLI.

Destroy when 6 months old.

c. Microform of Machine Listings Described in SSIC 7430.12a and b.

Destroy when 56 years old.

12. RECORDS OF COLLECTION AND TRANSMITTAL OF PREMIUMS FOR SERVICEMAN'S GROUP LIFE INSURANCE (SGLI).

a. Copy of Payment Voucher Accompanying Check to VA and Related Correspondence. This is a consolidated payment, which does not list each member's contribution.

Destroy 2 years after check is sent to VA.

b. SGLI Claims and Correspondence Concerning Naval Reservists in a Drill Pay or Non-Drill Pay Status.

Destroy when 6 years and 3 months old.

c. Microform of Master SGLI Account List and Microfilm of Losses to Master SGLI Account List for

Naval Reservists in a Non-drill Pay Status. (Microfilm titles: NR SGLI MASTER, NR SGLI LOSSES.) (original microfilm.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 56 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

13. RECORDS OF COLLECTION OR ATTEMPTED COLLECTION OF INDEBTEDNESS DUE TO OVERPAYMENT OF MILITARY PAY, ALLOWANCES, ALLOTMENTS, RESERVE PAY, OR RETIRED/RETAINER PAY MADE BY NAVY DISBURSING OFFICERS.

a. Inactive Member Case Jackets of Documents Initiating Indebtedness Collection Action, Correspondence, and Payment Records. Files on which further collection action has been terminated, but which are not paid in full.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after collection action is terminated. Destroy 6 years and 3 months after collection action is terminated.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

b. Inactive Member Case Jackets of Documents Initiating Indebtedness Collection Action and Member Case Jackets of Documents Initiating Indebtedness Collection Action, Correspondence, and Payment Records for Which a Request for Waiver of Indebtedness has been Filed Under Provisions of 10 U.S.C. 6161 and 10 U.S.C. 2774.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after final action (waiver determination for refund). Destroy 6 years and 3 months after final action.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

c. Microfilm List (Including Cross Reference) of Active Indebtedness Accounts Showing Actions Taken During Previous Month. (Microfiche title: A/R MASTER, A/R NAME SSN, A/R SSN NAME.)

Destroy when 6 months old.

14. RECORDS OF PAYMENT OF FEDERAL HOUSING ADMINISTRATION (FHA) MORTGAGE INSURANCE PREMIUMS FOR ACTIVE DUTY NAVY MEMBERS UNDER PL 83-560.

a. Member's Case Jackets Containing Copies of Certifications of Eligibility, Certificates of Termination, and Certifications of Continued Ownership, and Related Papers and Correspondence.

Destroy 3 years after termination of entitlement to payments.

b. Account Tabulating Card Used to Prepare Various Machine Listings of FHA Mortgage Insurance Accounts. (See also SSIC 7430.15a.)

Transfer to member's case jacket when entitlement to payment terminates.

c. ADP Machine Listings of Certifications of Continued Ownership Used for Control Purposes.

Destroy when 2 years old.

d. ADP Machine Listing of FHA Payment Starts and Stops by Month.

Destroy when 3 years old.

e. Copies of FHA Payment and Refund Vouchers. Destroy when 3 years old.

15. NAVY MILITARY PAY FINANCIAL REPORTS. Machine listing reports showing prior and projected military pay expenditures by type and associated correspondence which are provided to higher authority for budget and appropriation management (accrual accounting) purposes.

Destroy copies 4 years after transmittal of originals to higher authority.

16. ANALYSIS AND REPORTING OF DISBURSING AND ADMINISTRATIVE OFFICE ERRORS IN SUBMITTING INPUT TO THE AUTOMATED JUMPS PAY SYSTEM (FIELD ERROR ANALYSIS REPORTING SYSTEM). Files consisting of machine listing of statistics by disbursing station symbol number and unit identification code reflecting data submission errors with related correspondence.

Destroy when 1 year old.

17. MASTER FILE OF UNIT IDENTIFICATION CODES (UIC) AND DISBURSING STATION SYMBOL NUMBERS (DSSN) WITH MAILING ADDRESSES.

a. Monthly Microfilm of Activity Master File. (Microform title: AMF.)

Destroy when 1 month old.

b. Post Cards and Correspondence Effecting Changes to the Activity Master File. Files, which are submitted to DFAS by disbursing officers in accordance with PAYPERSMAN (NAVSO P-3050, Part 9).

Destroy when 1 year old.

SSIC 7500-7599

AUDITING RECORDS

SSIC 7500

GENERAL AUDITING RECORDS

RECORDS ACCUMULATED DURING THE PLANNING AND EXECUTION OF THE NAVY AUDIT PROGRAM INCLUDING AUDITS PERFORMED BY THE NAVAL AUDIT SERVICE (NAVAUDSVC), INTERNAL REVIEW STAFFS, MANPOWER AUDIT BOARDS OR AREA AUDITORS, AND RECORDS ACCUMULATED BY NAVY ACTIVITIES AS A DIRECT RESULT OF AUDIT AGENCIES EXTERNAL TO THE NAVY WILL BE HANDLED IN ACCORDANCE WITH PROVISIONS OF THIS (7500-7599) SERIES.

1. GENERAL CORRESPONDENCE FILES. Records relating to the operation and administration of audit or internal review functions. (Exclude primary program records covered in SSIC 7500.1.)

Destroy when 2 years old.

2. INTERNAL AUDIT CONTROL RECORDS. Records maintained as a control of activities or functions subject to Navy audit or review.

Destroy when superseded or cancelled.

3. INTERNAL MANAGEMENT REPORTS. Reports and files maintained for review and analysis of audit operations and for performance of audit planning.

Destroy when 2 years old or no longer needed for audit analysis or planning, whichever is earlier.

4. AUDITORS' TIME AND ASSIGNMENT RECORDS. NAVAUDSVC individuals' biweekly time records, audit assignment letters, and other related local forms.

Destroy when 2 years old.

5. AUDIT PRECEDENT FILES. Cards, indexes, or other records summarizing and/or indexing important decisions relating to contract audit or internal audit matters, such as "Unallowable Costs," "Contract Audit Decisions" briefs, and decisions of review boards, the Comptroller General of the U.S., and others.

a. Navy Activities.

Submit SF-115 following the guidelines of Part II, paragraph 4.

b. Marine Corps Activities.

Submit SF-115 following the guidelines of Part II, paragraph 4.

SSIC 7501

REVIEWS AND SURVEYS CONDUCTED BY THE GAO RECORDS

1. COPIES OF REVIEWS AND SURVEYS OF THE GAO.

a. Action Offices.

Destroy when no longer needed, incorporated into report, or terminated, whichever is earlier.

b. Information Offices.

Destroy when no longer needed.

c. ASSTSECNAV (FM&C) (FMO-31)

Incorporate into master file (7501.2C) when report is issued. If terminated, retain on board for 3 years, then destroy.

2. COPIES OF REPORTS. Reports issued as a result of survey or review, distributed to action office(s), collateral action office(s), and to other DON offices for information.

a. Action Offices.

Destroy when 3 years old.

b. Information Offices.

Destroy when no longer needed for reference.

c. ASSTSECNAV (FM&C) (FMO-31) Comprehensive Case File on Each GAO Report.

Transfer to WNRC when 3 years old. Destroy when 6 years old.

d. Draft Reports.

Destroy upon receipt of final reports.

SSIC 7502

AUDITS CONDUCTED BY THE DOD ASSISTANT INSPECTOR GENERAL (AUDIT) RECORDS

1. COPIES OF REVIEWS, SURVEYS, ANNOUNCEMENTS AND REPORTS. Files distributed to action office(s), collateral action office(s), and to other DON offices for information.

Apply SSIC 7501.

SSIC 7510-7549

INTERNAL AUDITING RECORDS

SSIC 7510

GENERAL INTERNAL AUDITING MATTERS

1. INTERNAL AUDIT.

a. General Correspondence Files. Records relating to

the implementation and operation of internal audit programs. Announcement letters, research topics, point papers, audit fact sheets, brief sheets, etc.

Destroy when 3 years old.

b. Guidance on Recruiting, Career Development, and Staff Management of Auditors.

Destroy when no longer required for reference.

2. MANAGEMENT INFORMATION SYSTEMS REPORTS. Reports generated from machine-readable information (i.e., DLSIE) systems which track all planned, ongoing, suspended, cancelled and closed audits. Also tracks the status of significant, unsolved, open and closed findings of internal audits.

a. Textual Reports.

Destroy when no longer required for reference.

b. Keyword Indices.

Destroy when no longer required for reference.

SSIC 7511

AUDIT SCHEDULES/AUDIT PLANNING

1. AUDIT SCHEDULES AND PLANNING DOCUMENTS. Audit plans and schedules produced during the audit scheduling process, as required by SECNAVINST 7510.7E.

a. Plans. This category would include documents such as the Annual Audit Plan, Internal Audit Plan, Audit Plan change form, etc.

Destroy when 3 years old or when no longer required for reference.

b. Research. Correspondence relating to audit topic research.

Destroy when 3 years old or when no longer required for reference.

c. Suggestions. Audit suggestions and requests for audits.

Destroy when 3 years old or when no longer required for reference.

SSIC 7520

INTERNAL AUDIT PROCEDURES AND POLICY

1. AUDIT PROCEDURES AND POLICY. Instructions, directives, notices, guidance letters, changes and other documents used in promulgating audit policies and procedures required to perform performance and financial audits.

Destroy when superseded or no longer required for reference.

SSIC 7540-7549

INTERNAL AUDIT REPORTS AND RECORDS

1. INTERNAL AUDIT REPORTS AND RECORDS. Reports, correspondence and working papers generated from periodic and continuous reviews of disbursing; multi-location project management; special appropriations and funds; commercial activities; morale, welfare and recreation; and audit assist efforts for other audit agencies.

a. Official Audit Reports and Files. Published Audit Reports, working papers prepared in accordance with GAO standards, correspondence, concurrences, comments, revisions, and audit follow-up correspondence, submitted to the commanding officer, the immediate supervisor in command, bureau command, or other authorities.

Permanent. Transfer to WNRC when 3 years old. Transfer to NARA in 5-year blocks when 20 years old.

b. Unofficial Reports and Audit Files Maintained by the Audit Agency. Correspondence, drafts, point papers reports, revisions, Audit Review guide, audit programs, utilization drafts, recommendations, audit follow-up, brief sheets, work papers, and reports. Classified reports, working papers, correspondence and file must be disposed of in accordance with OPNAVINST 5510.1 Series.

Destroy 3 years after audit report publication or 2 years after all recommendations are closed, whichever is later.

c. Informational Copies of Reports of Audits Performed by Other Activities or Offices and Received for Reference or Informational Purposes Only. Reports, correspondence, charts, listings, received as reference or informational material from outside activities.

Destroy when superseded or no longer required for reference, whichever is earlier.

2. OTHER AUDIT REPORTS. Files concerning other agency audit reports such as Survey and Investigations, Staff (S&IS House Appropriations Committee (HAC)), and other reports not covered in SSIC 7540.1.

Destroy 3 years after audit report publication or 2 years after all recommendations are closed, whichever is later.

3. AUDITORS' WORKING PAPERS. Papers prepared in accordance with GAO audit standards and assembled during the course of internal audits or reviews at Navy and Marine Corps activities. (These papers or other documentation prepared or accumulated to assist the auditor in evaluating fiscal operations and to support auditor's findings and recommendations as presented in formal audit reports. These papers are not normally released.)

Destroy 3 years after audit report publication or 2

years after all recommendations are closed, whichever is later.

SSIC 7549

1. MANAGEMENT CONSULTING. Reports and associated correspondence related to providing management consulting services to all levels of DON.

Destroy when 5 years old.

SSIC 7560-7599

CONTRACT AUDITING RECORDS

SSIC 7560

GENERAL CONTRACT AUDITING RECORDS

1. GENERAL CORRESPONDENCE FILES. Files, studies, and other records relating to the execution of contract audit programs. (Exclude primary program correspondence filed under SSIC 7000.1.)

Destroy when 3 years old.

2. REPORTS AND WORKING PAPERS RELATED TO SPECIAL STUDIES performed to evaluate the effectiveness of contract audit support of procurement. (Use SSIC 7000.1 for special studies accumulated by ASSTSECNAV (FM&C).

Destroy when no longer needed for reference.

3. EVALUATIONS of GAO reports and proposed responses, which involve contract audit or cost accounting practices.

Destroy report copies, evaluations, and proposed responses after all action and coordination have been completed and the documents are no longer required for reference.

4. SPECIAL CORRESPONDENCE. Correspondence with OSD, industry groups, university groups, and public accounting firms on matters affecting the pricing or costing of contracts or the auditing of costs incurred or proposed thereunder.

Destroy when no longer needed for reference.

5. CONTRACT CASE FILES MAINTAINED BY CONTRACT AUDITORS. Copies of contracts, subcontracts, and amendments and changes thereto, letters of intent, and correspondence relating directly to the contract document or to changes and amendments thereto, involving cost-type, cost-plus-fixed-fee, fixed-price incentive, and fixed-price redeterminable contracts.

Destroy 3 years after submission of contract audit closing statement.

6. PUBLIC VOUCHER FILES. Contract auditors' copies of vouchers filed by contractors and numerically thereunder by contract number.

Destroy when 3 years old.

7. VOUCHER REGISTERS. Summary records of voucher transactions used for contract audit purposes and maintained by contract auditors.

Destroy when 3 years old.

SSIC 7561

CONTRACTORS' CONTROLS AND PROCEDURES RECORDS

1. COMPANY CORRESPONDENCE FILES MAINTAINED BY CONTRACT AUDITORS. Alphabetical files of copies of correspondence with individual companies.

Destroy when 6 years old or information is no longer required for current audit purposes, whichever is later.

2. SURVEY OF CONTRACTORS INTERNAL CONTROLS AND ACCOUNTING PROCEDURES.

Destroy 2 years after submission of contract audit closing statement under the contract or when no longer required for audit purposes, whichever is later.

SSIC 7562-7577

ACCOUNTING RULINGS, PRECEDENTS, AND DECISIONS RECORDS (RESERVED)

SSIC 7580

CONTRACT AUDIT REPORTS RECORDS

1. CONTRACT AUDIT REPORTS. Reports not specifically covered elsewhere in SSICs 7560-7599. Audit reports and all documents comprising a part thereof and related correspondence and working papers. Records include such reports as contract audit closing statements, advisory accounting reports, and reports or special audits and cross servicing audit assignments.

a. Preparing Activity Copies. Copies of reports maintained by activities and offices performing the contract audit including working papers used in developing reports and other related papers and correspondence.

Destroy 2 years after submission of contract audit closing statement or advisory accounting report.

b. Official Report Maintained by Systems Commands

Destroy when 5 years old.

c. All Other Copies. Files including reference copies of reports of other activities or agencies that are received or maintained for information or reference purposes only.

Destroy when superseded or no longer needed for

reference, whichever is earlier.

2. CONTRACT AUDIT WORKING PAPERS.

a. Working Papers Prepared in Conjunction with Audit Reports.

Dispose of at the same time and in the same manner as related contracts.

b. Working Papers and Reference Material Pertaining to a Specific Contractor.

Destroy when superseded or obsolete (e.g., company becomes defunct, contractor's controls and systems are revised or superseded, or contractor no longer performs contracts for the federal government).

SSIC 7581-7584

PRE-AWARD SURVEY RECORDS (RESERVED)

SSIC 7585

GENERAL ACCOUNTING OFFICE REPORTS RECORDS.

1. GAO REPORTS. (See also SSIC 7501.)

Destroy 10 years after the close of the fiscal year involved.

SSIC 7590

CONTRACT AUDIT COST PRINCIPLES RECORDS

1. GENERAL CORRESPONDENCE. Records related to amortization and depreciation, research and development expenses, retirement and profit-sharing plans, premium pay, state and local taxes, and rental expenses. (Exclude primary program correspondence filed under SSIC 7000.1.)

Destroy when 3 years old.

SSIC 7600-7699

INDUSTRIAL FUND FINANCING RECORDS

SSIC 7600

GENERAL INDUSTRIAL FUND FINANCING RECORDS

THESE RECORDS ARE ACCUMULATED BY INDUSTRIAL OR COMMERCIAL-TYPE ACTIVITIES, INCLUDING THE GUARANTEED LOAN FUND, SPECIFICALLY DESIGNATED BY SECNAV AS AN INDUSTRIAL FUNDED ACTIVITY SUBJECT TO SITE AUDIT BY THE GAO. THE RECORDS ARE ACCUMULATED BY THESE ACTIVITIES IN CONNECTION WITH THEIR UTILIZATION OF FUNDS IN PAYMENT FOR COSTS OR SERVICES, REPAIR, MANUFACTURE, ETC., ORIGINAL DISBURSEMENT RECORDS ARE RETAINED AT THE SITE OF OPERATIONS WHERE THEY ARE SITE AUDITED BY GAO. THE ORIGINAL RETURNS ARE HELD ON BOARD LONG ENOUGH TO SATISFY NAVY AND MARINE CORPS ADMINISTRATIVE NEEDS AND THE AUDIT REQUIREMENTS OF GAO. SPECIAL INSTRUCTIONS FOR THESE ORIGINAL DISBURSING RECORDS OF INDUSTRIAL FUNDED ACTIVITIES ARE CONTAINED IN SSIC 7251. IN ADDITION, CHARTERS, COMMERCIAL BUDGETS, AND OTHER FINANCIAL RECORDS PECULIAR TO INDUSTRIAL FUNDED ACTIVITIES ARE LISTED IN THIS (7600-7699) SERIES. APPLY PERTINENT SUBJECT MATTER PROVISIONS THROUGHOUT THIS MANUAL TO OTHER RECORDS OF INDUSTRIAL ACTIVITIES.

1. GENERAL CORRESPONDENCE FILES. Records relating to the internal administration, and operation of industrial or commercial fund financing operations. (Exclude primary program correspondence filed under 7000.1.)

Destroy 3 years following close of the fiscal year involved.

SSIC 7610

CHARTERS RECORDS

1. CHARTERS OF NAVAL INDUSTRIAL FUND OR COMMERCIAL-TYPE ACTIVITIES.

a. Master Charters Maintained at Departmental or Command Levels and Related Papers.

Permanent. Transfer to FRC when activity is disestablished or industrial financing is withdrawn. Offer to NARA when 20 years old or upon disestablishment, whichever is later.

b. Industrial Activities Official File Copies.

Destroy when activity is disestablished.

c. Other Copies.

Destroy when superseded, cancelled, or when purpose is served, whichever is earlier.

SSIC 7620

CASH ALLOCATIONS RECORDS

1. CASH ALLOCATION RECORDS. Letters of allocation and related files.

Destroy 3 years following close of the fiscal year involved.

SSIC 7630

FINANCIAL CONDITION RECORDS

1. PERIODIC FINANCIAL STATEMENT OF NAVY INDUSTRIAL FUND OR COMMERCIAL-TYPE

ACTIVITIES.

a. Periodic Statements Received by ASSTSECNAV (FM&C).

(1) Annual statements.

Permanent. Transfer to WNRC 3 years after close of fiscal year involved. Offer to NARA in 10-year blocks when 20-30 years old.

(2) All others.

Destroy when 6 years and 3 months old.

b. Statement Received and/or Prepared by Departments, Bureaus, and Offices or Other Cognizant Activities for Submission to ASSTSECNAV (FM&C)

Destroy when 4 years old.

c. Copies Maintained by Other Submitting Activities.

Destroy when 2 years old.

2. COMMERCIAL CASH BUDGETS, OPERATING AND ESTIMATED, TOGETHER WITH BACK-UP REPORTS AND DATA.

Destroy 1 year after close of fiscal year covered.

SSIC 7640

INCOME AND EXPENSE RECORDS

1. GENERAL LEDGERS OF NAVAL INDUSTRIAL FUND ACTIVITIES. Summary records of activity's financial transactions (manual or mechanized).

Destroy 10 years after close of fiscal year involved, as provided in SSIC 7331.2.

2. SUBSIDIARY ACCOUNTING LEDGERS. Accounting ledger records subsidiary to and used as control and posting media to the general ledger. These consist of such documents as cash receipt and disbursement ledgers, issue and turn-in ledgers, voucher registers, journal vouchers, materials on order ledgers, etc.

Destroy 4 years after close of fiscal year involved.

3. ORIGINAL NAVAL INDUSTRIAL FUND DISBURSING RETURNS.

Destroy 6 years and 3 months after the period of the return.

4. OTHER INCOME AND EXPENDITURE RECORDS.

Apply provision for similar non-industrial fund financial management records throughout this chapter.

SSIC 7650

DEFENSE BUSINESS OPERATIONS FUND (DBOF) (FORMERLY NAVY AND MARINE CORPS INDUSTRIAL FUND) RECORD (NAVCOMPT MANUAL, VOLUME 5)

1. MASTER FILE. Master file consisting of one copy with changes and revisions.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20-25 years old in 5 year blocks.

2. OTHER COPIES.

Destroy when superseded, cancelled, or no longer needed for operating or reference purposes, whichever is earlier.

SSIC 7670

WORKING CAPITAL FUND REGULATIONS RECORDS

1. CORRESPONDENCE RELATED TO CHANGES, REVISIONS, AND CLARIFICATION OF NAVCOMPT MANUAL, VOL. 5

Destroy when 3 years old.

SSIC 7700-7799

PROGRESS AND STATISTICAL REPORTING RECORDS

SSIC 7700

GENERAL PROGRESS AND STATISTICAL REPORTING PROGRAM

1. STATISTICAL DATA FILES. Data systems created by DON in response to report requirements by DOD and other Federal government agencies. Data collected at ASSTSECNAV (FM&C) CMC (P&R) for further dissemination on subjects such as status of reserve components, active duty military personnel casualties, personnel distributions, financial and budget data, payroll outlays, RDT&E activities and the International Balance of Payments and Flow of Gold.

a. Guidance Documents Received from OSD Specifying Policies and Procedures to be Followed in the Preparation and Submission of Reports.

Destroy 6 months after superseded, or no longer needed.

b. Input Data from Navy and Marine Corps Components.

Destroy after third update cycle.

c. Master and Historical Data Files.

Submit SF 115.

(1) RDT&E.

Submit SF 115.

(2) Military personnel data.

Submit SF 115.

(3) Status of reserves components data.

Submit SF 115.

(4) International Balance of Payments data.

Submit SF 115.

(5) Flow of Gold data.

Submit SF 115.

(6) Civilian personnel data.

Destroy 6 months after superseded, obsolete or no longer needed.

(7) Payroll outlay data.

Destroy 6 months after superseded, obsolete or no longer needed.

(8) Financial and budget data.

Destroy 6 months after superseded, obsolete or no longer needed.

(9) All other data.

Submit SF 115.

d. Output Reports to DOD and Other Federal Government Agencies.

Apply appropriate paragraphs for applicable hard copy.

e. Documentation.

Destroy in accordance with related data systems.

SSIC 7710

POLICIES RECORDS

Apply SSICs 7000 and 7700.

SSIC 7720

PROCEDURES RECORDS

Apply SSIC 7700.

SSIC 7800-7899

CONTRACT AND SPECIAL FINANCING RECORDS

SSIC 7800

GENERAL CONTRACT AND SPECIAL FINANCING RECORDS

1. CONTRACTORS' PAYROLL FILES. Construction contracts submitted in accordance with Labor Department regulations with related certifications, anti-kickback affidavits, and other related papers.

Destroy 3 years after date of completion of contract or until contract performance is subject to enforcement action, whichever is later.

SSIC 7900-7999

EEO RESOURCES MANAGEMENT RECORDS (RESERVED)

CHAPTER 8

ORDNANCE MATERIAL RECORDS

SSIC 8000-8999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO THE DESIGN, DEVELOPMENT, PRODUCTION, AND READINESS OF ALL TYPES OF ORDNANCE MATERIAL AND FUNCTIONS. THEY ARE ACCUMULATED BY ANY SHORE ACTIVITY OR DEPARTMENTAL OFFICE CONCERNED WITH ORDNANCE-RELATED FUNCTIONS INVOLVING ANY TYPE OF WEAPON SYSTEM USED BY THE NAVAL FORCES. RECORDS RELATING TO RESEARCH AND DEVELOPMENT ARE COVERED IN CHAPTER 3. RECORDS RELATING TO MAINTENANCE AND OTHER LOGISTICAL MATTERS ARE COVERED IN CHAPTER 4.

SSIC 8000-8199

GENERAL ORDNANCE MATERIAL AMMUNITION AND EXPLOSIVES RECORDS

SSIC 8000

GENERAL ORDNANCE MATERIAL RECORDS

1. PRIMARY PROGRAM RECORDS.

a. Chief of Naval Operations (CNO), Commandant of Marine Corps (CMC) and Commander, Naval Sea Systems Command (COMNAVSEASYSCOM) Headquarters. Files and records, documenting the development and accomplishment of policies, plans, and programs and procedures for naval ordnance in the performance of the assigned mission of the command to provide material support to meet the needs of the Department of the Navy (DON), other military departments and defense agencies within the assigned "material support" responsibility of the command.

Permanent. Transfer to Washington National Records Center (WNRC) when 4 years old, except Marine Corps activities will transfer to WNRC when 5 years old. Offer to National Archives and Records Administration (NARA) when 20 years old.

b. Navy Shore Activities Assigned Responsibility for Naval Ordnance. Files and records documenting the organization of the activity, overall development and accomplishment of significant plans and policies concerning naval ordnance of continuing, long term, historical, scientific, legal or administrative value.

Permanent. Transfer to nearest Federal Records Center (FRC) when 4 years old. Offer to NARA when 20 years old.

2. GENERAL RECORDS.

a. Files of Naval Ordnance Activities. (Exclusive of CNO, CMC, and COMNAVSEASYSCOM Headquarters and Navy shore activities assigned responsibility for naval ordnance). Files and records documenting the organization of the activity and overall development and accomplishment of plans, studies and projects and essential transactions of the activity.

Transfer to nearest FRC when 2 years old. Destroy when 6 years old.

b. Internal Ordnance Functions Records. Routine internal operations concerning administration of ordnance functions at COMNAVSEASYSCOM Headquarters and shore activities.

Retain on board. Destroy when 2 years old.

3. DUPLICATE RECORDS. Records Duplicated in Other Files. Files and records that are duplicated or summarized in records described above.

Retain on board. Destroy when 2 years old.

4. UNIDENTIFIED RECORDS. Records relating to Navy ordnance that are not described in this chapter.

Disposition not authorized. Submit an SF 115 following the guidelines in Part II, para. 4.

5. ORDNANCE DESIGN AND MATERIAL. Life Cycle Engineering and Management and Fleet Support Records. Files and records at COMNAVSEASYSCOM Headquarters documenting the direction, control, and decisions in the planning, programming, budgeting, development, acquisition, maintenance, engineering, logistic support, material management and disposal of assigned systems and equipment in support of ordnance acquisition, fleet modernization and fleet material support. Exclude records maintained by the project manager and filed under SSIC 8000.la.

Transfer to WNRC when 2 years old. Destroy when 10 years old.

6. ORDNANCE TECHNICAL INSTRUCTIONS. Documents that contain descriptions and instructions for installation and alignment, operation, maintenance, and overhaul of weapon systems and equipment.

a. Ordnance Pamphlets (OPs) and Ordnance Data (ODs).

(1) Record copy, paper, no silver film exists, held by COMNAVSEASYSCOM Central Technical Manual Management Activity, and Naval Sea Data Support Activity, Naval Ship Missile Systems Engineering Station, Port Hueneme, CA, and published after January 1967. (Documents published prior to January 1967 are already at WNRC.)

Permanent. Transfer to WNRC when obsolete or no longer needed for reference. Offer to NARA when 20

years old.

(2) Record copy, microfilm, silver film and one copy, held by COMNAVSEASYSCOM Central Technical Manual Management Activity, and Naval Sea Data Support Activity, Naval Ship Missile Systems Engineering Station, Port Hueneme, CA.

Permanent. Transfer to WNRC immediately after filming and verification of microfilm. Offer to NARA when 20 years old.

(3) Record copy, paper has been filmed.

Destroy when film is verified.

(4) All other copies, paper, including copies for which silver film exists and all other film copies.

Retain on board. Destroy when no longer needed for reference.

b. Special Weapons Ordnance Publications (SWOPs)

(1) All series, except 6 and 8. Publications relate to handling, maintenance, testing, storage and transportation of nuclear weapons.

(a) Record copy at Naval Surface Warfare Center Indian Head Division Detachment, McAlester, OK.

Permanent. Transfer to WNRC when obsolete or no longer needed for reference. Offer to NARA 10 years after transfer to WNRC.

(b) All other copies at any activity.

Retain on board. Destroy when no longer needed for reference.

(2) Series 6, explosive disposal rendering safe procedures (nuclear weapons), and Series 8, explosive ordnance disposal weapons trainer rebuild procedures (nuclear weapons).

(a) Record copy at Naval Explosive Ordnance Disposal Technology Division, Indian Head, MD.

Permanent. Transfer to WNRC when obsolete or when no longer needed for reference. Offer to NARA 10 years after transfer.

(b) All other copies at any activity.

Retain on board. Destroy when no longer needed for reference.

7. ORDNANCE REPORTS AND RELATED PAPERS. Copies of reports submitted to COMNAVSEASYCOM Headquarters or higher authority and not covered elsewhere in this chapter. These records are accumulated by preparing activities such as weapons testing facilities and fleet units.

Destroy when 2 years old.

8. DESIGN, DEVELOPMENT, TESTING, AND EVALUATION FOR NEW DESIGNS AND CONVERSIONS OF AIR, SURFACE, AND UNDERSEA WARFARE SYSTEMS. Component systems, equipment, and materials and high energy lasers which have a mission to destroy targets.

a. Documentation of the Design and Development of New and Improved Products from Concept Formulation Through Full Scale Production and Delivery to the Fleet. Documentation includes development concept paper, support of system, plan for program, logistics objectives, plans, performance parameters, areas of risk, alternatives, Defense Acquisition Review Council (DSARC) submissions and approvals, estimate of costs, life cycle costs, potential benefits, fiscal guidance, and review confirming need for system.

(1) Office of the COMNAVSEASYSCOM project manager for designated projects, the acquisition management office for non-designated projects, and technical manager.

(a) Cognizance transferred.

Transfer to new cognizant office.

(b) Cognizant office.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.

(2) Other offices and activities.

Destroy when 2 years old or no longer needed for reference, whichever is earlier.

b. Documentation of Project Scheduling, Progress Reporting and Contract Administration. Records include intensive management, technical direction, engineering, control, and life cycle management. Documents include work tasks, schedules, cost reports, progress reports, and contract administration documents other than those, which belong in the official contract file. (These files are located in the office of the project manager for the designated project and the acquisition management office for designated project.) These records relate to individual milestones or tasks within a project.

(1) Cognizance transferred.

Transfer to new cognizant office.

(2) Cognizant office.

Destroy when superseded or no longer needed for reference.

9. IN-SERVICE SYSTEMS MAINTENANCE RECORDS. Documentation of maintenance engineering

and maintenance management at the organizational, intermediate, and depot levels, material management, and logistics support plans.

a. Office of Equipment Maintenance Manager.

Transfer to nearest FRC when 2 years old. Destroy when 20 years old.

b. Activity Designated as the Maintenance Engineering Agent.

Transfer to nearest FRC when 4 years old. Destroy when 20 years old.

10. SPECIFICATIONS FOR ORDNANCE EQUIPMENT. Records such as history (case) files for ordnance specifications; weapon specifications; and military specifications, standards, and handbooks for ordnance equipment consisting of copy of the specification and pertinent back-up documentation.

a. Paper Copies.

(1) Record copy, no silver film copies exist, at Naval Surface Warfare Center, Indian Head, MD.

Permanent. Transfer to WNRC when canceled. Offer to NARA when 20 years old.

(2) Record copy, when filmed.

Destroy after film has been verified.

(3) All other copies.

Retain on board. Destroy when no longer needed for reference.

b. Film.

(1) Silver halide film and one copy at Naval Surface Warfare Center, Indian Head, MD.

Permanent. Transfer to WNRC immediately after filming and verification of film. Offer to NARA when 20 years old.

(2) All other copies.

Retain on board. Destroy when no longer needed for reference.

11. ORDNANCE EQUIPMENT HISTORY. Cards or other records recording the history of the piece of equipment located at the custodial activity.

Retain on board. Destroy after equipment is disposed of.

12. ORDNANCE EQUIPMENT ENGINEERING PLANS AND DRAWINGS FOR ALL ORDNANCE, WEAPONS, AND MATERIAL. Records relating to conventional ordnance, missiles, underwater ordnance, ordnance tools, spare parts, etc.

a. Originals on Linen, Mylar, or Similar Medium.

(1) Design agent for the equipment (no silver film exists).

Permanent. Transfer to WNRC when equipment or system is removed from the active fleet. Forward copy of transmittal to Naval Surface Warfare Center Ordnance Station, Louisville, KY. Offer to NARA when 30 years old.

(a) Equipment sold.

Transfer one set of copies with equipment.

(2) Filmed, film copy verified.

(a) Originals show complete gun mount, gun director, or rocket projector.

Permanent. Transfer to WNRC when equipment or system is removed from the active fleet. Forward copy of transmittal to Naval Surface Warfare Center Ordnance Station, Louisville, KY. Offer to NARA when 30 years old.

(b) All other original drawings such as small parts or subassemblies.

Retain on board. Destroy when equipment or system is removed from active fleet and original is no longer needed.

b. Film Copies at Design Agent.

(1) Record copy, silver film, and one copy.

Permanent. Transfer to WNRC immediately after filming and verification. Offer to NARA when 30 years old.

(2) Other copies.

Retain on board. Destroy when equipment is removed from active fleet.

(3) Equipment sold.

Transfer one set of copies with equipment or material.

c. All Other Copies, Any Medium, Located at Navy Inventory Control Point (NAVICP), Mechanicsburg, PA and Other Activities.

Retain on board. Destroy when no longer needed for reference.

13. TECHNICAL REPORT FILES PREPARED IN CONNECTION WITH A PROJECT OR TASK. These reports summarize the progress, findings, and conclusions

reached relative to specific projects. They may clarify and supplement information contained in work laboratory notebooks and other source data.

a. Record Copy (maintained by Project Manager).

Transfer to WNRC when 4 years old. Destroy when 20 years old.

b. All Other Copies.

Retain on board. Destroy when no longer needed for reference.

14. COMMANDING OFFICER'S NARRATIVE REPORTS. Evaluation by commanding officers of the missile systems and other weapon systems including system problems or operational experience.

a. Record Copy at Naval Surface Warfare Center, Port Hueneme, CA.

Transfer to nearest FRC when 5 years old. Destroy when 12 years old.

b. All Other Copies at all Other Activities.

Retain on board. Destroy when no longer needed for reference.

15. PHOTOMICROGRAPHS OF METALS USED IN MANUFACTURE OF NAVAL NUCLEAR WEAPONS AND MATERIALS.

a. Record Copy at Naval Ordnance Activities.

Transfer to WNRC when 4 years old. Destroy when 50 years old.

b. All other copies.

Retain on board. Destroy when no longer needed for reference.

SSIC 8010

AMMUNITION AND EXPLOSIVES RECORDS

1. ACTIONS OF NAVY MEMBER ON THE COORDINATION OF THE CONVENTIONAL AMMUNITION LOGISTICS PROGRAMS AND ACTIVITIES BOARD.

a. Documentation of Board Decisions and Recommendations Including Background Information on Conventional Ammunition, Ammunition Production Base, and Ammunition Storage and Distribution Facilities.

(1) Record copy at the office of the ammunition commander.

Permanent. Transfer to nearest FRC when 4 years old. Offer to NARA when 30 years old.

(2) All other copies.

Retain on board. Destroy when superseded or no longer needed for reference.

b. Reports, Catalogues, Plans, Etc.

Retain on board. Destroy when superseded or no longer needed for reference.

2. SMOKELESS POWDER (SPDN) AND FLASHLESS POWER (SPDF). The propellants used in gun ammunition. Each lot of powder is sampled, tested, and evaluated against predetermined standards for performance to determine if the powder meets the required performance specifications.

a. Test and Evaluation Reports Describing how the Powder Performed Against the Prescribed Standards.

(1) Record copy at test activity.

Transfer to nearest FRC when no longer needed for reference. Destroy when 20 years old.

(2) All other copies.

Retain on board. Destroy when no longer needed for reference.

b. Summary Reports Summarizing Test Results on Various Lots of Powder at Naval Surface Warfare Center, Indian Head, MD

Transfer to WNRC when no longer needed for reference. Destroy when 20 years old.

3. CONVENTIONAL AMMUNITION INTEGRATED MANAGEMENT SYSTEM (CAIMS). An automated system for the inventory management of the Department of Navy expendable non-nuclear ordnance. It provides a single ammunition data base, which enables logistics and operational managers to obtain current status of ammunition requirements, assets, production and repair, expenditures, costs, and technical inventory management data. CAIMS provides on line/real time data base update capability in support of total Department of the Navy non-nuclear ordnance management. Data base is maintained at NAVICP Mechanicsburg, PA.

a. Master File and Historical Data Tapes.

Retain on board. Destroy after third system backup.

b. Input Data Tapes and Paper Record.

Retain on board. Destroy when no longer required.

c. Output Data and Reports-Computer and Paper.

Retain on board. Destroy when no longer required

for reference.

d. Systems Documentation to Include Description of Data Elements, File Layout, Code Books, and Operator and User Manuals.

Retain on board. Destroy when superseded or no longer needed for reference.

4. NAVAL ORDNANCE MANAGEMENT INFORMATION SYSTEM (NOMIS). NOMIS provides automated management support to the five Naval Weapons Stations (Seal Beach, CA; Yorktown, VA; Earle, NJ; Charleston, SC; and Concord, CA;). The Weapons Stations provide explosive ordnance manufacture, storage, maintenance, and supply support to the fleet. The automated system encompasses ammunition distribution and control, project planning, financial, supply, payroll, personnel, and transportation functions necessary in the operation of ordnance activities.

a. Master File and Historical Data Tapes.

Retain on board. Destroy after third system backup.

b. Input Data Tapes and Paper Record.

Retain on board. Destroy when no longer required.

c. Output Data and Reports-COM and Paper.

Retain on board. Destroy when no longer required for reference.

d. Systems Documentation to Include Description of Data Elements, File Layout, Code Books, and Operator and User Manuals.

Retain on board. Destroy when superseded or no longer needed for reference.

SSIC 8011

ALLOWANCE RECORDS

1. ALLOWANCE RECORDS. Files include allowances for ammunition and explosives by activity type and other listing of allowances.

Retain on board. Destroy when superseded, canceled, or no longer needed for reference.

SSIC 8012

DISTRIBUTION AND ISSUE RECORDS

1. DISTRIBUTION AND ISSUE RECORDS. Files include records documenting distribution of ammunition and explosives and actual issues made to ships and activities.

Destroy when 3 years old.

SSIC 8013

FLEET RETURN AMMUNITION RECORDS

1. FLEET RETURN AMMUNITION RECORDS. Files document ammunition and explosives returned by ships to ammunition depots and naval magazines.

Destroy when 3 years old.

SSIC 8014

MAINTENANCE AND REWORK/RENOVATION RECORDS

1. MAINTENANCE AND REWORK/RENOVATION RECORDS. Files document maintenance and renovation of ammunition and explosives.

Destroy when 3 years old.

SSIC 8015

AMMUNITION STOCK RECORDING SYSTEMS RECORDS

1. AMMUNITION STOCK RECORDING SYSTEMS. Files document ammunition and explosives receipts and issues identified by lot number and other means. (N1-NU-87-4)

a. Marine Corps activities:

Retain onboard. Destroy when 3 years old

b. All other activities:

Retain on board. Destroy when 2 years old.

SSIC 8020-8026

AMMUNITION AND EXPLOSIVES SAFETY RECORDS

RELATED RECORDS UNDER SSIC 8021 - PACKAGING AND CARLOADING, SSIC 8022 - CARGO SHIP LOADING, SSIC 8023 - HANDLING AND TRANSPORTATION, SSIC 8024 - STOWAGE, SSIC 8025 - CASUALTIES AND MALFUNCTIONS, AND SSIC 8026 - DISPOSITION OF AMMUNITION, SHOULD BE RETIRED TO FRC UNDER SSIC 8020 AND THE APPROPRIATE SUBCATEGORY NOTED BELOW.

SSIC 8020

AMMUNITION AND EXPLOSIVES SAFETY RECORDS

1. GENERAL CORRESPONDENCE. Correspondence not covered elsewhere in this paragraph on matters related to the safety program maintained at COMNAVSEASYSCOM Headquarters and shore

activities. (Exclude primary program correspondence filed under SSIC 8000.la.)

Destroy when 3 years old.

2. DATA ON WEAPON SYSTEMS RELATED TO EXPLOSIVE SAFETY (DESCRIPTION, SAFETY, AND ENVIRONMENTAL TEST AND EVALUATION) UPON WHICH EXPLOSIVES SAFETY DECISIONS ARE MADE IN WEAPON SYSTEM DEVELOPMENT FROM CONCEPT THROUGH DEVELOPMENT, PRODUCTION, AND APPROVAL FOR SERVICE USE.

a. Record Copy Located at Office of Weapon System Explosives Safety Review Board.

Transfer to nearest FRC when 4 years old. Destroy when 20 years old.

b. All Other Copies at Any Activity.

Retain on board. Destroy when no longer needed for reference.

3. DEPARTMENT OF DEFENSE EXPLOSIVE SAFETY BOARD REPORTS AND RELATED PAPERS PERTAINING TO INSPECTIONS TO DETERMINE THE SAFETY OF AMMUNITION STORAGE AND STORAGE FACILITIES.

a. COMNAVSEASYSCOM Headquarters.

Transfer to WNRC when 3 years old. Destroy when 20 years old.

b. Other Naval Activities.

Retain on board. Destroy after two subsequent reports have been prepared and submitted to COMNAVSEASYSCOM.

4. MAGAZINE TEMPERATURE RECORD LOGS OR OTHER SIMILAR RECORDS, INCLUDING DAILY RECORDS.

Destroy when 1 year old.

5. OCCUPATIONAL VISION TESTS INCLUDING VISION PERFORMANCE PROFILES OF EMPLOYEES.
Retain on board. Destroy after transfer or separation of the employee.

6. PACKAGING, HANDLING, STOWAGE, LOADING, AND TRANSPORTABILITY MANAGEMENT OF DEPARTMENT OF DEFENSE WEAPONS, AMMUNITION, AND EXPLOSIVES.

a. Documentation of Design, Development and Machines, packaging, handling, Stowage, and Transport Equipment Including Specialized Handling Equipment and Shipping Containers for Weapons, Weapon Systems, Ammunition, and Explosives.

(1) Office of the project manager.

Transfer to WNRC when 4 years old. Destroy when 20 years old.

(2) Office of the design agent.

Transfer to nearest FRC when 4 years old. Destroy when 20 years old.

(3) All other copies at all other activities.

Retain on board. Destroy when no longer needed for reference.

b. Documentation on Transportation Hazard Class (Military, Coast Guard, and Department of Transportation) of Specific Naval Ammunition and Explosives Relative to Handling, Stowage, and Transportation by Naval Ships, Activities, and Commercial Carriers. Information on capability and performance of specific commercial carriers and activities relative to transportation of ammunition and explosive materials including accident/incident reports, Inspector General inspection reports, Department of Transportation exemptions, and other supporting documents.

Destroy when 3 years old.

SSIC 8027

EXPLOSIVE ORDNANCE DISPOSAL (EOD) RECORDS

1. THE DETECTION, IDENTIFICATION, FIELD EVALUATION, RENDERING SAFE, RECOVERY, EVACUATION, AND FINAL DISPOSAL OF EXPLOSIVE ORDNANCE WHICH HAS BEEN FIRED, DROPPED, LAUNCHED, PROJECTED, OR PLACED IN SUCH A MANNER AS TO CONSTITUTE A HAZARD TO OPERATIONS, INSTALLATIONS, PERSONNEL, OR MATERIAL. Records pertaining to disposal of items deemed hazardous or unserviceable by damage or deterioration when the disposal of such items is beyond the capabilities of personnel normally assigned the responsibility for routine disposition (COMNAVSEASYSCOM Headquarters and field activities).

Destroy when 3 years old.

SSIC 8028

TRANSPORTATION RECORDS

1. TRANSPORTATION RECORDS. Files include general correspondence concerning transportation of ammunition and explosives. They may include information concerning specific shipment, carriers, etc.

Destroy when 3 years old.

SSIC 8030-8039

GUN AMMUNITION RECORDS

RELATED RECORDS UNDER SSIC 8031 - 20MM AND 40MM GUN AMMUNITION, SSIC 8032 - 3 INCH AND 76MM GUN AMMUNITION, SSIC 8033 - 5 INCH AND 127MM GUN AMMUNITION, SSIC 8034 - 6 INCH AND LARGER GUN AMMUNITION, SSIC 8035 - SALUTING GUN AMMUNITION, SSIC 8036 - LINE THROWING GUN AMMUNITION, SSIC 8037 - AIRCRAFT GUN AMMUNITION, AND SSIC 8039 - GUIDED PROJECTILES SHOULD BE RETIRED TO NEAREST FRC UNDER SSIC 8030 AND THE APPROPRIATE SUBCATEGORY LISTED BELOW.

SSIC 8030

GUN AMMUNITION RECORDS

1. AMMUNITION FOR ALL NAVAL GUNS. Records relate to saluting guns, line-throwing guns, aircraft guns, all types of rockets, pyrotechnics, demolition material, and bombs.

a. Technical Information on Distribution and Issue, Maintenance and Rework, Renovation, Stock Recording Systems, Safety Restrictions, Suspensions, Casualties, Malfunctions, Handling, Stowage, Transportation, Material Planning Studies, Stratification, Guns/Mounts Studies, Ship and Force Levels, Drawings and Plans, and Detailed Engineering Data.

(1) Office of system managers and technical managers.

Transfer to FRC when 4 years old. Destroy when 20 years old.

(2) Shore activities designated as the various engineering agents.

Transfer to FRC when 4 years old. Destroy when 20 years old.

(3) Other naval activities.

Destroy when 2 years old.

b. Configuration Status of Ammunition Throughout the Life Cycle of Ammunition. Files include waivers, deviations, letters, and messages concerning the ammunition.

(1) 35mm film at Naval Ammunition Production Engineering Center, Naval Weapons Support Activity, Crane, IN.

Transfer to nearest FRC after ammunition stock is expended. Destroy 10 years after transfer.

(2) Paper copies at Naval Ammunition Production Engineering Center, Naval Weapons Support Activity, Crane, IN.

Destroy after film has been verified.

(3) All other paper and film copies at any activity.

Destroy when 2 years old.

SSIC 8040-8043

ROCKET RECORDS

RELATED RECORDS UNDER SSIC 8041 - SURFACE ROCKETS, SSIC 8042 - AIRCRAFT ROCKETS, AND 8043 - GROUND ROCKETS SHOULD BE RETIRED TO FRC UNDER SSIC 8040.

SSIC 8040

1. SURFACE, AIRCRAFT AND GROUND ROCKET RECORDS. Files relate to information on distribution and issue, maintenance and rework, renovation, stock recording systems, safety restrictions, suspensions casualties, malfunctions, handling, stowage, transportation, material planning studies, drawings, plans and detailed engineering data.

Transfer to FRC when 2 years old. Destroy when 10 years old.

SSIC 8050-8054

PYROTECHNICS RECORDS

RELATED RECORDS UNDER SSIC 8051 - SURFACE PYROTECHNICS, SSIC 8052 IGNITERS, SSIC 8053 - SUBSURFACE PYROTECHNICS, AND SSIC 8054 - GROUND PYROTECHNICS SHOULD BE RETIRED TO FRC UNDER SSIC 8050.

SSIC 8050

PYROTECHNICS RECORDS

1. TEST RECORDS. Records include laboratory reports and related data cards.

Retain on board. Destroy 2 years after item is declared obsolete.

SSIC 8060-8061

DEMOLITION MATERIAL RECORDS

RELATED RECORDS UNDER SSIC 8061 - AMPHIBIOUS AND UNDERWATER DEMOLITION SHOULD BE RETIRED TO FRC UNDER SSIC 8060.

SSIC 8060

DEMOLITION MATERIAL RECORDS

1. DEMOLITION MATERIAL RECORDS. Files include reports, correspondence, and studies relating to the manufacture, tactical use, and safety procedures for

underwater demolition explosive devices and components. Exclude primary program correspondence filed under 8000.l.

Transfer to FRC when 4 years old. Destroy when 10 years old.

SSIC 8070-8073

NUCLEAR, BIOLOGICAL, AND CHEMICAL (NBC) WARFARE MATERIAL RECORDS

RELATED RECORDS UNDER SSIC 8071 - NUCLEAR WARFARE MATERIAL, SSIC 8072 - BIOLOGICAL WARFARE MATERIAL, AND SSIC 8073 - CHEMICAL WARFARE MATERIAL SHOULD BE RETIRED TO FRC UNDER SSIC 8070.

SSIC 8070

NBC WARFARE MATERIAL RECORDS

1. OFFENSIVE AND DEFENSIVE CHEMICAL WEAPONS, MAJOR ASSEMBLIES, COMPONENTS, AND EQUIPMENT INCLUDING PERSONNEL PROTECTIVE CLOTHING AND EQUIPMENT, DETECTORS, DECONTAMINENTS, COLLECTIVE PROTECTIVE SYSTEMS (CITADES), IMMUNIZATION AND PROPHYLAXIS.

a. Primary Program Records. Files include program correspondence, reports, studies and evaluations maintained by the COMNAVSEASYSCOM project manager and related to the development and accomplishment of policies, plans and procedures for nuclear, biological, and chemical weapons and weapon systems.

Permanent. Transfer to FRC when 4 years old. Offer to NARA when 20 years old.

b. Training Records. Files maintained by formal NBC training schools and records of training exercises conducted by fleet and activities.

Destroy when 2 years old.

c. General Correspondence Files. Files include NBC-related correspondence, instructions, notices, equipment records, reports, and results of periodic inspections. Exclude primary program records filed under SSIC 8070.la.

Destroy when 2 years old.

SSIC 8080-8085

ARTILLERY (GENERAL) RECORDS

RELATED RECORDS UNDER SSIC 8081 - TOWED ARTILLERY, SSIC 8082 - SELF PROPELLED ARTILLERY, SSIC 8083 - ROCKET ARTILLERY, SSIC 8084 CANNONS, AND SSIC 8085 - ARTILLERY FIRE CONTROL AND OPTICS SHOULD BE RETIRED TO FRC UNDER SSIC 8080.

SSIC 8080

GENERAL ARTILLERY RECORDS

1. PRIMARY PROGRAM RECORDS. Files, forms, and reports relating to the development and execution of plans, programs, policies, and procedures relating to Marine Corps (MARCORPS) artillery and maintained at Headquarters, U.S. Marine Corps.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.

2. GENERAL FILES. Files, forms, reports, technical manuals and instructions required for the routine administration of the various MARCORPS artillery programs. Files are maintained at 2nd echelon and below.

Destroy when 2 years old.

SSIC 8090-8095

LAND TYPE AND MARCORPS AMMUNITION RECORDS

RELATED RECORDS UNDER SSIC 8091 - SMALL ARMS AMMUNITION, SSIC 8092 - LAND MINES, SSIC 8093 - GRENADES, AND SSIC 8095 - MORTARS SHOULD BE RETIRED TO FRC UNDER SSIC 8090.

SSIC 8090

LAND TYPE AND MARINE CORPS AMMUNITION RECORDS

1. PRIMARY PROGRAM RECORDS. Files, forms, and reports documenting the development, establishment, and implementation of plans, policies, and procedures relating to MARCORPS ground type, small arms, land mines, grenades, and mortar ammunition programs. These records include, but are not limited to, rework or maintenance programs, requests, special standard operating procedures, allowances, malfunctions, etc. These records are maintained only at Headquarters, U.S. Marine Corps.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.

2. GENERAL FILES. Files, forms, and reports relating to the routine administration of MARCORPS ground type, small arms, land mines, grenades, mortar, and artillery type ammunition. Files are maintained by second echelon and below.

Destroy when 2 years old.

SSIC 8110

NUCLEAR ORDNANCE/SPECIAL WEAPONS SAFETY RECORDS

THE RECORDS DESCRIBED IN THIS SERIES RELATE TO NUCLEAR ORDNANCE/SPECIAL WEAPONS SAFETY FOR NUCLEAR ORDNANCE TYPE FUNCTIONS AND MATERIALS. THESE RECORDS ARE ACCUMULATED BY ORDNANCE ACTIVITIES AND OFFICES AND BY INTERNAL UNITS OR DEPARTMENTS, ACTIVITIES, OR OFFICES THAT ARE CONCERNED WITH NUCLEAR ORDNANCE TYPE FUNCTIONS AND MATERIALS DURING DEVELOPMENT, MANUFACTURE, STORAGE, AND USE OF NUCLEAR ORDNANCE/SPECIAL WEAPONS FOR ALL NAVAL FORCES.

1. PRIMARY PROGRAM RECORDS.

a. Primary Program Correspondence Files and Other Records of the CNO. Files that document the establishment, development, and accomplishment of policies, plans, and programs for Navy nuclear ordnance/special weapons safety.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.

b. Primary Program Correspondence Files of Project Managers and Offices. Files (centralized and decentralized) that document the organizational history and the overall development and accomplishment of essential and significant transactions, plans, special programs, studies, or projects that deal with nuclear ordnance/special weapons safety.

Permanent. Transfer to nearest FRC when 4 years old. Offer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Files of ordnance activities and offices or other organizational units performing nuclear/special weapons safety functions. (Other than those covered in para. 8100.l.)

Destroy when 2 years old.

3. NUCLEAR ORDNANCE/SPECIAL WEAPONS SAFETY TECHNICAL INSTRUCTIONS. Files include instructions notices, bulletins, advisories and technical manuals relating to nuclear weapons safety and security. Exclude record copy of SWOPs filed under SSIC 8000.6b.

Retain on board. Destroy when canceled, superseded or no longer required.

4. DESIGN, DEVELOPMENT, TESTING, AND EVALUATION FOR NEW SAFETY DESIGNS AND SAFETY CONVERSIONS TO NUCLEAR ORDNANCE/SPECIAL WEAPONS.

a. Documentation of the Design and Development of New and Improved Products for Nuclear Ordnance/Special Weapon Safety from Concept Formulation Through Full Scale Production and Delivery to the Fleet. Documentation includes development concept paper, support to system, plan for program, logistics objectives, plans, performance parameters, areas of risk, alternatives, Defense Systems Acquisitions Review Council submissions and approvals, estimates of cost, life cycle costs, potential benefits, fiscal guidance, and review confirming need for system. (These files are maintained at the office of the project manager for the designated project, the acquisition management office for non-designated projects, and technical manager.)

(1) Cognizance transferred.

Transfer to new office.

(2) Cognizant office.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 30 years old.

b. Documentation of Project Scheduling, Progress Reporting and Contract Administration. Records include intensive management, technical direction, engineering and control, and life cycle management. Documents include work tasks, schedules, cost estimates, procurement requests, control and planning documents, test reports, progress reports, and contract administration documents other than those which belong in the official contract file. (These files are located in the office of the project manager and the technical manager and relate to tasks and sub-items within a project.)

Retain on board. Destroy when superseded or no longer needed for reference.

5. IN-SERVICE SYSTEMS DESCRIBED ABOVE.

a. Documentation of Maintenance Engineering and Maintenance Management at the Organizational, Intermediate, and Depot Levels, Material Management, and Logistic Support Plans. (These files are located at the office of equipment maintenance manager.)

Transfer to nearest FRC when 4 years old. Destroy when 10 years old.

b. Files at the Activity Designated as the Maintenance Engineering Agent.

Transfer to nearest FRC when 4 years old. Destroy when 20 years old.

6. ORDNANCE SPECIFICATION RECORDS. Records such as case files of ordnance specifications. (These files are located at the custodian activity.)

Permanent. Transfer to WNRC when canceled. Offer to NARA when 20 years old.

7. NUCLEAR ORDNANCE SPECIAL WEAPONS

SAFETY EQUIPMENT HISTORY. Cards or other records recording the history of the piece of equipment located at the custodian activity.

Retain on board. Destroy 2 years after equipment is removed from inventory.

8. PLANS AND DRAWINGS. Ordnance equipment engineering plans and drawings for all nuclear ordnance/special weapons and safety devices and materials. Exclude safety-related weapons components. This item pertains to slings, straps, restraining devices, shipping containers, and similar handling equipment.

a. Originals on Linen, Mylar, or Other Material, Aperture Cards.

(1) Design agent is transferred.

Transfer to new agent.

(2) All other cases.

Retain on board. Transfer to nearest FRC when equipment or system is removed from the active fleet. Destroy when 10 years old.

b. All Other Paper and Film Copies.

(1) Equipment is disposed of by sale or transfer.

Transfer plans to new owner.

(2) All other cases.

Retain on board. Destroy when obsolete or no longer needed for reference.

9. SAFETY REPORTS. Nuclear weapons safety reports including semi-annual reporting summaries, responses to unsatisfactory equipment reports, and safety study scheduling.

Retain on board. Destroy when 5 years old.

SSIC 8120

GENERAL NUCLEAR WEAPONS RECORDS. Files include nuclear weapon policy and guidance distributed to fleet units, general correspondence with fleet units, field activity and administration, and inter-Service reports.

Retain on board. Destroy when 5 years old.

SSIC 8121

NUCLEAR WEAPONS STORAGE RECORDS. Files include nuclear weapon storage correspondence including technical criteria, Navy-Department of Energy technical data and site requirements.

Transfer to nearest FRC when 4 years old. Destroy when 10 years old.

SSIC 8122

NUCLEAR WEAPONS MAINTENANCE RECORDS. General correspondence relating to nuclear weapons maintenance management and workload coordination, includes financial data, publication updates and reviews. Transfer to nearest FRC when 4 years old. Destroy when 10 years old.

SSIC 8123

NUCLEAR WEAPONS READINESS AND TRAINING RECORDS. Files consist of schedules, class rosters, grade reports and correspondence relating to students and prospective students in nuclear weapons technical training schools, correspondence scheduling, nuclear weapons inspections at field units and correspondence relating to nuclear weapons handling exercises and drills. Transfer to nearest FRC when 4 years old. Destroy when 10 years old.

SSIC 8124

NUCLEAR WEAPONS LOGISTICS RECORDS. Nuclear weapons integrated logistics support correspondence including evaluation exercise reports.

Transfer to nearest FRC when 5 years old. Destroy when 10 years old.

SSIC 8125

NUCLEAR WEAPONS PLANNING RECORDS. Files include milestone reporting correspondence, consolidated program schedules, and plans of action relating to nuclear weapons and manufacture and rework.

Transfer to nearest FRC when 4 years old. Destroy when 10 years old.

SSIC 8126

NUCLEAR WEAPONS SECURITY RECORDS. Files include general correspondence post orders, watch assignment bills and emergency action plans relating to the physical security of nuclear weapons afloat and ashore.

Retain on board. Destroy when 3 years old.

SSIC 8127

NUCLEAR WEAPONS OPERATIONS RECORDS. Records relating to the physical movement of nuclear weapons between manufacturing activities, stockpile sites, and operational fleet and shore units. Files include bills of lading and other shipping and convoy documents.

Retain on board. Destroy when 3 years old.

SSIC 8128

NUCLEAR WEAPONS RADIOLOGICAL CONTROLS RECORDS

1. NUCLEAR WEAPONS RADIOLOGICAL CONTROLS RECORDS. Correspondence and reports concerning all radiological aspects of nuclear weapons including shielding, dosimetry, material handling, personnel administration, training, radiation monitoring, and waste disposal. Records also include policy, management plans, and procedures for nuclear weapons radiological control.

a. COMNAVSEASYCOM Headquarters.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 30 years old.

b. Activities Handling Nuclear Weapons.

Retain on board. Destroy when no longer needed for reference.

c. All Other Naval Activities.

Retain on board. Destroy when no longer needed for reference.

SSIC 8140-8149

DIRECTED ENERGY WEAPONS RECORDS

RELATED RECORDS UNDER SSIC 8141 - HIGH ENERGY LASER, SSIC 8142 - CHARGED PARTICLE BEAM, SSIC 8143 - HIGH POWER MICROWAVE, SSIC 8144 - FREE ELECTRON LASER, SSIC 8145 - PULSED POWER, SSIC 8146 - DEW ANTI-STEALTH, SSIC 8147 - ELECTROMAGNETIC LAUNCHERS, AND SSIC 8148 - STRATEGIC DEFENSE INITIATIVE (SDI) LETHALITY AND TARGET HARDNESS (LTH) SHOULD BE RETIRED TO FRC UNDER SSIC 8140.

SSIC 8140

DIRECTED ENERGY WEAPONS RECORDS

l. PRIMARY PROGRAM RECORDS. Files that document the development, test, production, installation, support, and training for naval applications of directed energy weapons. Records contain functional statements and define operating philosophies. Includes correspondence, reports, plans, studies, data, and other records maintained by the program manager.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.

2. GENERAL RECORDS. Plans, policies, and procedures relating to the tactical use of directed energy weapons issued by Fleet, Force, and lower echelon operational commanders.

Retain on board. Destroy when canceled, superseded or no longer required.

SSIC 8150

BOMBS RECORDS. Files include information on distribution and issue, maintenance and rework, renovation, stock recording systems, safety restrictions, suspensions, casualties, malfunctions, handling, stowage, transportation, material planning studies, drawings, plans and detailed engineering data.

Transfer to nearest FRC when 4 years old. Destroy when 10 years old.

SSIC 8200

GENERAL FIRE CONTROL AND OPTICS RECORDS

1. PRIMARY PROGRAM RECORDS. Files containing memos, reports, studies, and fleet requirements that document the development of gunfire control systems, guided missile fire control systems, target designation systems, underwater fire control systems, rocket fire control systems, and associated components of the weapons battery control system. These records are maintained only by the COMNAVSEASYSCOM project managers.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.

2. GENERAL RECORDS. Plans, policies, and procedures relating to the tactical use of fire control systems issued by Fleet, Force, and lower echelon operational commanders.

Retain on board. Destroy when canceled, superseded or no longer required.

3. GENERAL TECHNICAL RECORDS. Files relating to the manufacture, testing, delivery, and installation of fire control systems that are maintained by shore establishment activities and contractors.

Transfer to nearest FRC when 4 years old. Destroy when 10 years old.

SSIC 8205

STABLE ELEMENT RECORDS. Files relating to the installation, modification, maintenance, and repair of the Mark l stable element or other gyroscopic devices to compensate for the roll, pitch or yawl of the ship or other weapons platform.

Retain on board. Destroy when 3 years old.

SSIC 8210

OPTICS AND VISUAL EQUIPMENT. Files relating to the installation, modification, maintenance, and repair of fire control optics, including gun sights, night vision equipment, and optical range finders.

Retain on board. Destroy when 3 years old.

SSIC 8220

GUN FIRE CONTROL SYSTEMS

l. MAINTENANCE RECORDS. Files documenting the routine maintenance of gunfire control systems and associated components of such radars, directors, computers, range keepers, gun sights, and conversion devices. Records contain Current Ships Maintenance Projects (CSMP) cards, Maintenance, Material Management (3M SYSTEM) records, Ordnance Alteration (ORDALT) and Electronic Field Change records, and logs of daily transmission checks.

Retain on board. Destroy when 3 years old.

2. OPERATING LOGS. Files contain the record of systems operating hours and all gun firing exercise reports including ballistic computation sheets and battery alignment records.

Retain on board. Destroy when 3 years old.

SSIC 8230

TARGET DESIGNATION SYSTEMS. Files relating to the installation, modification, maintenance, repair, and operation of shipboard, aircraft, and land-based target designation systems.

Retain on board. Destroy when 3 years old.

SSIC 8240

DIRECTED ENERGY WEAPONS FIRE CONTROL SYSTEMS. Files relating to the installation, modification, maintenance, repair, and operation of fire control systems for directed energy weapons such as high energy lasers, charged particle beams, high power microwaves, free electron lasers, and pulsed power systems.

Retain on board. Destroy when 3 years old.

SSIC 8250

ROCKET FIRE CONTROL. Files relating to the installation, modification, maintenance, repair, and operation of fire control systems for rocket weapons.

Retain on board. Destroy when 3 years old.

SSIC 8260

GUIDED MISSILE FIRE CONTROL SYSTEMS

l. MAINTENANCE RECORDS. Files documenting the routine maintenance of guided missile fire control systems and associated components such as radars, directors, computers, and conversion devices. Files include 3M System records and log books, records of ORDALT and Electronic Field Changes, and records of daily transmission checks.

Retain on board. Destroy when 3 years old.

2. OPERATING RECORDS. Files containing the record of system operating hours, firing and non-firing missile exercises and target acquisition drills, and missile battery alignment records.

Retain on board. Destroy when 3 years old.

SSIC 8280

UNDERWATER FIRE CONTROL RECORDS

l. MAINTENANCE RECORDS. Files documenting the routine maintenance of surface ship and submarine underwater fire control systems and associated components such as sonars, hydrophones, computers, and conversion devices. Files include 3M System records and log books, records of ORDALT and Electronic Field Changes, and records of daily transmission checks.

Retain on board. Destroy when 3 years old.

2. OPERATING RECORDS. Files containing the record of system operating hours, firing and non-firing exercise reports and underwater ordnance battery alignment records.

Retain on board. Destroy when 3 years old.

SSIC 8290

FIRE CONTROL SWITCHBOARDS. Wiring diagrams, 3M System records, and daily transmission check records for fire control switchboards located in main and secondary battery plotting rooms.

Retain on board. Destroy when 3 years old.

SSIC 8300-8399

GUNS AND MOUNTS RECORDS

RELATED RECORDS UNDER SSIC 83l0 - 3 INCH GUNS, SSIC 83ll - 3 INCH/50 CALIBER, SSIC 83l2 - 3 INCH/70 CALIBER, SSIC 83l3 - 76MM/62 CALIBER, SSIC 8320 - 5 INCH GUNS AND GUN MOUNTS, SSIC 8321 - 5 INCH/25 CALIBER, SSIC 8322 - 5 INCH/38 CALIBER, SSIC 8323 - 5 INCH/54 CALIBER, SSIC 8330 - 6 INCH AND LARGER GUNS AND GUN MOUNTS, SSIC 833l - 6 INCH/ 47 CALIBER, SSIC 8332 - 8 INCH/55 CALIBER, SSIC 8333 - l2 INCH/50 CALIBER, SSIC 8334 - l4 INCH/50 CALIBER, SSIC 8335 - l6 INCH/45 AND l6 INCH/50 CALIBER, SSIC 8350 - LINE-THROWING GUNS, SSIC 8360 - MACHINE GUNS (SURFACE), SSIC 836l - 30 CALIBER AND 50 CALIBER, SSIC 8362 - 20MM, SSIC 8363 - 40MM, AND SSIC 8365 - 20MM SURFACE-TO-AIR AUTOMATIC SHOULD BE RETIRED TO THE NEAREST FRC UNDER SSIC 8300.

SSIC 8300

GENERAL GUNS AND MOUNTS RECORDS

1. GUNS AND MOUNTS HISTORY, MASTER GUN AND/OR MOUNT LIFE HISTORY RECORD CARDS, GUN MANUFACTURING CARDS, OR OTHER SIMILAR RECORDS. These are accumulated primarily by ordnance production activities.

Retain on board. Destroy when equipment is disposed of by sale, loss, or scrapping.

2. ORDNANCE ACTIVITIES REPORTS OF ACCEPTANCE AND REJECTION OF GUN BARRELS, GUNS, MOUNTS, ETC.

Destroy when 3 years old.

3. GUN MANUFACTURING RECORDS. Files consisting of data on gun barrel, gun yoke, gun housing, breech block, and breech plugs. Records include gaging instructions and miscellaneous data, forging production information and test results, gage measurements, swage autofrettage information, star-gauge measurements and other information as directed by COMNAVSEASYSCOM. (Arranged by serial number of the gun.)

a. Master Copy Located at the Naval Surface Warfare Center Ordnance Station, Louisville, KY.

Retain on board. Destroy upon receipt of regunning request, notification of disposal of the gun, or when 75 years old, whichever is earlier.

b. All Other Copies at Any Activity.

Retain on board. Destroy when no longer needed for reference.

c. Gun Transferred to Another Activity.

Transfer with the gun.

SSIC 8340

CLOSE-IN WEAPON SYSTEMS RECORDS

1. PRIMARY PROGRAM RECORDS. Files containing memos, reports, studies that document the development and operation of the Close-In Weapon System. These records are maintained by the Naval Sea Systems Command, Close-In Weapon Systems Program Office

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.

2. GENERAL RECORDS. Plans, policies, and procedures relating to internal organization of the Program Office.

Retain on board. Destroy when cancelled, superseded or no longer required.

3. GENERAL TECHNICAL RECORDS. Files relating to the manufacture, testing, delivery, and installation of the Close-In Weapon System, that are maintained by the Program Office, field activities, and contractors.

Retire to nearest FRC when 4 years old. Destroy when 10 years old.

SSIC 8370

SMALL ARMS AND LANDING FORCE EQUIPMENT RECORDS

l. SMALL ARMS AND WEAPONS INTEGRATED MANAGEMENT SYSTEM (SAWIMS). A data management system providing for the worldwide control of all Navy, MARCORPS, and Coast Guard small arms at the serial number level. In addition to maintaining the current inventory of Navy, MARCORPS and Coast Guard small arms weapons, the system provides the project manager with weapons requirements through the allowance lists of all activities. Data concerning spare parts usage, and service and training ammunition expenditures are provided to the project manager so that procurement actions, ammunition manufacturing requirements, and repair facilities workloads may be initiated or adjusted in a timely manner. The data base, containing approximately l.5 million records with a projected 5 percent annual growth rate, is maintained at the Naval Weapons Support Center, Crane, IN.

a. Master File and Historical Data Tapes.

Retain on board. Destroy after third system backup.

b. Input Data Tapes and Paper Record.

Retain on board. Destroy when no longer required.

c. Output Data and Reports-Computer and Paper.

Retain on board. Destroy when no longer required for reference.

d. System Documentation to Include Description of Data Elements, File Layout, Code Books, and Operator and User Manuals.

Retain on board. Destroy when superseded or no longer needed for reference.

2. SMALL ARMS AND WEAPONS CUSTODY CARDS OR OTHER RECORDS IDENTIFYING THE SMALL ARMS, CUSTODIAN, LOCATION, AND RELATED INFORMATION. These files are maintained by the controlling activity.

Retain on board. Destroy 1 year after item is returned, expended, or no longer needed for reference.

3. SMALL ARMS AND WEAPONS INVENTORY AND MANAGEMENT. Routine inventory reports, receipt, turn-in, and survey files.

a. Preparing Activity.

Retain on board. Destroy when 10 years old.

b. Naval Weapons Support Activity, Crane, IN.

(1) Paper copies.

Retain on board. Destroy after microfilming and microfilm has been verified for accuracy.

(2) Film copies.

Retain on board. Destroy when no longer needed for reference.

4. NAVY SMALL ARMS REGISTRY FILE. A small arms and weapons management data file of all small arms issued to Navy activities. Data elements include weapon description, serial number, activity to which issued, and date. The records of small arms reported missing, lost, stolen, captured, or destroyed along with the reported circumstances is maintained in an inactive weapons section of the data base. Data base is maintained at the Naval Weapons Support Activity, Crane, IN.

a. Master File and Historical Data Tapes.

Retain on board. Destroy after third system backup.

b. Input Data Tapes and Paper Record.

Retain on board. Destroy when no longer required.

c. Output Data and Reports-Computer and Paper.

Retain on board. Destroy when no longer required for reference.

d. System Documentation to Include Description of Data Elements, File Layout, Code Books, and Operator and User Manuals.

Retain on board. Destroy when superseded or no longer needed for reference.

5. MARCORPS SMALL ARMS REGISTRY FILE. A small arms and weapons management data file of all small arms issued to MARCORPS activities. Data elements include weapon description, serial number, activity to which issued, and date. The record of small arms reported missing, lost, stolen, captured, or destroyed along with the reported circumstances is maintained in an inactive weapons section of the data base. Data base is maintained at Naval Weapons Support Activity, Crane, IN.

a. Master File and Historical Data Tapes.

Retain on board. Destroy after third system backup.

b. Input Data Tapes and Paper Record.

Retain on board. Destroy when no longer required.

c. Output Data and Reports-COM and Paper.

Retain on board. Destroy when no longer required for reference.

d. System Documentation to Include Description of Data Elements, File Layout, Code Books, and Operator and User Manuals.

Retain on board. Destroy when superseded or no longer needed for reference.

6. INVENTORIES AT HOLDING ACTIVITIES.

Retain on board. Destroy when superseded or no longer needed for reference, whichever is earlier.

SSIC 8373

SPECIAL RIFLE TEAM EQUIPMENT RECORDS. Files include records of ordering, receipt, issue, modification, and survey of special protective clothing, equipment, and supplies such as targets, frames, gun sights, tripods, etc., that are used by inter and intra service competitive rifle teams. Included are special records of rounds fired from each weapon, team member scores, and modifications to weapons and gun sights.

Retain on board. Destroy when 3 years old.

SSIC 8380-8383

AIRBORNE GUNS, LAUNCHERS, AND RACKS RECORDS

RELATED RECORDS UNDER SSIC 8381 - GUNS, SSIC 8382 - BOMB RACKS, AND SSIC 8383 - ROCKET RACKS AND LAUNCHERS SHOULD BE RETIRED TO FRC UNDER SSIC 8380.

SSIC 8380

AIRBORNE GUNS, LAUNCHERS AND RACKS. Files include instructions, procedures, and correspondence relating to the operation and maintenance of aircraft gun systems, release racks for free fall bombs and guided bombs, launchers for aircraft rockets and related aircraft armament equipment. Exclude primary program records filed under SSIC 8000.l.

Retain on board. Destroy when canceled, superseded, or no longer required.

SSIC 8390-8397

MISSILE LAUNCHERS AND PROJECTORS RECORDS

RELATED RECORDS UNDER SSIC 8391 - AIR AND SURFACE LAUNCHERS, SSIC 8392 - DEPTH CHARGE RELEASE TRACKS, SSIC 8393 - ROCKET LAUNCHERS, SSIC 8394 - GUIDED MISSILE LAUNCHERS, SSIC 8395 - TORPEDO TUBES AND SSIC 8397 - OTHER LAUNCHERS SHOULD BE

RETIRED TO FRC UNDER SSIC 8390.

SSIC 8390

MISSILE LAUNCHERS AND PROJECTORS RECORDS. Files include instructions, procedures and correspondence relating to the operation and maintenance of missile launchers and projectors for antisubmarine warfare weapons. Exclude primary program records filed under SSIC 8000.1

Retain on board. Destroy when canceled, superseded or no longer required.

SSIC 8410-8415

LANDING VEHICLE, TRACKED (LVT) RECORDS

RELATED RECORDS UNDER SSIC 8411 - PERSONNEL AND CARGO CARRIERS, SSIC 8412 - COMMAND VEHICLES, SSIC 8413 - ASSAULT GUN VEHICLES, SSIC 8414 - ENGINEER VEHICLE AND SSIC 8415 - AMPHIBIOUS RECOVERY VEHICLES SHOULD BE RETIRED TO FRC UNDER SSIC 8410.

SSIC 8410

ASSAULT AMPHIBIAN VEHICLE (AAV) RECORDS

1. PRIMARY PROGRAM RECORDS/FILES, AND REPORTS DOCUMENTING PLANS, POLICIES, AND PROCEDURES. Files relating to MARCORPS landing vehicles. These records document the development and execution of plans, policies, and procedures relating to personnel, weapons and cargo carriers and LVT recovery vehicles. These records are maintained at Headquarters, U.S. Marine Corps.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE. Files relating to MARCORPS landing vehicles to include personnel, weapons and cargo carriers and recovery vehicles. Records are maintained at second echelon and below commands.

Destroy when 2 years old.

SSIC 8420-8424

TANKS AND SELF-PROPELLED ARTILLERY RECORDS

RELATED RECORDS UNDER 8421 - GUN TANK (90MM AND SMALLER), SSIC 8422 - GUN TANKER (LARGER THAN 99MM), SSIC 8423 - FLAMETHROWER TANKS, AND SSIC 8424 - TANK RECOVERY VEHICLES SHOULD BE RETIRED TO FRC UNDER SSIC 8420.

SSIC 8420

TANKS AND SELF-PROPELLED ARTILLERY RECORDS

1. PRIMARY PROGRAM RECORDS. Files and reports relating to MARCORPS tanks. These records document the development and execution of plans, policies, and procedures relating to gun tanks, flame thrower tanks, and tank recovery vehicles. These records are maintained at Headquarters, U.S. Marine Corps.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Records relating to the routine administration of matters relating to MARCORPS tanks. These records are maintained at second echelon and below commands.

Destroy when 2 years old.

SSIC 8440

AMPHIBIOUS VEHICLES RECORDS

1. PRIMARY PROGRAM RECORDS. Files, forms, and reports documenting the development and execution of plans, programs, policies, and procedures relating to MARCORPS amphibious vehicles. These records are maintained at Headquarters, U.S. Marine Corps.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Files and related material required for the routine management of MARCORPS amphibious vehicles. These records are maintained at second echelon and below commands.

Destroy when 2 years old.

SSIC 8450

LIGHTWEIGHT ARMORED VEHICLES

1. PRIMARY PROGRAM RECORDS. Files, forms, and reports relating to the development and execution of plans, programs, policies and procedures relating to MARCORPS lightweight armored vehicles. These records are maintained only at Headquarters, U.S. Marine Corps.

Permanent. Transfer to the WNRC when 5 years old. Offer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. General correspondence and related material required for the routine management of lightweight armored vehicles are maintained at second echelon and below commands.

Destroy when 2 years old.

SSIC 8500

GENERAL UNDERWATER ORDNANCE RECORDS

1. SHIPS RANGED AT ORDNANCE LABORATORY FACILITIES. Acoustic recordings or magnetic sound tapes used to study and evaluate underwater acoustic and defense systems.

Retain on board. Destroy when passive acoustic mechanisms are permanently abandoned.

2. PRESSURE SIGNATURES OF SHIPS. Record (tape) recordings of wave backgrounds maintained at ordnance laboratory facilities.

Retain on board. Destroy 10 years after vessel or class of ship is stricken or when 40 years old, whichever is earlier.

3. SUMMARIZED MINE ACTUATION DATA FOR NEW OR STOCKPILE MINES ON ALL CLASSES OF SHIPS. Range tapes and related summary sheets showing ships magnetic field measurements accumulated in connection with calibrating or check ranging vessels and consolidating mine actuation data maintained at ordnance laboratories.

Transfer to nearest FRC when no longer needed for reference. Destroy when 50 years old.

4. MAGNETIC FIELDS OF SHIPS OR SHIP MODELS (TYPES) RECORDS MAINTAINED AT ORDNANCE LABORATORIES.

a. Drawings, Blueprints, Specifications, and Other Construction Details for Ship Model and Its Degaussing Installation (Equipment).

Retain on board. Destroy when equipment becomes obsolete or l year after issuance of final report on each ship model investigated, whichever is later.

b. Recorder Tapes of Magnetic Fields of Ships.

Retain on board. Destroy 1 year after issuance of final report.

c. Summarized Tabulated Data.

Retain on board. Destroy when ship model becomes obsolete.

SSIC 8510-8519

TORPEDO RECORDS

RELATED RECORDS UNDER SSIC 8512 - AIRCRAFT LAUNCHED TORPEDOES, SSIC 8513 - SUBMARINE LAUNCHED TORPEDOES, AND SSIC 8514 - SURFACE LAUNCHED TORPEDOES SHOULD BE RETIRED TO FRC UNDER THE APPROPRIATE SUBSECTION OF SSIC 8510.

SSIC 8510

TORPEDO RECORDS

1. TORPEDO MAINTENANCE DATA.

a. Torpedo Maintenance Data Form Submitted by Maintenance Activities and Ships.

(1) Copies maintained at Navy Undersea Warfare Center Division, Newport (NAVUNSEAWARCENDIV).

Retain on board. Destroy 2 years after data has been entered into summary file.

(2) All other copies.

Destroy when 2 years old or no longer needed for reference, whichever is earlier.

b. Summary of Torpedo Maintenance Data (Computer-Based File) Maintained at NAVUNSEAWARCENDIV, Newport.

Retain on board. Destroy when equipment is removed from service or 30 years old, whichever is earlier.

c. Summary of Torpedo Maintenance Data Reports (Paper, Film) Maintained at Any Activity.

Retain on board. Destroy when superseded.

2. TORPEDO (CASE) FILES. Jackets on each individual torpedo at manufacturing, proofing, overhaul, and maintenance activities, consisting of correspondence and other records relative to the subject activity. The records consist of reports, and other forms, as appropriate.

a. Manufacturing Activity Files.

Retain on board. Destroy upon receipt of the group proofing reports or completion of the procurement document, whichever is later, provided no further analysis is required and NAVUNSEAWARCENDIV, Newport, has been furnished the required recapitulation of official register and serial number for applicable torpedoes and components. (NC1-NU-84-5)

b. Proofing Activity Files.

(l) Torpedo fleet exercise files. Results of torpedo exercise runs at sea on individual torpedoes recorded on magnetic tape.

Transfer to nearest FRC 6 months after proofing dates. Destroy 10 years after proofing date. (NC1-NU-85-5)

c. Intermediate Activity

Retain on board. Destroy when torpedo is scrapped

or declared obsolete and NAVUNSEAWARCENDIV, Newport, has been furnished a complete numerical listing of each torpedo's mark, mod, and register number and the serial number of components scrapped with the torpedo. (NC1-NU-84-5)

d. Maintenance/Overhaul Activity.

Retain on board. Destroy at end of second fiscal year after torpedo has left the activity. (NC1-NU-84-5)

3. TORPEDO RECORD BOOKS. Record of FIR components for the torpedo, history of events, exercise firing, intermediate maintenance, and malfunctions.

a. Activity Having Custody of the Torpedo.

Forward to NAVUNSEAWARCENDIV, Newport, when the torpedo is lost, damaged beyond repair, scrapped, or declared obsolete.

b. NAVUNSEAWARCENDIV, Newport.

(1) Records of obsolete or scrapped torpedoes

Retain on board. Destroy 2 years after torpedo is scrapped or obsolete.

(2) Records of fired and lost or damaged beyond repair torpedoes.

Retain on board. Destroy 1 year after torpedo is lost or damaged beyond repair provided required data has been recorded in Maintenance Data File or Performance Analysis and Reliability Reporting System File, as applicable.

4. TORPEDO FIRING RECORDS.

a. Historical and Statistical Record of an Exercise or Warshot Run by a Torpedo at NAVUNSEAWARCENDIV, Newport.

Destroy 2 years after data is entered in summary file.

b. Summary Torpedo Firings (Computer-Based File) Maintained at NAVUNSEAWARCENDIV, Newport.

Retain on board. Destroy when torpedo is removed from service.

c. Summary Reports (Paper, Film) Maintained at Any Activity.

Retain on board. Destroy when 5 years old or superseded, whichever is earlier.

5. UNSATISFACTORY OR DEFECTIVE TORPEDOES, DEFICIENCIES OF TORPEDOES, AND RELATED EQUIPMENT.

a. Reports of Problems and Cause, and Disposition or Corrective Action. Individual reports accumulated by NAVUNSEAWARCENDIV, Newport; Naval Undersea Warfare Engineering Station (NAVUNSEAWARCENDIV), Keyport, WA; and ships and intermediate maintenance activities.

(1) NAVUNSEAWARCENDIV, Newport, and NAVUNSEAWARCENDIV, Keyport.

Retain on board. Destroy 1 year after data is entered in summary file.

(2) All others.

Destroy when 1 year old or no longer needed for reference, whichever is earlier.

b. Summary File (Computer-Based) Maintained at NAVUNSEAWARCENDIV, Newport, and NAVUNSEAWARCENDIV, Keyport.

Retain on board. Destroy when equipment is removed from service.

c. Summary Reports Such as Deficiency Analysis, Problem Status, Torpedo Chronological History, Item History, and Item Failure. (Paper or microform at any activity.)

Retain on board. Destroy when 5 years old or superseded, whichever is earlier.

d. Report of Unsatisfactory Torpedoes Digest.

(1) Prepared by NAVUNSEAWARCENDIV, Newport.

Transfer to FRC when all torpedoes involved are out of service. Destroy when 30 years old.

(2) Prepared by any other activity.

Retain on board. Destroy when superseded or no longer needed for reference.

6. BATTERY RECORD CARDS AND EXPLODER HISTORY CARDS, MAINTAINED AT NAVUNSEAWARCENDIV, NEWPORT, AND NAVUNSEAWARCENDIV, KEYPORT.

Destroy when 2 years old.

7. TORPEDO DATA (EAM) CARDS. Card records of torpedo location, data of manufacture, register number, mark, mod, exercise runs, overhaul, and expenditure data. (Data is extracted from record data book maintained at NAVUNSEAWARCENDIV, Newport.)

Retain on board. Destroy 1 year after final disposition.

8. LOST TORPEDOES RECORDS. Files containing such data as registered number of lost torpedo components, title of losing activity maintained at

NAVUNSEAWARCENDIV, Newport, and Naval Undersea Warfare Center Division, San Diego, CA.

Retain on board. Destroy when torpedo type is withdrawn from service.

SSIC 8530-8535

DEPTH CHARGE RECORDS

RELATED RECORDS UNDER SSIC 8535 - DEPTH BOMBS SHOULD BE RETIRED TO FRC UNDER THE APPROPRIATE SUBSECTION OF SSIC 8530.

SSIC 8530

DEPTH CHARGE RECORDS

1. PRIMARY PROGRAM RECORDS. Records relating to the design, development, testing, and evaluation of surface launched or air dropped depth charges and depth bombs including the various types of exploder mechanisms and detonators, which may be installed in the casing. Exclude ordnance drawings filed under SSIC 8000.l2.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.

2. INVENTORY-REWORK RECORDS. Records maintained at the ammunition depot/Naval Weapons Station relating to on hand inventory, storage, Fleet issue, rework, component repair, testing, and stockpile reserves.

Retain on board. Destroy when no longer needed for reference.

3. MAINTENANCE RECORDS. Records relating to the lubrication and testing of release tracks, K guns, and aircraft delivery devices; exploder mechanism history cards; magazine and detonator box temperature cards; and repair orders. These records are maintained by shipboard and aircraft squadron personnel.

Retain on board. Destroy when 1 year old or when ordnance is expended whichever is later.

SSIC 8550-8555

MINE RECORDS

RELATED RECORDS UNDER SSIC 855l - AIRCRAFT LAID MINES, SSIC 8553 SUBMARINE LAID MINES, SSIC 8554 - SURFACE LAID MINES, AND SSIC 8555 - ANTISUBMARINE MINES SHOULD BE RETIRED TO FRC UNDER THE APPROPRIATE SUBSECTION OF SSIC 8550.

SSIC 8550

MINE RECORDS

1. FLEET SERVICE MINE TESTS. Summary of entire operational test of mines and recommendations for correction of defects maintained at Naval Mine Warfare Engineering Activity.

Transfer to nearest FRC when 2 years old. Destroy when 15 years old.

2. COMPONENT DEFECT ANALYSIS DATA. Analysis of component failing class B test at intermediate sites maintained at Naval Mine Warfare Engineering Activity.

Destroy when 2 years old.

3. MINE SYSTEM SUPPORT MATERIAL DATA REPORTS. Reports of defects and problems in technical manuals, published data, safety, weapon/delivery agent interface and compatibility, tools, handling equipment, nonservice mines, and logistics.

a. Naval Mine Warfare Engineering Activity.

Retain on board. Destroy when 5 years old.

b. Fleet Activities.

Destroy when 2 years old.

4. MINE AVAILABILITY AND READINESS REPORTS. Status (ready for issue and not ready for issue) of war reserves positioned at Continental United States ordnance depots and fleet sites.

a. Naval Mine Warfare Engineering Activity.

Destroy when 2 years old.

b. Mine Warfare Command, Weapons Stations, Naval Magazine, and Navy Submarine Torpedo Facility.

Destroy when 1 year old.

5. SUMMARY WORLD-WIDE MINE ASSET REPORTS. Mine assets in relation to requirements.

a. Naval Mine Warfare Engineering Activity.

Destroy when 2 years old.

b. All Other Naval Activities.

Retain on board. Destroy when superseded.

6. MINE PROCUREMENT ACCEPTANCE STATUS. Current contract status by specific items.

a. Central Files at Naval Mine Warfare Engineering Activity.

Retain on board. Destroy when 10 years old.

b. Office of Program Manager and Other Offices and Activities.

Retain on board. Destroy when superseded or no

longer needed for reference.

7. SUMMARIZED MINE ACTUATION DATA FOR NEW OR STOCKPILE MINES ON ALL CLASSES OF SHIPS. Range tapes and related summary sheets showing ships magnetic field measurements maintained at ordnance laboratories.

Transfer to nearest FRC when no longer required for reference. Destroy when 30 years old.

SSIC 8560

HARBOR DEFENSE

1. PRIMARY PROGRAM RECORDS. Planning documents for the defense of United States-controlled harbors that are developed and maintained by the project manager (Naval Surface Warfare Center, Indian Head, MD). In addition to the Harbor Defense Plans, records include correspondence relating to detection systems, coastal defense radar systems, imaging systems, submarine and torpedo nets and booms, controlled mines, acoustic systems, and other equipment and devices relating to waterside physical security.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 30 years old.

2. LOCAL AREA HARBOR DEFENSE RECORDS. Records maintained by the naval officer having harbor defense responsibility for a seaport or ocean terminal area (usually a Base Commander, Naval Control of Shipping Officer, Harbormaster, Port Director, or Senior Officer Present Afloat (SOPA)) and subordinate activities. Files include copies of Harbor Defense Plans; local implementing and contingency plans; records of inspections of net, booms, mines, cables, etc.; periodic tests of radars and acoustic systems; training records; and force mobilization plans.

Retain on board. Destroy when canceled, superseded or no longer required for reference.

SSIC 8570

UNDERWATER COUNTERMEASURES AND EVASION DEVICES RECORDS. Correspondence, instructions, reports, and diagrams relating to the operations, maintenance, repair, and effectiveness of Acoustic Countermeasures Devices (ACD) such as FXR, Fanfare, and Mobile Submarine Simulator (MOSS). Exclude program correspondence filed under SSIC 8000.la.

Retain on board. Destroy when no longer needed for reference use.

SSIC 8571

ORDNANCE LOCATOR RECORDS. Correspondence, instructions, reports, operating procedures, manuals, and diagrams relating to the operation, deployment, maintenance, repair, sensitivity, and accuracy of the various electronic, optical, or sonic devices used to locate unexploded bombs or other ordnance that are beneath the ocean surface. Exclude program correspondence filed under SSIC 8000.la.

Retain on board. Destroy when no longer needed for reference use.

SSIC 8580-8581

UNDERWATER TARGETS RECORDS

RELATED RECORDS UNDER SSIC 8581 - UNDERWATER MOBILE TARGETS SHOULD BE RETIRED TO FRC UNDER THE APPROPRIATE SUBSECTION OF 8580.

SSIC 8580

UNDERWATER TARGETS RECORDS

l. PRIMARY PROGRAM RECORDS. Files containing memos, reports, studies and planning documents that relate to underwater fixed targets used to test torpedoes and calibrate shipboard sonar; and expendable and recoverable self-propelled targets that contain electronic packages to simulate submarine noises for ship and aircraft detection and calibration exercises. These records are maintained by the Office of the Chief of Naval Operations (OPNAV) and the headquarters, systems command project managers.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.

2. GENERAL RECORDS. Files relating to the operational use of underwater fixed and mobile targets including issue to fleet units, repair, positioning, and recovery.

Retain on board. Destroy when no longer needed for reference.

3. CALIBRATION RECORDS. Files and diagrams maintained by ships and aircraft relating to calibration of sonars, magnetic detection gear, and passive listening devices.

Retain on board. Destroy after next calibration.

SSIC 8590-8592

UNDERWATER RANGES RECORDS

RELATED RECORDS UNDER SSIC 8591 - UNDERWATER RANGE SUPPORT EQUIPMENT AND SSIC 8592 - MOBILE UNDERWATER RANGES SHOULD BE RETIRED TO FRC UNDER THE APPROPRIATE SUBSECTION OF SSIC 8590.

SSIC 8590

UNDERWATER RANGES RECORDS

l. PRIMARY PROGRAM RECORDS. Policy directives, correspondence, studies, reports, operational requirements, and data analyses relating to underwater ranges. Underwater range support equipment used on fixed and mobile ranges provides measurement data to determine performance and characteristics of weapons launched from surface, subsurface, and air platforms. These records are maintained by OPNAV and the headquarters, systems command project managers.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.

2. RANGE RECORDS. Records maintained by the officer in charge of the calibration range that relate to scheduling fleet units, setting and recovering targets, and range maintenance and charting.

Retain on board. Destroy when no longer needed for reference.

SSIC 8600-8830

AVIATION ORDNANCE RECORDS

RELATED RECORDS UNDER SSIC 8600 - GENERAL AVIATION ORDNANCE, SSIC 86l0 - ROCKET AND MISSILE PROPULSION SYSTEMS, SSIC 8805 - MISSILE TECHNICAL INFORMATION AND MODIFICATIONS, SSIC 88l0 - AERIAL INTERCEPT MISSILES, SSIC 88l5 - SURFACE TO AIR MISSILES, SSIC 8820 - SURFACE ATTACK MISSILES, SSIC 8830 - UNDERWATER ATTACK MISSILES, SSIC 8832- ASW STANDOFF WEAPONS, SSIC 8840 - DRONES, AND SSIC 8850 - TRAINING MISSILES SHOULD BE RETIRED TO FRC UNDER SSIC 8800.

SSIC 8800

GUIDED MISSILE AND ROCKET WEAPONS RECORDS

l. PRIMARY PROGRAM RECORDS. Records relating to the design, development, testing and evaluation of surface, air, or underwater launched missiles, rockets and drones including propulsion system, warhead and guidance system. Records are created or received by the project managers in COMNAVSEASYSCOM.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.

2. GENERAL GUIDED MISSILE AND ROCKET RECORDS. Records relating to the testing, evaluation, operation, and maintenance of surface, air, or underwater-launched missiles or rockets. Included are raw data from testing facilities such as ballistic traces, log books and field notes; copies of final test reports; maintenance logs; shipping and packaging records and other records maintained by the Naval Ordnance Center or other testing facilities.

Cut off and transfer to nearest FRC when no longer required for local use. Destroy when 10 years old. Earlier destruction is authorized. (Retiring activities must notify FRC by letter if destruction in less than 10 years is selected.)

SSIC 8950

DEPERMING AND DEGAUSSING RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the internal operation and administration of deperming and degaussing functions.

Destroy when 2 years old.

2. DEPERMING REPORTS AND RELATED CORRESPONDENCE AND PAPERS AT DEGAUSSING FACILITY.

Destroy when 1 year old or activity is disestablished, whichever is earlier.

3. ORDERS AND INSTALLATION INFORMATION RELATING TO DEPERMING AND DEGAUSSING PROCEDURES.

Retain on board. Destroy when superseded, canceled, or obsolete.

4. SHIPS DEPERMING (CASE) FILES FOR MERCHANT MARINE AND NAVAL CRAFT. Records consist of deperming and degaussing reports and data, copies of related specifications, material inspection records, correspondence, and other papers at degaussing facilities.

Destroy when 3 years old.

5. DEPERMING AND DEGAUSSING DATA AND RELATED SPECIFICATIONS AT DEGAUSSING FACILITIES.

Destroy when 1 year old.

6. RANGING AND DEPERMING INSPECTIONS LOGS, WORKSHEETS, AND OTHER RELATED PAPERS AND LOGS AT DEGAUSSING FACILITIES.

Destroy when 1 year old.

7. DEGAUSSING INSTALLATION SPECIFICATIONS DRAFTED BY LOCAL ACTIVITIES.

Destroy when 1 year old.

8. ACTIVITIES LOCAL OPERATING FORMS AND PAPERS. Records such as receipts for degaussing folders, degaussing inspection and action reports, and preliminary inspections of compass material.

Destroy when 6 months old.

9. RANGE TAPES.

a. Range Tapes of Active, Reserve, or Inactive Vessels.

Destroy when 1 year old, superseded, activity is disestablished, or vessel is stricken from the Navy Register, whichever is earlier.

b. Range Tapes for Degaussed Foreign Naval and Merchant Vessels.

Forward to respective foreign country in accordance with established instructions of that country.

c. Range Tapes that are Invalid. Invalidation occurring because the presence of other ship's fields, ranging with improperly set coils, or vessel missed range or passed over inoperative instrument.

Destroy immediately after determination of invalidation.

10. DEGAUSSING SUMMARIES AND WATCH LISTS

Retain on board. Destroy when superseded or ship is decommissioned.

11. DEFECTIVE ARMOR. Correspondence, reports, and work orders relating to defective, cracked, or weakened turret, gun mount, or barbette armor and ballistic plating. Exclude records relating to design and original installation filed under SSIC 9000.

Retain on board. Destroy when 3 years old.

SSIC 8980-8992

SWIMMER AND ANTISWIMMER ORDNANCE AND WEAPON SYSTEMS RECORDS

RELATED RECORDS UNDER SSIC 8981 - SWIMMER ORDNANCE AND WEAPONS SYSTEMS AND SSIC 8982 - ANTISWIMMER ORDNANCE AND WEAPONS SYSTEM SHOULD BE RETIRED TO FRC UNDER SSIC 8980.

SSIC 8980

SWIMMER AND ANTISWIMMER ORDNANCE AND WEAPON SYSTEMS RECORDS

1. UNSATISFACTORY EXPLOSIVE ORDNANCE DISPOSAL/SWIMMER WEAPON SYSTEM AND MATERIAL/CONDITION/PROCEDURE REPORTS. Records describe failures or explosive ordnance disposal and swimmer weapons equipment and errors in documentation maintained at EOD or Swimmer Delivery Vehicle SEAL units.

Destroy when 3 years old.

2. MAINTENANCE RECORDS. Records relating to the inventory, maintenance, repair, and accountability of special ordnance equipment used by swimmers and for defense against hostile swimmers maintained by EOD and SEAL teams and shipboard units.

Retain on board. Destroy when 1 year old.

CHAPTER 9

SHIPS DESIGN AND MATERIAL RECORDS

SSIC 9000-9999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO SHIP DESIGN, SHIP MATERIALS AND RELATED FUNCTIONS. THEY ARE ACCUMULATED BY HEADQUARTERS, NAVAL SHIPYARDS, SHIP FACILITIES, SUPERVISORS OF SHIPBUILDING, AND BY OTHER ACTIVITIES AND OFFICES CONCERNED WITH THE DESIGN, CONSTRUCTION AND MAINTENANCE OF NAVAL SHIPS, INCLUDING INTERNAL UNITS OR DEPARTMENTS OF ACTIVITIES AND OFFICES CONCERNED WITH THE TECHNICAL AND LIAISON PHASES OF SHIP DESIGN AND MATERIAL. THE COMPONENTS AND EQUIPMENTS WITHIN EACH SUBJECT CATEGORY IN THIS CHAPTER ARE THE SAME AS FOUND IN THE WORK BREAKDOWN STRUCTURE (NAVSEA PUBLICATION 09000-lP-039-9010)(NOTAL). RECORDS RELATING TO THE OPERATION OF NAVAL SHIPS ARE COVERED IN CHAPTER 3; RECORDS RELATING TO RESEARCH AND DEVELOPMENT MATTERS ARE COVERED IN PARAGRAPH 3900; RECORDS RELATING TO THE CONSTRUCTION, MAINTENANCE AND CONVERSION OF SHIPS AND OTHER LOGISTICAL RECORDS ARE COVERED IN CHAPTER 4.

SSIC 9000-9099

GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS

SSIC 9000

GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS

1. PRIMARY PROGRAM RECORDS AND RELATED RECORDS.

a. Chief of Naval Operations (CNO), Commandant of Marine Corps (CMC), Commander, Naval Sea Systems Command (COMNAVSEASYSCOM) Headquarters and Space and Naval Warfare Systems Command (COMSPAWARCOM) Headquarters. Correspondence, reports studies, record copies of instructions and notices and other records that document the establishment, development and accomplishment of plans, programs and policies related to design and construction of naval ships and ship electronics systems. Exclude records relating to weapons systems and general ordnance covered by 8000.1a of this instruction.

Permanent. Retire to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives and Records Administration (NARA) when 30 years old.

b. Naval shipyards. Files and records documenting the organization of the activity, overall development and accomplishment of significant plans and policies concerning logistics support for assigned ships and craft, performance of authorized ship work and services and material support provided to other activities and units as directed, of continuing, long-term, historical, scientific, legal or administrative interest.

Permanent. Retire to FRC when 4 years old. Transfer to NARA when 30 years old.

c. Supervisors of Shipbuilding, Conversion and Repair and other COMNAVSEASYSCOM shipbuilding activities. Files and records documenting the organization of the activity and overall development and accomplishment of plans, studies and projects and essential transactions of the activity.

Retire to FRC when 2 years old. Destroy when 6 years old.

d. Weapons and ordnance activities under the command of COMNAVSEASYSCOM.

Retire records under subparagraph 8000.1b of this instruction.

e. RDT&E activities under the command of COMNAVSEASYSCOM and COMSPAWARSYSCOM.

Retire records under appropriate section of SSIC 3900.

f. General correspondence. Correspondence, reports, and other records pertaining to shipbuilding plans, policies, programs and procedures of the activity, department, division or other organizational unit dealing with day to day program matters. (Exclude primary program records covered by 9000.1a through 1e.)

Destroy when 4 years old.

g. Routine correspondence. Correspondence relating to the routine internal operation and administration of the activity, department, division or other organizational unit concerned.

Destroy when 2 years old.

h. Duplicate records. Files and records duplicating documents covered elsewhere or non-record material held for reference purposes only.

Destroy when 2 years old or no longer needed, whichever is earlier.

2. SHIP DESIGN AND MATERIAL RECORDS. Files and records documenting the direction, control and decisions in the planning, programming, budgeting, development, acquisition, maintenance engineering, logistic support, material management and disposal of assigned systems and equipment in support of new ship acquisition, fleet modernization and fleet material support.

a. Life-cycle engineering and management and fleet support records. Records documenting ship acquisition, fleet modernization and fleet material support projects. (Exclude primary program records covered by 9000.1.)

Retire to WNRC when 2 years old. Destroy when 10 years old.

b. General correspondence. Correspondence, reports and other records pertaining to ship design and material (Exclude program records covered by 9000.3a and b.)

Destroy when 4 years old.

c. Routine correspondence. Correspondence relating to the routine internal operation and administration of the activity, department, division or other organizational unit concerned.

Destroy when 2 years old.

d. Duplicate records. Files and records duplicating documents covered elsewhere or non-record material held for reference purposes only.

Destroy when 2 years old or no longer needed, whichever is earlier.

3. TECHNICAL REPORTS PREPARED IN CONNECTION WITH A PROJECT OR TASK. These reports summarize the progress, findings and conclusions reached relative to specific projects. They may clarify and supplement information contained in work laboratory notebooks and other sources of data that are scheduled in SSIC 3900.

a. Official record copy. Maintained at naval activity preparing the report or at the activity issuing the contract if a contractor-generated report.

(1) Master copy, paper or similar medium if no silver microform exists.

Permanent. Retire to FRC 3 years after completion. Transfer to NARA when 30 years old.

(2) Master paper copy after microfilming.

Destroy after microform has been verified.

(3) Silver halide microform and one copy.

Permanent. Retire to FRC immediately upon filming and verification of microform. Transfer to NARA when 30 years old.

b. All other copies (any medium) at any activity.

Destroy when no longer needed for local reference.

SSIC 9010

COMBAT CAPABILITIES RECORDS

1. RECORDS USED TO DETERMINE WHICH SYSTEMS AND SUBSYSTEMS TO PLACE ON NEW CLASSES OF SHIPS AS WELL AS PROVIDING DESIGN CRITERIA FOR ADVANCED SUBSYSTEMS AND RESEARCHING THE NEED FOR OPTIONS TO SUPPLEMENT THE CURRENT INVENTORY OF SYSTEM CONFIGURATIONS AND PERFORMANCE CAPABILITIES. The records include fleet operational guidance documents, naval mission studies, concept formulation plans (CFP), joint long range strategic studies (JLRSS), joint strategic objectives plan (JSOP), long range objectives (LRO), navy strategic studies (NSS), and tentative specific operational requirements (TSOR).

a. Records maintained by COMNAVSEASYSCOM.

Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.

b. Records maintained by naval shipyards and In Service Engineering Agents (ISEA).

Retire to FRC when 4 years old. Destroy when 10 years old.

c. Records maintained at all other activities.

Retire to FRC when 2 years old. Destroy when 6 years old.

SSIC 9020

STRATEGIES AND SPECIAL CAPABILITIES

This SSIC is being deleted from SECNAVINST 5210.11D, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes.

Retire records under SSIC 9010 of this instruction.

SSIC 9030

TACTICAL AND STRATEGIC OPERATION SUPPORT CAPABILITIES

This SSIC is being deleted from SECNAVINST 5210.11D, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes.

Retire records under SSIC 9010 of this instruction.

SSIC 9040

SHIP SYSTEM MANAGEMENT RECORDS

1. RECORDS CREATED DURING THE PROCESS OF MANAGING THE CONSTRUCTION OF THE SHIP. They include advance procurement plans, concept formulation plans, configuration management, contract definition plan, contract design plan, cost benefit analysis, development concept paper, engineering interface management, financial management, integrated combat system management plan, integrated logistic support management, modernization planning, ordnance alterations (ORDALTS) planning, overhaul planning, personnel and training plan, preliminary design, quality assurance management, risk management ship acquisition plan, ship project directive, ship system design development plan, ship alteration planning, source selection plan, special projects alterations (SPALTS) planning, technical data management, technical development plans, test and evaluation management, test development management plan, value engineering; general administrative requirements including change proposals, commercial fittings and standards, contract drawings, design data sheets, specifications and standards, government-furnished equipment, and government-furnished information. These records are a part of the project management or ships case files maintained by the program manager.

a. Records maintained by the program manager.

(1) For class leader ships.

Permanent. Retire records with ships case file under subparagraph 4700.1c(1)(a)1 of this instruction.

(2) For all other ships.

Retire records with ships case file under subparagraph 4700.1c(1)(a)2 of this instruction.

b. Records maintained by naval shipyards and ship repair facilities.

Retire to FRC when 4 years old. Destroy when 10 years old.

c. Records maintained by all other activities.

Retire to FRC when 2 years old. Destroy when 6 years old.

2. SHIP ALTERATION AND REPAIR PACKAGE (SARP). System assembles all work requirements such as repairs, modernization items and alterations into systems elements regardless of accomplishing activity. Reports are used by type commanders to identify and fund work in upcoming availabilities. System is maintained at NAVSEA Automated Data System Activity, Indian Head, MD and supports naval shipyards and type commanders.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-computer and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books and operators and user manuals.

Destroy when superseded or no longer needed for reference.

3. VISIBILITY AND MANAGEMENT OF OPERATING AND SUPPORT COST SHIP SYSTEM (VAMOSC-SHIPS). System collects and displays annual operating and support costs for naval ships that have been in an active commissioned status for an entire fiscal year. System is maintained at Ships Parts Control Center (SPCC) Mechanicsburg and supports Secretary of the Navy (SECNAV), CNO and COMNAVSEASYSCOM.

a. Master file and historical data tapes.

Destroy after third backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-computer and paper.

Destroy when no longer required.

d. Systems documentation to include description of data elements, file layout, code books and operators and user manuals.

Destroy when superseded or no longer needed for reference.

4. SEA 05 MANAGEMENT INFORMATION SYSTEM. System provides Ship Design and Engineering Directorate (SEA 05) with information to monitor progress and control and manage workload resources such as access to overall detail resource profiles and ability to monitor individual programs.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-computer and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 9050

SHIP SYSTEM PERFORMANCE

1. RECORDS DOCUMENTING TECHNICAL FUNCTIONAL GUIDANCE WHICH ADDRESSES THE PHYSICAL, ECONOMIC, DECISIONS WHICH CONSTRAIN THE OPTIONS AVAILABLE FOR PROVIDING AN EFFECTIVE INTEGRATED OPERATIONAL NAVAL FORCE. Operations analyses are performed to determine the technical requirements imposed by the mission, threat and environment. Concepts to perform the required missions are developed and evaluated to determine those most cost effective to satisfy the need or requirement of the mission. Operational requirements for each concept are analyzed by use of analytical models to establish optimized ship performance requirements. They determine the thresholds of performance used in trade-off decisions. Required technical support is included. Records include ship system performance concepts - displacements, endurance, maneuverability, noise characteristics, reaction time, speed; ship subsystem performance concepts, advanced development objectives, development concept papers, proposed technical approaches and specific operational requirements.

a. Records maintained by NAVSEASYSCOM.

Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.

b. Records maintained by naval shipyards, SUPSHIPS and other NAVSEASYSCOM shipbuilding activities.

Retire to FRC when 4 years old. Destroy when 10 years old.

c. Records maintained at all other activities.

Retire to FRC when 2 years old. Destroy when 6 years old.

SSIC 9060

SUBSYSTEM CHARACTERISTICS

1. RECORDS DOCUMENTING INDEXING AND CLASSIFYING REQUIREMENTS. They include single sheet characteristics - configuration item index and ship configuration list, technical and logistic support approaches and trade off analyses, approved ship characteristics, maintenance concepts, combat systems characteristics, and tactical operational requirements.

a. Records maintained by the program manager.

(1) For class leader ships.

Permanent. Retire records with Ships Case file under subparagraph 4700.1c(1) (a)1 of this instruction.

(2) For all other ships.

Retire records with Ships Case file under subparagraph 4700.1c(1) (a)2 of this instruction.

b. Records maintained by naval shipyards and ship repair facilities.

Retire to FRC when 4 years old. Destroy when 10 years old.

c. Records maintained by all other activities.

Retire to FRC when 2 years old. Destroy when 6 years old.

SSIC 9070 - 9079

GENERAL REQUIREMENTS FOR DESIGN AND CONSTRUCTION

SSIC 9071

ACCESS RECORDS

1. RECORDS DOCUMENTING ACCESS TO MACHINERY AND EQUIPMENT, SHIP COMPARTMENT ACCESS REQUIREMENTS AND WATERTIGHT INTEGRITY AND STRUCTURAL ACCESS LIMITATIONS. These records will be maintained as part of life cycle engineering general arrangements files.

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other activities.

Cut off annually. Destroy when 2 years old.

SSIC 9072

SHOCK RECORDS

1. SHIP SURVIVABILITY FILES. Records concerning combat survivability of ships including documentation of blast effects, shock design, shock grade designations and shock testing of naval ships.

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other activities.

Cut off annually. Destroy when 2 years old.

SSIC 9073

NOISE AND VIBRATION

1. SHIP SILENCING AND SHIP VIBRATION CONTROL. Records documenting technical support provided to life cycle managers during ship design and construction in the field of noise and related vibration, and other matters of noise and vibration control of ships. Records concern airborne noise categories, airborne noise levels for compartments, distributed isolation material, mechanical vibration, noise and vibration testing, general noise, radiated, platform and sonar self noise, resilient mountings, speech interference levels, general vibration, and waterborne noise.

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other activities.

Cut off annually. Destroy when 2 years old.

SSIC 9074

CASTING, WELDING, RIVETING AND ALLIED PROCESSES

1. RECORDS CONCERN BRAZING, CASTINGS, FABRICATION, FORGINGS, NON-THREADED MECHANICAL FASTENERS, PROCEDURES AND PROCESS QUALIFICATION, RADIOGRAPHY, RIVETING, WELDER QUALIFICATIONS AND WELDING. These records are included in life cycle engineering and management files in support of new ship acquisition and fleet modernization.

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old.

b. Records maintained for routine internal operations by all other activities.

Cut off annually. Destroy when 2 years old.

2. RADIOGRAPH RECORDS AT SHIPYARDS. Records accumulated at naval shipyards during the construction and repair of Navy ships. They are part of the ships case file.

a. Records maintained by the program manager.

(1) For class leader ships.

Permanent. Retire records with Ships Case file under SSIC 4700.1c(1)(a)1 of this instruction.

(2) For all other ships.

Retire records with Ships Case file under SSIC 4700.1c(1)(a)2 of this instruction.

SSIC 9075

THREADED FASTENERS MAINTENANCE RECORDS

1. RECORDS CONCERNING INFORMATION ON BOLTS, NUTS, SCREWS, STUDS AND THREAD KITS. These records are included in life cycle engineering and management files in support of new ship acquisition, fleet modernization and fleet material support.

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other activities.

Cut off annually. Destroy when 2 years old.

SSIC 9076

RELIABILITY AND MAINTENANCE RECORDS

1. RECORDS CONCERNING EFFECTS ANALYSES, FAILURE ANALYSIS AND EVALUATION, FAILURE MODES, FAILURE REPORTING, MAINTAINABILITY DESIGN CRITERIA, RELIABILITY ANALYSIS, DESIGN CRITERIA AND LEVEL, AND SKILL ANALYSIS. These records will be included in life cycle engineering and management files in support of new ship acquisition, fleet modernization, and fleet material support.

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other activities.

Cut off annually. Destroy when 2 years old.

SSIC 9077

SAFETY RECORDS

1. SHIP AND SHIP SYSTEM SAFETY. Safety records documenting ship and ship system safety. They include safety analyses, safety drills, equipment, manuals, organization, and regulations, the SUBSAFE program, warning and alarm systems, and warning devices. They may be included in life cycle engineering files. (N1-NU-00-2)

a. Records maintained by NAVSEASYSCOM.

Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.

b. Records maintained by Naval shipyards, (SUPSHIPS), and other NAVSEASYSCOM shipbuilding activities.

Retire to FRC when 4 years old. Destroy when 10 years old.

c. Records maintained at all other activities.

Retire to FRC when 2 years old. Destroy when 6 years old.

2. SUBMARINE SAFETY (SUBSAFE) PROGRAM. Submarine safety documents that fulfill specific SUBSAFE requirements. SUBSAFE correspondence and reports are those that document compliance with and meet the NAVSEASYSCOM SUBSAFE requirements. SUBSAFE records are those, which reflect policies, procedures, and technical requirements and provide objective quality evidence of compliance with SUBSAFE Program requirements. (N1-NU-00-2)

a. SUBSAFE records maintained by NAVSEASYSCOM. Critical records, correspondence and reports.

Cut off annually. Retire to WNRC when 4 years old. Destroy at the end of the life of the ship.

b. SUBSAFE records maintained by Submarine TYCOMS, Naval shipyards, SUPSHIPS, and other NAVSEASYSCOM shipbuilding activities. Critical records, correspondence and reports.

Retire to FRC when 4 years old. Destroy at the end of the life of the ship.

c. SUBSAFE records maintained at all other activities. Critical records, correspondence and reports.

Retire to FRC when 2 years old. Destroy at the end of the life of the ship

SSIC 9078

MATERIAL RECORDS

1. MATERIAL RECORDS. Records concerning materials appearance, application, brittleness, composition, environmental resistance, grades, hardness, strength, temperature limits, and types. These records will be included in life cycle engineering and management files in support of new ship acquisition, fleet modernization, and fleet materials support.

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other activities.

Cut off annually. Destroy when 2 years old.

SSIC 9079

SEAWORTHINESS RECORDS

1. SEAWORTHINESS RECORDS. Records concerning damage control, seaworthiness, stability, and water tight integrity. These records are included in life cycle engineering and management files in support of new ship acquisition, fleet modernization and fleet materials support.

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other activities.

Cut off annually. Destroy when 2 years old.

SSIC 9080

INTEGRATED LOGISTICS SUPPORT REQUIREMENTS

THESE RECORDS ARE INCLUDED IN LIFE CYCLE ENGINEERING AND MANAGEMENT FILES IN SUPPORT OF NEW SHIP ACQUISITION, FLEET MODERNIZATION AND FLEET MATERIALS SUPPORT EXCEPT AS SPECIFICALLY INDICATED.

1. GENERAL. Records include integrated logistics support plans, integrated logistic support elements, logistics support analyses, programming, budgeting and funding and trade off program.

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old.

b. Records maintained for routine internal operations by all other activities.

Cut off annually. Destroy when 2 years old.

SSIC 9081

MAINTENANCE RECORDS

1. MAINTENANCE RECORDS. Included are records on level of repair analyses, maintenance engineering analyses, maintenance standards, material histories, Navy Maintenance and Material Management System (3M) and plans for maintenance.

a. Primary program records maintained by Assistant Secretary of the Navy for Research, Development and Acquisition.

Retire records under subparagraph 4790.1 of this

b. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old.

c. Records maintained for routine internal operations by all other activities.

Retire records under subparagraph 4790.2 of this

SSIC 9082

SUPPORT AND TEST EQUIPMENT

1. SUPPORT AND TEST EQUIPMENT RECORDS. Includes calibration equipment, support equipment, special support equipment, test equipment and general and special tools.

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other activities.

Cut off annually. Destroy when 2 years old.

c. Navy calibration program records.

Retire records under the appropriate section of SSIC 4734 of this instruction.

d. Marine Corps calibration program records.

Retire records under the appropriate section of SSIC 4733 of this instruction.

SSIC 9083

SUPPLY SUPPORT RECORDS

1. SUPPLY SUPPORT RECORDS. Includes allowance lists, consumables, maintenance level of use, provisioning, repair parts, spare parts and supply support.

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut of annually. Retire to FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other activities.

Cut off annually. Destroy when 2 years old.

instruction.

2. Coordinated Shipboard Allowance Lists (COSAL) REQUISITIONING AND STATUS PROCEDURES (CRASP). System provides reports and EAM supply aids which aid in ordering, monitoring supply status and tracking of material to its ultimate delivery to ships undergoing construction, conversion or overhaul. System is maintained at Fleet and Industrial Supply Center (FISC) Norfolk, VA, FISC Oakland, CA and FISC Charleston, SC.

Destroy when 10 years old.

instruction.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-computer and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books and operators and

user manuals.

Destroy when superseded or no longer needed for reference.

3. INTEGRATED/LOGISTICS OVERHAUL SYSTEM (ILO). System automates the ILO process of verifying the ships configuration including test equipment, produces a bill of required materials for Preventive Maintenance Service (PMS) after insuring correct list, purifies repair parts list based on COSAL after verification, insures PMS repair parts are contained on the COSAL and insures technical manuals support configuration. System generates ILO status reports and milestone tracking. System is maintained at NAVSEA Automated Data Systems Activity, Indian Head, MD.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and report-computer and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 9084

TRANSPORTATION AND HANDLING RECORDS

1. TRANSPORTATION AND HANDLING RECORDS INCLUDE PACKAGING, SPECIAL HANDLING EQUIPMENT, AND STORAGE AND TRANSPORTATION MODES. These records are included in the life cycle engineering and management files.

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old. Destroy when 4 years old.

b. Records maintained for routine internal operations by all other activities.

Retire records under the appropriate SSIC in Chapter 4 of this instruction.

2. INTEGRATED MATERIAL ACQUISITION TRACKING SYSTEM (IMATS). IMATS is a COMNAVSEASYSCOM Navy-wide integrated management database system, which provides on-line control, and information pertaining to the acquisition and delivery of government furnished material for ship construction, ship overhaul and fleet support and modernization programs.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-computer and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books and operators and user manuals.

Destroy when superseded or no longer needed for reference

SSIC 9085

ENGINEERING DRAWINGS

1. SHIP AND ORDNANCE ENGINEERING DRAWINGS. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system.

a. Bureau ships master drawings. These drawings are a special class of hull, mechanical, and electrical drawings designated as masters. Since 1955 these drawings have been maintained by the planning yard.

(1) Original tracings and full size reproducibles of the booklets of general plans, hull lines, body plans, outboard profiles, inboard profiles and sheer and half breadth plans.

Permanent. Transfer to NARA when 30 years old.

(2) All other original master plans and copies maintained by any activity.

Retire to FRC when drawing is inactive. Destroy when 55 years old or when all vessels in the class are stricken, whichever is earlier.

(3) Silver film microform copies maintained at COMNAVSEASYSCOM Engineering Drawing Support Activity (NEDSA) Portsmouth, NH.

Permanent. Transfer to NARA when 55 years old. Earlier transfer is authorized for stricken vessels.

(4) Silver film and diazo copies of master plans held by all other activities.

Destroy when 30 years old.

b. Hull, mechanical, and electrical (HME) drawings. Ship design and construction drawings generally prepared by the contractor and accepted by the Navy. These drawings shall include all drawings required for the construction of the ship including hull, machinery, electrical, tank capacities and booklets of general plans as well as other drawings defined in Section 085 of General Specifications for Ships of the United States Navy.

(1) Original tracings of the booklet of general plans, hull lines, body plans, outboard profiles, inboard profiles, and sheer and half breadth plans only for the class leader ship maintained by the planning yard for the class.

Permanent. Retire to WNRC when drawings become inactive. Transfer to NARA when 30 years old. Earlier transfer when all ships in the class are stricken is authorized.

(2) Original tracings of all other HME drawings maintained by vessel planning yards.

Retire to FRC when 25 years old or when vessel is stricken, whichever is sooner. Destroy when 30 years old.

(3) HME drawings maintained by activities other than the planning yard.

If retired to an FRC, destroy when 25 years old. If retained on board, destroy when no longer required.

(4) Silver microfilm aperture cards (35 mm roll film prior to 1955) of all HME drawings including class file and vendor file maintained by NEDSA, Portsmouth, NH.

Permanent. Retire to WNRC when file is inactive. Transfer to NARA when 55 years old or when all vessels in the class are stricken, whichever is earlier.

(5) Duplicate silver and diazo copies of HME drawings maintained by all activities other than NEDSA Portsmouth, NH.

Destroy when 30 years old or when vessel is stricken, whichever is earlier.

(6) Optical disk high-density digital image of HME drawings maintained at COMNAVSEASYSCOM designated Master Engineering Drawing Management Information and Control System (EDMICS) site. (See subparagraph 9085.4 for description of EDMICS system.)

Disposition not authorized. Will be substituted for subparagraph 9085.1b(4) as the permanent record if in an approved archival form at the time of proposed transfer.

c. Installation control drawings (ICD). Drawings which set forth information for an item of installed equipment in terms of area, weight, foundation requirements, space, operation and maintenance access clearance high pressure air, cooling water, inert gas, draining clearance and pipe and cable attachments required for the installation and the co-functioning of the item to be installed with related items. Also known as "RE" drawings or SWBS 807 drawings.

(1) Original tracings maintained at NEDSA, Naval Sea Combat Systems Engineering Station (SEABAT), Norfolk, VA.

Retire to WNRC when file is inactive. Destroy when 30 years old.

(2) Silver microfilm aperture cards of ICD's maintained at NEDSA Norfolk, and vital records set at NEDSA, Naval Ship Weapon Systems Engineering Station, Port Hueneme, CA.

Destroy when 55 years old.

(3) ICD's in any form maintained by any activity other than NEDSA.

If retained on board, destroy when no longer required. If retired to FRC, destroy when 30 years old.

d. COMNAVSEASYSCOM-controlled electronic equipment drawings. Drawings of sonar, navigational, communications, radar, antenna systems and similar shipboard electronics equipment under the cognizance or control of COMNAVSEASYSCOM.

(1) Original tracings maintained by Naval Sea Combat Systems Engineering Station, Norfolk, VA and other In Service Engineering Agents (ISEA).

Retire to FRC when drawing is inactive. Destroy when 30 years old or when equipment is obsolete, whichever is earlier.

(2) Silver microform copies maintained at Naval Sea Combat Systems Engineering Station.

Retire to FRC when file is inactive, destroy when 55 years old or when equipment is obsolete, whichever is earlier.

(3) All other electronic drawings maintained by any activity.

Destroy when no longer required.

e. Ordnance equipment and surface missile systems drawings. Engineering drawings of guns, gun mounts, turrets, rocket launchers, depth charge projectors, small arms and guns, mortars, pyrotechnic equipment, mine, mine countermeasures, ammunition handling equipment, fire control and optical equipment, fuzes, torpedoes, underwater missiles, and similar equipment. Engineering drawings for surface missiles systems such as TARTER, TERRIER, Basic Point Defense, Target Acquisition System (TAS), NATO SEASPARROW, HARPOON, TOMAHAWK, UNREP, MK 86 GFCS, MK 92 FCS, Vertical Launcher System, AEGIS Combat System, and similar future systems. (Formerly retired under section 8000.12.)

(1) Original tracing ordnance drawings, showing complete gun mount, director, missile system, fire control system, and major components thereof including complete units of small arms and landing force equipment. These are maintained at NEDSA, Naval Ordnance Station (NOS), Louisville, KY. (These drawings are often referred to as Level 1 drawings or systems drawings.)

Permanent. Retire to WNRC when 30 years old. Transfer to NARA when 55 years old or when equipment or system is declared obsolete, whichever is sooner.

(2) Original tracings of ordnance drawings maintained by Inservice Engineering Agents and other activities other than NEDSA's.

Transfer to NOS, Louisville (Code 802) when drawing is inactive. NOS, Louisville will effect final transfer and disposition in accordance with this manual.

(3) Original tracing ordnance drawings of components and subsystems below level 1 maintained at NOS, Louisville.

Retire to WNRC when drawing becomes inactive or when 25 years old, whichever is sooner. Destroy when 55 years old or when equipment is declared obsolete, whichever is sooner.

(4) Ordnance sketches (LD series and similar) and preliminary drawings not bearing a BUORD, NAVORD, BUWEPS or COMNAVSEASYSCOM drawing number.

Transfer to WNRC when sketch is inactive. Destroy when 30 years old. Earlier destruction is authorized upon notification by the retiring activity.

(5) Special collection of ordnance drawings to be designated by NOS, Louisville from the collection at NEDSA Louisville and drawn from those non-permanent drawings included under section 9085.1e(3) of this instruction. This collection will show the historical development of techniques and processes used in naval engineering drawings and should include five samples of each technique or medium such as linens, van dykes, sepias, reverse sepias, brown lines, mylar, cronoflex, quadrule, rapidographs, tape processes, photo processes, various ink pens and pencils and special templates, labels, and papers.

Permanent. Transfer directly to Cartographic Branch (NNSC) National Archives using SF 258 from drawing held at the repository to present date. Future transfers in 5-year blocks beginning in 1995.

(6) Silver microfilm aperture cards of all ordnance and ordnance systems drawings maintained at NEDSA, NOS, Louisville and NEDSA, Naval Ship Weapon Systems Engineering Station (NSWSES), Port Hueneme, CA.

Permanent. Retire to WNRC when file is inactive. Transfer to NARA when 55 years old or when equipment is obsolete, whichever is earlier.

(7) Duplicate silver and diazo copies of ordnance and ordnance systems drawings maintained by all activities other than NEDSA, Louisville and Port Hueneme.

Destroy when 30 years old or when equipment is obsolete whichever is earlier.

(8) Optical disk high-density digital image of ordnance drawings maintained at COMNAVSEASYSCOM designated Master EDMICS site. (See section 9085.4 for description of EDMICS system.)

Disposition Not Authorized. Will be substituted for section 9085.1e(6) as the permanent record if in an approved archival form at the time of proposed transfer.

2. SHIPS DRAWING INDEX (SDI). An index prepared for each Navy ship, which includes all naval ships engineering drawings that are applicable to that vessel. Included are ship construction drawings, systems diagrams, manufacturers equipment drawing lists and assembly drawings. Entries for each drawing include drawing title, latest revision and whether designated a selected record drawing.

a. Original tracings for which no silver film exists. Maintained at planning yard for the vessel.

Permanent. Retire to WNRC when vessel is decommissioned. Transfer to NARA when 55 years old or when vessel is stricken whichever is earlier.

b. Original tracings that have been microfilmed. Maintained at NEDSA, Portsmouth, NH or at planning yard.

Retire to FRC when vessel is decommissioned. Destroy when 30 years old or when vessel is stricken, whichever is earlier.

c. Master set of SDI's on silver microfiche. Maintained at NEDSA, Naval Shipyard Portsmouth, NH.

Permanent. Retire to WNRC in 5-year blocks containing all vessels decommissioned during that period. Transfer to NARA when 55 years old.

3. COMNAVSEASYSCOM ENGINEERING DRAWING ASSET LOCATOR SYSTEM (NEDALS) is a database of all COMNAVSEASYSCOM engineering drawings identified by COMNAVSEASYSCOM number, title, and latest revision. System will provide the name of the activity holding the drawing and the physical form, i.e., original tracing, film, etc. The master database will be maintained at NOS, Louisville, KY. System supports COMNAVSEASYSCOM, naval shipyards, NEDSA's and ISEA's.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-computer and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books and operators and user manuals.

Destroy when superseded or no longer needed for reference.

4. EDMICS. EDMICS is an optical-disk system that will provide high-density digital image storage of all COMNAVSEASYSCOM engineering drawings for all levels of the Naval Establishment. EDMICS is a major part of the Department of Defense Computer-Aided Acquisition and Logistic Support Program (CALS). CALS will automate the creation, handling, and storage of all technical documentation. The target date for implementation of EDMICS is 1999.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data on optical disk format.

See section 9085.1b(6) and section 9085.1e(8) of this instruction for disposition instructions.

d. Systems documentation to include description of data elements, file layout, codebooks and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 9086

TECHNICAL MANUALS AND OTHER DATA RECORDS

1. SHIP'S TECHNICAL INSTRUCTIONS. Documents that contain descriptions of ships, boats, amphibious vehicles, systems and equipments, with instructions for use. Files include publications or other forms of information intended for Navy users of equipment or systems. They are referred to as technical manuals and cover some or all of the following: system or equipment description; instructions for initial preparation and installation, operation maintenance, and overhaul; parts listings; and related technical, test or logistic information or procedures, but no administrative procedures. Publications include installation, operation and maintenance manuals for all levels of support; systems and subsystems manuals; technical repair standards; check off cards and sheets; troubleshooting procedures and aids; parts lists; field changes and alteration procedures; and technical bulletins issued to the Fleet providing specific data for a particular ship system application, e.g., ship information books, damage control books and other manuals applicable to specific ships. (Nuclear propulsion manuals are covered in section 9086.2.)

a. Record copy, hard copy or silver halide master microform manuals in effect August 1976 and all published thereafter by COMNAVSEASYSCOM. Record copy is at COMNAVSEASYSCOM Control Technical Manual Management Activity (Naval Data Support Activity, Naval Ship Weapons Engineering Station, Port Hueneme, CA. (Retire hard copy only if silver halide microform is unavailable.)

Permanent. Retire to WNRC when ship is stricken. Transfer to NARA when 30 years old.

b. Record copy of manuals at COMNAVSEASYSCOM Headquarters canceled prior to August 1976 and are known not to be in the Naval Data Support Activity Collection.

Permanent. Retire to WNRC when ship is stricken. Transfer to NARA when 30 years old.

2. DOCUMENTS PROVIDING INSTRUCTION ON INSTALLATION, OPERATION, MAINTENANCE AND OVERHAUL OF NUCLEAR PROPULSION PLANTS.

a. Record copy (Original silver halide microform or hard copy) held by COMNAVSEASYSCOM Nuclear Propulsion Directorate. (Retire hard copy only if silver halide film is unavailable.)

Permanent. Retire to WNRC when cancelled. Transfer to NARA when 50 years old.

b. All other copies at any activity.

Destroy when no longer needed for reference.

3. ENHANCED SHIPS TECHNICAL PUBLICATIONS SYSTEM (E-STEPS). System provides life-cycle management support for COMNAVSEASYSCOM and SPAWAR technical publications. E-STEPS data base maintains complete information on each publication, e.g., title, type, revision, date, group, publication applicability, stock number, ship, class or equipment applicability, related publications, etc. System is maintained by COMNAVSEASYSCOM and supports CNET, NCTC, COMNAVSEASYSCOM activities, and fleet units.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-computer and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 9087

FACILITIES RECORDS

1. GENERAL FACILITIES RECORDS. Files and records documenting the organization and function of the activity, the implementation of plans and policies for logistic support of naval ships and routine internal operational and administrative correspondence. These records are accumulated by training activities, shore based supply depots, warehousing activities and similar commands. Exclude records of naval shipyards, SUPSHIPS, weapons and ordnance activities and research and development activities.

Retire to FRC when 2 years old. Destroy when 5 years old.

2. INDUSTRIAL PLANNING SYSTEM (IPS). Drawing on a data base containing a large inventory of shipyard resources, the system determines the service hours required for each existing industrial plant and the space required to meet the planned future ship workload in terms of specific ship availabilities, unscheduled and other shipwork. Space requirements form the basis for justifications of military construction projects. Equipment service hour requirements are used for determining the number of specific equipments required to meet the workload. System is maintained at NOS, Louisville.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-computer and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 9088

PERSONNEL AND TRAINING RECORDS

1. PERSONNEL AND TRAINING RECORDS. Correspondence, memoranda, studies, reports and similar documents that identify manning requirements, special qualifications and training requirements for new programs and electronic systems. Included is course development documentation. These records are accumulated by program/life cycle managers.

Retire to FRC when 2 years old. Destroy when 10 years old.

2. TRAINING COURSE ADMINISTRATIVE AND STUDENT RECORDS.

Retire records under appropriate subsection of SSIC 1500 of this instruction.

SSIC 9089

TRAINING EQUIPMENT RECORDS

1. TRAINING EQUIPMENT RECORDS. Records on training devices including instrument aids, learners aids, models and mockups, text books and visual aids. These records are maintained only by program/life cycle managers to support training on new equipment or systems under their cognizance.

Retire to FRC when 2 years old. Destroy when 6 years old.

2. TRAINING AIDS, FILMS AND SPECIAL DEVICES RECORDS. Records maintained by all other activities.

Retire records under appropriate subsection of SSIC 1551 of this instruction.

SSIC 9090

QUALITY ASSURANCE REQUIREMENTS RECORDS

1. QUALITY ASSURANCE REQUIREMENTS FOR SHIPS. Exclude quality assurance policy records from COMNAVSEASYSCOM and COMSPAWARSYSCOM, which are covered by 9000.1a.

Retire records under SSIC 4855 of this instruction.

SSIC 9091

SHIP INSPECTION RECORDS

1. INSPECTIONS CONDUCTED BY THE BOARD OF INSPECTION AND SURVEY, WASHINGTON, DC AND REGIONAL SUB BOARDS.

Retire records under appropriate subsection of SSIC 4730 of this instruction.

2. SHIP INSPECTION RECORDS. Records include calibration qualifications, configuration audits, hull surveillance inspections, inspection system, ship inspections, material identification, and visual inspection.

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other activities.

Cut off annually. Destroy when 2 years old.

c. Inspection reports maintained by ships and other fleet units.

Destroy when 2 years old or superseded by new report, whichever is earlier.

SSIC 9092

SHIP TEST RECORDS

1. SHIP TESTS RECORDS. Records include circularity, smoothness and fairness tests, compartment tests, initial operation and evaluation tests, test indices, test memos, procedures, schedules and tightness tests.

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other activities.

Cut off annually. Destroy when 2 years old.

c. Inspection reports maintained by ships and other fleet units.

Destroy when 2 years old or superseded by new report, whichever is earlier.

SSIC 9093

COMBAT SYSTEMS CHECK OUT RECORDS

1. COMBAT SYSTEMS CHECK OUT RECORDS. Records include checkout of combat systems, command and control testing, consolidated operability test (COT), performance operating standards for electrical equipment, SQUAT, and Weapons Systems Acceptance Test (WSAT).

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other activities.

Cut off annually. Destroy when 2 years old.

c. Inspection reports maintained by ships and other fleet units.

Destroy when 2 years old or superseded by new report, whichever is earlier.

SSIC 9094

SHIP TRIAL RECORDS

1. TRIALS CONDUCTED BY THE BOARD OF INSPECTION AND SURVEY, WASHINGTON, DC AND REGIONAL SUB BOARDS.

Retire records under the appropriate section of SSIC 4730 of this instruction.

2. SHIP TRIAL RECORDS. Acceptance trial reports and underway trial reports for newly-constructed ships. Also performance trials, standardization trials and tactical trials. Copies of reports of boards or sub-boards of inspection and survey and related correspondence and

other documents maintained by COMNAVSEASYSCOM

a. Records maintained by program manager/life cycle manager and fleet support activities.

Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other activities.

Cut off annually. Destroy when 2 years old.

SSIC 9096

WEIGHT CONTROL

1. RECORDS ON WEIGHT AND MOMENT CHANGES. Weight reports of newly constructed ships, daily planning reports and related data.

a. Paper Copies.

(1) Master copies for which no silver halide film exists at COMNAVSEASYSCOM Headquarters.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.

(2) Filmed paper master copies.

Destroy upon verification of microform.

(3) All other copies at COMNAVSEASYSCOM Headquarters or any other activity.

Destroy when no longer needed for reference.

b. Microform copies.

(1) Silver halide microform and one copy at COMNAVSEASYSCOM Headquarters.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.

(2) All other copies at any activity.

Destroy when no longer needed for local reference.

SSIC 9097

INCLINING EXPERIMENT AND TRIM DRIVE RECORDS

1. REPORTS ON INCLINING EXPERIMENTS, U.S. NAVY SHIPS. Records include calculations, the inclining experiment, inclining weights, procedures, reports and trim drive records.

a. Paper copies.

(1) Master copies maintained at COMNAVSEASYSCOM that have not been filmed.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.

(2) Master copies that have been filmed.

Destroy upon verification of microfilm.

(3) Non-master copies maintained at COMNAVSEASYSCOM and copies maintained at any other activity.

Destroy when no longer needed.

b. Microform Copies.

(1) Silver halide microform and one copy maintained at COMNAVSEASYSCOM.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.

(2) Other copies at any activity.

Destroy when no longer required.

SSIC 9098

MODELS AND MOCKUP RECORDS

1. RECORDS INCLUDE DRAWING ROOM MODELS, SHIP CONSTRUCTION MOCKUPS AND WHOLE SHIP MODELS.

a. Case file for each model. (Includes specifications, use history file, custody receipts, loan records and similar documents.)

Transfer with the three dimensional model or mock-up. Receiving activity will destroy when no longer required.

b. Machinery space models, drawing room models, design models and full ship models.

When no longer required for active use; contact Curator of Ship Models, David Taylor Research Center for disposition/shipping instructions.

c. Three dimensional mockups.

When no longer required for active use; contact Director of Naval History/Curator of the Navy (N09BH) for disposition/shipping instructions.

SSIC 9099

PHOTOGRAPHIC RECORDS

1. PHOTOGRAPHS OF SHIPS. Files include photographs of antenna riggings, commissioning, consolidated operability tests, identification photos, progress photos, ship as completed photos, inclining experiment photos, keel laying photos, launching photos, and trial photos.

a. Records maintained by the program manager.

(1) For class leader ships.

Permanent. Retire records with Ships Case file under section 4700.1c(1) (a)1 of this instruction.

(2) For all other ships.

Retire records with Ships Case file under section 4700.1c(1) (a)1 of this instruction.

b. Records maintained by naval shipyard and ship repair facilities.

Retire to FRC when 4 years old. Destroy when 10 years old.

c. Records maintained by all other activities.

Retire to FRC when 2 years old. Destroy when 6 years old.

SSIC 9100 - 9690

EXCEPT WHERE OTHERWISE INDICATED, RECORDS UNDER SSIC 9100 THROUGH 9690 ARE A PART OF THE PRIMARY PROGRAM FILES OR LIFE CYCLE ENGINEERING AND MANAGEMENT FILES AS DESCRIBED IN SECTIONS 9000.1 AND 9000.2, IN SUPPORT OF NEW SHIP CONSTRUCTION, FLEET MODERNIZATION AND FLEET MATERIAL SUPPORT. FOR A COMPLETE LISTING OF SUBJECTS INCLUDED IN EACH SUBJECT CATEGORY, SEE SHIPS WORK BREAKDOWN STRUCTURE, COMNAVSEASYSCOM 0900-LP-039-9010 (NOTAL).

SSIC 9100 - 9192

HULL STRUCTURE RECORDS

RECORDS IN THIS SERIES ARE RELATED TO GENERAL HULL STRUCTURE RECORDS AND INCLUDE SHELL AND SUPPORTING STRUCTURE; HULL STRUCTURAL BULKHEADS; HULL DECKS; HULL PLATFORMS AND FLATS; DECK HOUSE STRUCTURE; SPECIAL STRUCTURES (STACK AND MACKS, BALLISTIC PLATING, SONAR DOMES, AND HULL STRUCTURAL CLOSURES); MASTS, KINGPOSTS, AND SERVICE PLATFORMS; FOUNDATIONS; AND SPECIAL PURPOSE SYSTEMS (HULL, BALLAST AND BUOYANCY UNITS AND COMPARTMENT TESTING) RECORDS.

SSIC 9100

HULL STRUCTURE

1. HULL STRUCTURE RECORDS, GENERAL. Records concerning deckhouses, fixed ballast, foundations, main hull body, structural closures, subdivisions, welding and fastening. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9110

SHELL AND SUPPORTING STRUCTURE

1. SHELL AND SUPPORTING STRUCTURE RECORDS. Records concerning the pressure hull envelope and support structures for submarine and the rigid sidewall seals and flexible shirts and seals for air cushion vehicles and surface effect ships (ACV/SES). Also included in this category are records concerning shell plating, surface and submarine hulls, inter bottom, shell appendages, stanchions, longitudinal and transverse framing for surface ships and submarines and lift system flexible shirts and seals. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9120

HULL STRUCTURAL BULKHEADS

1. HULL STRUCTURAL BULKHEAD RECORDS. Records concerning longitudinal and transverse structural bulkheads, trunks and enclosures, bulkheads for torpedo protection, submarine hard tanks and soft tanks. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9130

HULL DECKS

1. HULL DECK RECORDS. Records containing information concerning all decks within the hull of the ship up to and including the strength or flight deck. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9140

HULL PLATFORMS AND FLATS

1. HULL PLATFORMS AND FLATS RECORDS. Records containing information on all platforms and flats within the hull. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9150

DECK HOUSE STRUCTURE

1. DECK HOUSE STRUCTURE. Records concern all deck house structures on all levels of the ship and for submarines including all faired structures composed of framing and plating above the pressure or non-pressure hull that is open to the sea. This includes fairwater for bridge and mast structure, walking decks, main deck and safety tracks. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9160

SPECIAL STRUCTURES

1. SPECIAL STRUCTURES RECORDS. Records concern structural casting, forgings and equivalent weldments. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9162

STACKS AND MACKS

1. STACKS AND MACKS. (Combined stack and mast records.) Records contain information on coverings, forgings, gaskets, ladders, plating, stack covers, and stack outer casing. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9164

BALLISTIC PLATING RECORDS

1. BALLISTIC PLATING RECORDS. Records contain information on armor grading, barbette connections and supports, barbette deck wedges, conning tower and fire control tubes, splinter plating, and side belt plates. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9200 - 9299

PROPULSION PLANT RECORDS

RECORDS CONCERNING THE PROPULSION PLANTS OF NAVY SHIPS. THEY INCLUDE AUTOMATED SHIP CONTROL SYSTEMS, NUCLEAR AND NON-NUCLEAR ENERGY GENERATING SYSTEMS, STEAM PROPULSION UNITS, INTERNAL COMBUSTION AND ELECTRIC PROPULSION UNITS, TRANSMISSION AND PROPULSION SYSTEMS, PROPULSION SUPPORT SYSTEMS, FUEL AND LUBE OIL SYSTEMS AND SPECIAL PURPOSE PROPULSION PLANTS.

SSIC 9200

PROPULSION PLANT

1. PROPULSION PLANT RECORDS, GENERAL. Records related to ship propulsion plants and their control systems. Records are generally accumulated at the ship level. Exclude primary program records covered by 9000.1 (non-nuclear) and 9210.1 (nuclear) and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9210

NAVAL NUCLEAR PROPULSION INFORMATION (NNPI)

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, record copies of instructions and notices and other records that document the establishment, development and accomplishment of plans, programs and policies related to the design, arrangement, manufacture, testing, operations, administration, training, maintenance and repair of naval nuclear-powered ships and prototypes under the Naval Nuclear Propulsion Program. Records are maintained by Nuclear Propulsion Directorate of COMNAVSEASYSCOM (SEA 08).

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 50 years old.

2. GENERAL CORRESPONDENCE. Correspondence, reports and other records pertaining to Naval Nuclear Propulsion Programs and procedures of activities, departments, divisions or other organizational unit concerned. Included are records of shipboard and shore-based nuclear support facilities.

Retire to FRC when 4 years old. Destroy when 10 years old.

3. NUCLEAR ENGINEERING EXAMINATIONS. Qualification examinations at COMNAVSEASYSCOM

and completed by prospective engineering officers, shift test engineers and prospective commanding officers to determine qualifications of nuclear engineers for nuclear propulsion plants in U.S. Navy ships.

a. Papers of successfully-completed examinations.

Transfer to WNRC in 6-month blocks when newest examination papers are 6 months old. Destroy when newest papers are 15 years old.

b. Papers of unsuccessfully-completed examinations.

Transfer to WNRC in 6-month blocks when newest examination papers are 15 months old. Destroy when newest papers are 15 years old.

4. REACTOR LOGS, RECORDS AND REPORTS. Operating logs, records and reports covering the sampling of primary coolant, and propulsion plant construction. (N1-NU-03-3)

a. Reactor Operating Log.

Retain for the duration of installed reactor core and for 3 years beyond core replacement. Most recent 6 month period should be retained onboard. Remainder to be stored at nearest FRC.

b. Propulsion plant construction records and acceptance results.

Transfer to FRC after ship acceptance; Retain for the life of the ship or 45 years whichever is later.

SSIC 9220

ENERGY GENERATING SYSTEMS (NON-NUCLEAR)

1. ENERGY GENERATING SYSTEM (NON-NUCLEAR). Records contain information on propulsion boilers, gas generators, main propulsion batteries, and main propulsion fuel cells. Exclude primary program records covered by SSIC 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9221

STEAM BOILER RECORDS

1. BOILER RECORD SHEETS. Boiler record sheets and similar records and logs maintained by U.S. Navy ships to monitor boiler operation.

Destroy when 2 years old.

SSIC 9230

PROPULSION UNITS

1. PROPULSION UNITS. Records on propulsion units such as steam turbines and engines, internal combustion engines, gas turbines, electric propulsion devices, self-contained systems, auxiliary devices, and secondary and emergency propulsion systems for submarines. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9234

PROPULSION GAS TURBINES

1. MARINE GAS TURBINE ENGINE (MGTE) AUTOMATIC DATA PROCESSING SUPPORT SYSTEM. MGTE is an accounting/inventory control system, which provides management data to COMNAVSEASYSCOM inventory managers. MGTE contains the status and location of engines, e.g., whether occur in transit, under repair, installed shipboard, ready for issue and status of shipping containers.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-computer and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 9240

TRANSMISSION AND PROPULSION SYSTEMS

1. TRANSMISSION AND PROPULSION SYSTEMS. Records on propulsion reduction gears, system clutches and couplings, shafting, shaft bearings, propulsors, propulsor shrouds, and ducts and water jet propulsors. Exclude primary program records covered by 9000.a and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9245

PROPULSORS RECORDS

1. PROPELLER INSPECTION REPORTS FOR NAVAL SHIPS.

a. Paper copies at COMNAVSEASYSCOM.

Destroy upon verification of microform.

b. Paper copies at all other activities.

Destroy when no longer needed for reference.

c. Silver halide microfiche at COMNAVSEASYSCOM.

Destroy when propeller is scrapped.

d. All other microfiche copies at any activity.

Destroy when no longer needed for reference.

SSIC 9250

PROPULSION SUPPORT SYSTEMS

1. PROPULSION SUPPORT SYSTEMS. Records on combustion air systems, propulsion control systems, main steam piping system, condensers and air ejectors, feed water and condensate systems, circulating and cooling water systems, high pressure steam drain systems, and uptakes. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9260

FUEL AND LUBE OIL PROPULSION SUPPORT SYSTEMS

1. FUEL AND LUBE OIL SUPPORT SYSTEMS. Records on fuel service systems, main propulsion lube oil systems, submarine shaft lube oil systems, and lube oil fill, transfer and purification systems. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9290

SPECIAL PURPOSE PROPULSION PLANT SYSTEMS

1. SPECIAL PURPOSE SYSTEMS. Records on the engineering operational sequencing system. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9300 - 9390

1. ELECTRIC PLANT RECORDS INCLUDE INFORMATION ON MOTORS AND ASSOCIATED EQUIPMENT, PROTECTIVE DEVICES, ELECTRIC CABLES, ELECTRICAL DESIGNATING AND MARKING, ELECTRIC POWER GENERATION, POWER DISTRIBUTION SYSTEMS, LIGHTING SYSTEMS, POWER GENERATION SUPPORT SYSTEMS, GAS TURBINES, SUPERCONDUCTING SYSTEMS AND SPECIAL PURPOSE ELECTRIC PLANTS. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2.

Destroy when 6 years old.

SSIC 9400 - 9445

GENERAL COMMAND AND SURVEILLANCE (SHIPBOARD INSTALLATIONS)

SSIC 9400

1. COMMAND SURVEILLANCE (SHIPBOARD INSTALLATION) RECORDS. Files include security requirements, personnel safety, radio frequency transmission lines, antenna requirements, grounding and bonding, electromagnetic interference reduction and system test requirements. Files also include command and control system and navigation systems (non-electrical and non-electronic navigation aids), electrical navigation aids (lights), radio electronic navigation systems, acoustical electronic navigation systems and periscopes. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 10 years old.

SSIC 9402

SECURITY REQUIREMENTS RECORDS

1. COMMUNICATIONS SECURITY ENGINEERING CONTROL SYSTEM. This system provides support to technical codes at the Space and Naval Warfare Systems Engineering Center, Portsmouth, VA. Support is provided in the following functional areas: configuration management, project management, fiscal tracking and projections, reliability and maintainability, logistics, engineering design, engineering calculations and TEMPEST program.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-computer and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 9430

1. INTERIOR COMMUNICATIONS (IC) RECORDS. Files include switchboards for IC systems; telephone systems; announcing systems, entertainment and training systems, voice tubes and message passing scuttles; alarm, safety and warning systems; indicating, order and metering systems; integrated control systems; and recording and television systems. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9440

1. EXTERIOR COMMUNICATIONS RECORDS. Files include radio systems, underwater systems, visual and audible systems, telemetry systems, teletype and facsimile systems, and security equipment systems. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9441

RADIO SYSTEMS RECORDS

1. MOBILE RADIO INFORMATION SYSTEM. System allows users to add, update or delete mobile radio inventory items, and track those items scheduled for maintenance for a selected period. Information retained in the system includes purchase date, unit cost, repair date, and repair costs. System is maintained on micro computers by participating activities.

a. Discs or other file maintenance media.

Destroy when no longer needed.

b. Input data.

Destroy when no longer required.

c. Output data and reports.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for

SSIC 9450

SURFACE SURVEILLANCE SYSTEM RECORDS. Files include surface search radar, two and three dimensional (2nd and 3rd) air search radar, aircraft control approach radar identification systems (IFF) multiple mode function radar, and space vehicle electronic tracking. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 10 years old.

SSIC 9460

UNDERWATER SURVEILLANCE SYSTEMS

1. UNDERWATER SURVEILLANCE SYSTEMS RECORDS. Files include fixed surveillance systems (includes active sonar), mobile surveillance systems (includes passive sonar), deployable surveillance systems (multiple mode sonar), and classification sonar. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9470 - 9472

COUNTERMEASURES RECORDS

1. COUNTERMEASURES RECORD. Files include active and passive electronic countermeasures (ECM). Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9473

TORPEDO COUNTERMEASURES RECORDS

1. TORPEDO COUNTERMEASURES FILES. Records contain information on torpedo decoys and countermeasures including all acoustic, chemical, mechanical and hybrid decoys and ship silencing relating to their construction, effectiveness, performance, installation, and production. Files also consist of equipment and list data, copies of station directives and other records relating to shipboard torpedo countermeasures, ship silencing and shipboard integration with associated sensors and anti-submarine warfare (ASW) systems. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

2. TORPEDO COUNTERMEASURES EQUIPMENT MODIFICATIONS TO MEET REVISED THREATS OR IMPROVED CHARACTERISTICS.

Destroy when superseded, when equipment is transferred to other control, or after final disposition, whichever occurs later.

SSIC 9474

OTHER DECOYS RECORDS

1. OTHER DECOYS FILES. Records contain information relating to the construction and effectiveness of electronic warfare decoys including all radio programming, infrared and hybrid radio frequency/intermediate range. Exclude primary program records filed under 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9475

DEGAUSSING RECORDS

1. DEGAUSSING RECORDS. Files include information on coils, connection boxes, control equipment and magnetic silencing.

Retire and dispose of records under the appropriate subsection of SSIC 8950 of this instruction.

SSIC 9476

MINE COUNTERMEASURES (MINESWEEPING) RECORDS

1. MINE COUNTERMEASURES RECORDS. Files include information on acoustic, magnetic and mechanical minesweeping systems, trawl nets, mine countermeasures handling equipment, minefield navigation systems, mine hunting systems, and pressure minesweeping systems. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 6 years old.

SSIC 9480

FIRE CONTROL SYSTEMS

1. FIRE CONTROL SYSTEMS RECORDS. Files contain information concerning equipment not integral or attached to the weapons.

Retire and dispose of records under the appropriate subsection of SSIC 8200 of this instruction.

SSIC 9490

SPECIAL PURPOSE SYSTEMS (COMMAND AND SURVEILLANCE) RECORDS

1. SPECIAL PURPOSE SYSTEMS RECORDS. Files include electronic test, checkout and monitoring equipment, flight control and instrument landing systems, non-combat data processing systems, and meteorological systems. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 5 years old.

SSIC 9492

ELECTRONIC EQUIPMENT FOR RADIATION DETECTION, INDICATION, AND COMPUTATION (RADIAC)

1. GENERAL CORRESPONDENCE for RADIAC program. Records include budget estimate submissions, procurement documents and other correspondence used in the routine administration of the program.

Destroy when 2 years old.

2. ALL MATERIAL USED AS REFERENCES IN RESEARCH AND DEVELOPMENT.

Destroy when no longer needed.

3. ALL RADIATION DETECTION INDICATION AND COMPUTATION (RADIAC) CASE FILES FOR INDIVIDUAL UNITS.

Retain on board until unit is removed from Navy inventory, then destroy.

4. ALL MATERIAL ON MOVEMENT OF RADIOACTIVE MATERIALS.

Destroy after 2 years old.

SSIC 9500 - 9599

AUXILIARY SYSTEMS RECORDS

SSIC 9500

GENERAL AUXILIARY SYSTEMS RECORDS

1. AUXILIARY SYSTEMS RECORDS. Files include auxiliary machinery, pumps, instruments and instrument boards, general piping requirements, overflows, air escapes, and sounding tubes, machinery and piping designations and markings, thermal insulation for piping and machinery, and thermal insulation for ventilation and air conditioning ducts. Exclude primary program records covered by 9000.1 and life cycle management records

covered by 9000.2a.

Destroy when 5 years old.

SSIC 9510

ENVIRONMENTAL CONTROL RECORDS

1. ENVIRONMENTAL CONTROL RECORDS. Files contain information on compartment heating, ventilation, machinery space ventilation, air conditioning, air revitalization (submarines), refrigeration, auxiliary boilers, and waste heat recovery systems. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 5 years old.

SSIC 9520

SEAWATER SYSTEMS

1. SEAWATER SYSTEMS RECORDS. Files include information on non-propulsion seawater sprinkler, washroom and auxiliary seawater systems, and plumbing. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 5 years old.

SSIC 9530

FRESH WATER SYSTEMS

1. FRESH WATER SYSTEMS RECORDS. Files include information on distilling plants, cooling water portable water, auxiliary stream and drains within and outside machinery box, and auxiliary fresh water cooling systems. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 5 years old.

SSIC 9540

FUELS AND LUBRICANTS, HANDLING AND STORAGE

1. FUELS AND LUBRICANTS RECORDS. Files include information on handling and stowage of ship fuels, aviation and general purpose fuels, and special fuels and lubricants. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 5 years old.

SSIC 9550

AIR, GAS AND MISCELLANEOUS FLUID SYSTEMS RECORDS

1. AIR, GAS AND MISCELLANEOUS FLUID SYSTEMS RECORDS. Files include compressed air, fire extinguishing, and hydraulic fluid systems. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 5 years old.

SSIC 9560

SHIP'S CONTROL SYSTEMS RECORDS

1. SHIP'S CONTROL SYSTEMS RECORDS. Files include information on steering and diving control systems, rudders, hovering and depth control, trim system, diving planes and stabilizing fins for submarines, and trim and heel systems for surface ships. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 5 years old.

SSIC 9570

MATERIAL HANDLING SYSTEMS RECORDS

1. MATERIAL HANDLING SYSTEMS RECORDS. Files include records on replenishment, replenishment at sea, ship's stores and equipment handling, cargo handling, material replenishment, and vertical handling and stowage systems. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 5 years old.

SSIC 9580

MECHANICAL HANDLING SYSTEMS RECORDS

1. MECHANICAL HANDLING SYSTEMS RECORDS. Files include anchor handling and stowage systems, mooring and towing systems, boat handling and stowage systems, mechanically operated door, gate pump, and turntable systems, elevating and retracting gear, aircraft support systems, aircraft launch support systems, and aircraft handling, servicing and storage systems. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 5 years old.

SSIC 9590

SPECIAL PURPOSE SYSTEMS (AUXILIARY SYSTEMS) RECORDS

1. SPECIAL PURPOSE SYSTEMS (AUXILIARY SYSTEMS) RECORDS. Files include scientific and ocean engineering systems, swimmer and diver support and protection systems; environmental pollution control

systems (sewage treatment and disposal, trash disposal and incineration), submarine rescue, salvage and survival systems, towing, launching and handling for underwater systems, handling system for divers and submersible vehicles, and salvage support systems. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 5 years old.

SSIC 9600

GENERAL OUTFIT AND FURNISHING RECORDS

1. GENERAL OUTFIT AND FURNISHING RECORDS. Files include hull designating and marking, draft marks, locks, keys and tags, and rodent and vermin proofing.

Destroy when 2 years old.

SSIC 9610

SHIP FITTINGS RECORDS

1. SHIP FITTING RECORDS. Files include hull fittings, rails, stanchions, lifelines and rigging, and canvas records.

Destroy when 2 years old.

SSIC 9620

HULL COMPARTMENTATION RECORDS

1. HULL COMPARTMENTATION RECORDS. Files include non-structural bulkheads, floor plates and gratings, ladders, non-structural closures, and air ports, fixed port lights and windows.

Destroy when 2 years old.

SSIC 9630

PRESERVATIVES AND COVERINGS RECORDS

1. PRESERVATIVES AND COVERINGS RECORDS. Files include painting, zinc coating, cathodic protection, deck covering, hull insulation, hull damping, sheathing, refrigerated spaces, and radiation shielding. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.

Destroy when 5 years old.

SSIC 9640

LIVING SPACES RECORDS

1. LIVING SPACES RECORDS. Files include living spaces and furnishings, berthing and messing spaces, sanitary spaces, and fixtures and community/worship spaces.

Destroy when 2 years old.

SSIC 9650

SERVICE SPACES RECORDS

1. SERVICE SPACES RECORDS. Files include commissary spaces, medical spaces, dental spaces, utility spaces (barber shop, ship's store and brig), laundry spaces, and trash disposal spaces.

Destroy when 2 years old.

SSIC 9660

WORKING SPACES RECORDS

1. WORKING SPACES RECORDS. Files include offices, damage control stations, and workcenters, laboratories, test areas and shops (including portable tools and equipment).

Destroy when 2 years old.

SSIC 9670

STOWAGE SPACE RECORDS

1. STOWAGE SPACE RECORDS. Files include lockers and special stowage, storerooms, issue rooms, and cargo stowage.

Destroy when 2 years old.

SSIC 9690

SPECIAL PURPOSE SYSTEM (OUTFIT AND FURNISHINGS) RECORDS

1. SPECIAL PURPOSE SYSTEMS RECORDS. Files include furnishings and outfitting special purpose systems and outfit and furnishings operating fluids, and repair parts and special tools.

Destroy when 2 years old.

SSIC 9700

GENERAL ARMAMENT (SHIPBOARD INSTALLATIONS) RECORDS

1. GENERAL ARMAMENT (SHIPBOARD INSTALLATION) RECORDS. Files include stowage and handling of guns and ammunition, missiles and rockets, mines, depth charges, torpedoes, small arms and pyrotechnics, cargo munitions and aircraft-related weapons. Files also include, special purpose systems (armament) and special weapons. They consist of correspondence, reports, drawings, and studies. They are accumulated by shipyards, ship repair facilities and other

activities concerned with the construction and maintenance of naval ships.

Retire and dispose of records under the appropriate subsection under SSIC 8020 of this instruction.

2. COMBAT SYSTEMS ALTERATION NETWORK (SEANET). The system is based on a distributive data processing network consisting of detailed data bases located at, and maintained by, the designated responsible sources for the data and information. These data bases are made accessible to users through a standardized, menu driven inquiry and reporting system. System provides data and information to manage an alteration throughout its life-cycle, from initial identification development by ISEA, through planning and budgeting, installation and accomplishment reporting.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-computer and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 9800

GENERAL INTEGRATION AND ENGINEERING (SHIPBUILDER'S RESPONSE) RECORDS

1. GENERAL INTEGRATION AND ENGINEERING (SHIPBUILDER'S RESPONSE) RECORDS. Files include engineering services associated with the design, development, production, testing and delivery of ships including production engineering, special drawings for nuclear propulsion systems, design support, quality assurance, integrated logistic support engineering, and special purpose items.

Destroy when 3 years old.

SSIC 9900 - 9999

GENERAL SHIP ASSEMBLY AND SUPPORT SERVICES RECORDS

1. GENERAL SHIP ASSEMBLY AND SUPPORT SERVICES RECORDS. Files include contractual and production support services, and construction support (molds and templates, launchings and drydocking).

Destroy when 6 years old.

SSIC 9997

DRYDOCKING RECORDS

1. DOCKING REPORTS. Reports concerning the condition of the hull and all underwater attachments to the hull that are prepared whenever a naval vessel is placed in dry-dock for routine overhaul or emergency repairs.

Destroy when 2 years old.

CHAPTER 10

GENERAL MATERIAL RECORDS
SSIC 10000-10999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO GENERAL MATERIALS NOT COVERED IN THE SPECIALIZED MATERIAL SERIES (SUCH AS ORDNANCE, SHIPS, AERONAUTICAL). THEY RELATE TO PERSONNEL MATERIALS, GENERAL TOOLS AND MACHINERY, ELECTRONIC AND ELECTRICAL EQUIPMENT, BUILDING MATERIALS, FUELS, METALS, PHOTOGRAPHIC EQUIPMENT AND ACCESSORIES, AND OTHER MISCELLANEOUS MATERIALS. THEY ARE ACCUMULATED THROUGHOUT THE NAVY AND MARINE CORPS ACTIVITIES PERFORMING SPECIALIZED, TECHNICAL, OR OTHER FUNCTIONS RELATING TO THESE MATERIALS.

SSIC 10000-10099

SSIC 10000

GENERAL MATERIAL RECORDS

1. GENERAL CORRESPONDENCE FILES. Files related to routine internal operation and administration of general material not covered elsewhere in this schedule. (See also SSIC 4400 for supply material files.)

Destroy when 2 years old.

2. BLUEPRINTS AND DRAWINGS. Files of general equipment and material items. (See SSIC 4121.2 for permanent specification files.)

a. Original Tracings of Drawings (Master Copies Only).

Retain on board. Destroy when microfilmed and identification and mounting is completed or when no longer needed, whichever is later.

b. Master Microfilm Negatives.

Retain on board. Destroy when no longer needed.

c. Other Copies.

Retain on board. Destroy when superseded, obsolete, or no longer needed for reference.

3. UNIDENTIFIED RECORDS. Records relating to general material operations that are not described in this chapter.

Disposition not authorized. Submit an SF 115 following the guidelines of Part II, paragraph 4.

SSIC 10010

TECHNICAL INFORMATION AND MODIFICATION (MARINE CORPS ONLY) RECORDS

1. MARINE CORPS TECHNICAL INFORMATION AND MODIFICATION RECORDS. Files of general tools and machinery, electronic equipment, and other miscellaneous materials.

Retain on board. Destroy when superseded, obsolete, or no longer needed for reference.

SSIC 10100-10199

PERSONNEL MATERIAL RECORDS

SSIC 10100

GENERAL PERSONNEL MATERIAL RECORDS

l. GENERAL CORRESPONDENCE. Files covering the administration and routine operation of personnel material.

Destroy when 2 years old.

SSIC 10110

PROVISIONS AND RATIONS RECORDS

l. ACTIVITIES SUBSISTENCE REPORT RECORDS. Reports, correspondence, and related records concerning subsistence requisitioning/support channels, special rations, stock levels, wholesale support, and inspection of stock, stock status, etc. (See also SSIC 4061.)

a. Afloat Activities.

Destroy when l year old.

b. Ashore Activities.

Destroy when 2 years old.

2. INVESTIGATION RECORDS. Reports/ documentation of damaged, deteriorated and/or stolen rations.

Transfer to FRC when 2 years old. Destroy when 5 years old.

3. DAILY TEMPERATURE LOGS.

Destroy when 2 years old.

4. CASH COLLECTION VOUCHERS/CASH MEAL PAYMENT SHEETS. Other than those used in field or garrison mess hall operations. Includes authorized custodian records to include report of result of quarterly verification of authorized custodian, any loss of Cash Meal Sheets and replacement payment sheets with related endorsements.

Transfer to FRC when 2 years old. Destroy when 5 years old.

SSIC 10120

CLOTHING AND UNIFORMS RECORDS

1. CLOTHING REQUISITION AND RECEIPT RECORDS. Files such as Requests for Issue or Turn-in, DD 1150. (See also SSICs 1020 and 1070.15.)

Destroy when 2 years old.

2. CLOTHING RECEIPTS FOR CLOTHING ISSUES.

Retain on board. Destroy when clothing is returned.

3. CLOTHING STORES RETURNS. (See also SSIC 7323.1.)

a. Navy Activities.

Destroy when 2 years old.

b. Marine Corps Activities.

Destroy 3 years after close of fiscal year.

4. NAVAL UNIFORM SHOP RECORDS. These are general correspondence records accumulated by the Navy Resale and Services Support Office, Brooklyn, NY, documenting administration of the Naval Uniform Shop.

Destroy when 3 years old.

SSIC 10121

NAVAL AND MARINE CORPS RESERVE CLOTHING RECORDS

l. GENERAL CORRESPONDENCE. Files and merchandising advisory notices related to Navy and Marine Corps Reserve clothing.

Destroy when 2 years old.

SSIC 10122

OFFICER CLOTHING AND UNIFORMS RECORDS

1. GENERAL CORRESPONDENCE. Files and merchandising advisory notices related to officer clothing and uniforms. (See also SSICs 1020 and 1070.l5.)

Destroy when 2 years old.

SSIC 10123

OFFICER CANDIDATE CLOTHING AND UNIFORMS RECORDS

1. GENERAL CORRESPONDENCE. Files pertaining to officer candidate clothing and uniforms.

Destroy when 2 years old.

SSIC 10124

ORGANIZATIONAL CLOTHING RECORDS

1. GENERAL CORRESPONDENCE. Files relating to the storage and issue of special clothing/cold weather clothing; flight clothing; and atomic, biological, and chemical warfare protective clothing.

Destroy when 3 years old.

2. WEAR TEST REPORTS.

Destroy when 2 years old.

SSIC 10128

RETAIL CLOTHING STORE ITEMS RECORDS

l. GENERAL CORRESPONDENCE. Files pertaining to uniform discrepancies and national stock numbers relating to retail clothing store items.

Retain on board. Destroy when superseded, obsolete, or no longer needed for reference.

2. STOCK POSITION REPORTS.

Destroy when l year old.

SSIC 10130

SHIPS STORE ITEMS RECORDS

1. GENERAL CORRESPONDENCE. Files pertaining to the overall operation of ships stores, afloat and ashore.
Destroy when 3 years old.

2. DOCUMENTS RELATING TO THE OVERALL ADMINISTRATION OF SHIPS STORES.

Retain on board. Destroy when 4 years old.

SSIC 10140

EXCHANGE ITEMS RECORDS

1. GENERAL CORRESPONDENCE. Files pertaining to general management and administration of Navy Exchanges. (See also SSIC 4066.)

Destroy when 3 years old.

SSIC 10150

PERSONAL SERVICE EQUIPMENT RECORDS

1. MESS RECORDS. Files pertaining to mess operations, ashore and afloat. (See also SSIC 4061.)

Destroy when 2 years old.

2. LAUNDRY RECORDS. Files pertaining to laundry operations of Navy ships stores, ashore and afloat.

Destroy when 2 years old.

SSIC 10170

TRAINING MATERIAL RECORDS

1. GENERAL CORRESPONDENCE. Files pertaining to management and utilization of training material. Records cover equipment (i.e., blackboards, chalk, etc.) not devices (i.e., syllabi, curricula, etc.). (See SSIC 1500 for military personnel training and SSIC 12410 for civilian personnel training.)

Destroy when 3 years old.

SSIC 10200-10299

MACHINERY AND TOOLS RECORDS

SSIC 10200

GENERAL MACHINERY AND TOOLS RECORDS

l. GENERAL CORRESPONDENCE. Records relate to use, maintenance, and repair of tools and machinery (agricultural machinery, air compressors and pumps, air conditioning and ventilating equipment, electric motors and generators, engines (exclude ship and aircraft engines), etc.). Records also include calibration records and related papers. (See also SSIC 4870.)

a. Tool Repair History Cards. These cards list major repairs to each tool.

Retain on board. Destroy when tool is dispositioned.

b. All Other Records.

Destroy when 3 years old.

SSIC 10250

CONVEYING AND HOISTING EQUIPMENT RECORDS

l. REPORTS, MESSAGES, AND RELATED CORRESPONDENCE. Files and papers concerning conveying and hoisting equipment.

Destroy when 3 years old.

SSIC 10300-10599

MISCELLANEOUS MATERIAL RECORDS

SSIC 10300

GENERAL MISCELLANEOUS MATERIALS RECORDS

MISCELLANEOUS MATERIALS INCLUDE ABRASIVES, STEEL, METALLIC AND NON-METALLIC MATERIALS, WOOD, LUMBER, CONCRETE, RUBBER, LUBRICANTS, PAINTS, ELECTRONIC COMPONENTS, MOLDS, DIES, HARDWARE, AND PLUMBING FIXTURES. (SEE ALSO SSIC 4110 FOR INTEGRATED MATERIAL MANAGEMENT RECORDS AND SSIC 4840 FOR MATERIALS RECORDS.)

1. GENERAL CORRESPONDENCE. Files of the routine internal operation and administration of a miscellaneous materials program.

Destroy when 3 years old.

2. STRENGTH AND OTHER TEST RECORDS. Files used in construction work by public works activities having continued research value.

Retain on board. Destroy when no longer needed for administrative purposes.

SSIC 10330

CHEMICALS AND GASES (EXCEPT WARFARE) RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, INSTRUCTIONS, AND OTHER TYPES OF MATERIAL. Files that may be generated pertaining to gases and chemicals (including helium and oxygen-related records). (See SSIC 3900.9 for technical report files.)

a. General Correspondence and Reports.

Retain on board. Destroy when 5 years old.

b. Instructions and Notices.

Retain on board. Destroy when superseded or cancelled.

SSIC 10340

FUEL RECORDS

l. FUEL REPORTS. Copies of reports relating to the receipt, issue, inventory, replenishment, consumption, and

requirements of fuel products submitted to higher authority. Files include fuel loading and discharge reports.

a. Fuel Requirements Estimate Reports.

Destroy when 2 years old.

b. All Other Reports.

Destroy when l year old.

2. SLATES. Listings showing fuel inventories, storage, consumption, requirements, and planning data for petroleum.

a. Bulk Petroleum Products.

Destroy when 2 years old.

b. All Other Petroleum Products.

Destroy when l year old.

3. LOCAL STATISTICAL REPORTS AND OTHER FUEL REPORTS. Reports received for informational purposes or used as local working papers.

Retain on board. Destroy when superseded by new report.

4. GENERAL CORRESPONDENCE. Files relating to the storage and issue of fuels.

Destroy when 3 years old.

SSIC 10342

PROPELLANTS AND OXIDIZERS RECORDS

l. PERFORMANCE TEST RECORDS. Files include manufacturing test sheets for lots or batches of powder, fuel oils, or other propellants accumulated by plants, laboratories, or manufacturing facilities. Files also include fueling and fuel storage equipment records. (See SSIC 4430 for material receipt (acceptability) records.)

Retain on board. Destroy after material is withdrawn from service.

SSIC 10350

LUBRICANTS RECORDS

Apply SSIC 10300.

SSIC 10360

PROTECTIVE AND PRESERVATION COATINGS AND COMPOUNDS (INCLUDES PAINTS, DOPES, AND RELATED PRODUCTS) RECORDS

Apply SSIC 10300.

SSIC 10370

BUILDING MATERIALS RECORDS

Apply SSIC 10300.

SSIC 10380

ELECTRICAL AND ELECTRONIC COMPONENTS RECORDS

Apply SSIC 10300.

SSIC 10390

ELECTRIC DISTRIBUTION EQUIPMENT RECORDS

Apply SSIC 10300.

SSIC 10400

GENERAL MOLDS, DIES, JIGS RECORDS

l. GENERAL CORRESPONDENCE AND STRENGTH AND OTHER TEST RECORDS. Records pertain to molds, dies, and jigs; bearings; hoses, gaskets, and packing material; plumbing fixtures and piping; and cordage and wire ropes.

Apply SSIC 10300.

SSIC 10460-10469

GENERAL OFFICE EQUIPMENT AND SUPPLIES RECORDS

THE RECORDS IN THIS (10460-10469) SERIES RELATE TO GENERAL OFFICE EQUIPMENT AND SUPPLIES AND INCLUDE RECORDS PRODUCTION EQUIPMENT, RECORDS HANDLING AND UTILIZATION EQUIPMENT, RECORDS FILING, STORAGE, AND RETRIEVAL EQUIPMENT, RECORDS DESTRUCTION EQUIPMENT, OTHER OFFICE PROCEDURES EQUIPMENT, OFFICE SUPPLIES, AND OFFICE FURNITURE AND FURNISHING.

SSIC 10460

GENERAL OFFICE EQUIPMENT AND SUPPLIES RECORDS

l. GENERAL CORRESPONDENCE. Files pertaining to office equipment, management, production, and utilization records.

Destroy when 3 years old.

2. MACHINE UTILIZATION REPORTS. Reports and other records relating to requirements and justifications

for office machines and equipment.

Destroy when 2 years old.

3. ACQUISITION OF OFFICE EQUIPMENT RECORDS.

Retain on board. Destroy after equipment disposal.

4. SUPPLY REQUISITION AND RECEIPT RECORDS. Files such as DD 1149 and requests for issue.

Destroy when 3 years old.

5. OFFICE FURNITURE AND FURNISHINGS REQUISITION AND INVENTORY RECORDS. Files such as DD 1149, DD 1262, SF 344, and requests for issue.

Destroy when 3 years old.

SSIC 10470

SAFETY AND SURVIVAL EQUIPMENT AND DEVICES RECORDS

l. GENERAL CORRESPONDENCE. Files relating to the storage and issue of safety and survival equipment and devices.

Apply SSIC 10300.

SSIC 10480

SANITARY AND CLEANING EQUIPMENT RECORDS

l. GENERAL CORRESPONDENCE. Files relating to the storage and issue of sanitary and cleaning equipment.

Apply SSIC 10300.

SSIC 10490

MATERIALS HANDLING EQUIPMENT RECORDS

l. GENERAL CORRESPONDENCE. Files relating to the storage and issue of materials handling equipment.

Destroy when 2 years old.

SSIC 10500

GENERAL NAVIGATIONAL AND MOORING AIDS RECORDS

l. GENERAL CORRESPONDENCE. Files relating to the storage and issue of navigational and mooring instruments and aids. (See also SSIC 9400.)

Apply SSIC 10300.

2. FLAGS AND PENNANTS RECORDS.

a. General Correspondence. Files relating to the storage and issue of flags and pennants. (See also SSIC 9400.)

Destroy when 3 years old.

b Documents Reflecting the Development, Research, Design and Approval or Disapproval of Symbolic Items Displayed by Individuals or Organizations. Files include flags, pennants, plaques, official seals, and other heraldic services, illustrations, designs, paintings, photographs, technical data, specifications, correspondence, orders, and related documents.

(1) Case files of the Commander, Naval Sea Systems Command (COMNAVSEASYSCOM) Headquarters office performing Navy-wide responsibility for flags and pennants.

Permanent. Offer to NARA when no longer required for on-site reference by COMNAVSEASYSCOM.

(2) All other files of any office.

Destroy when 2 years old.

SSIC 10550-10559

ELECTRONIC RECORDS

THE RECORDS IN THIS (10550-10559) SERIES RELATE TO MISCELLANEOUS ELECTRONICS RECORDS AND INCLUDE MISCELLANEOUS ELECTRONICS RECORDS PERTAINING TO RADAR, SONAR, LORAN AND RACON, AND ELECTROSTATIC DISCHARGE (ESD).

SSIC 10550

ELECTRONICS RECORDS

l. GENERAL CORRESPONDENCE. Files of the electronic divisions or units of activities relating to their responsibilities for the inspection, repair, and installation of electronics equipment. Consists of equipment and test data, copies of station directives, and other records relating to electronics matters and integrated electronics systems. (See also SSICs 3320, 9400, and 13200.)

Retain on board. Destroy when 4 years old.

2. ELECTRONIC EQUIPMENT INSTALLATION RECORDS AND RELATED OR SIMILAR RECORDS.

Retain on board. Destroy when superseded, equipment is transferred to other control, or after final disposition of equipment is completed, whichever is earlier.

3. ELECTRONICS MATERIAL AND COMPONENTS EQUIPMENT LOG BOOKS OR EQUIPMENT HISTORY CARDS.

Retain on board. Transfer with equipment or destroy when equipment is expended, whichever is earlier.

SSIC 10560

DIVING EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE. Files relating to the storage and issue of diving equipment. (See also SSICs 9590 and 9900.)

Apply SSIC 10300.

SSIC 10570

ANIMALS, DOMESTIC AND WILD, RECORDS

l. GENERAL CORRESPONDENCE. Files relating to routine operation and administration of domestic and wild animal programs.

Destroy when 2 years old.

SSIC 10700-10799

AUDIOVISUAL EQUIPMENT AND ACCESSORIES RECORDS

THE RECORDS IN THIS (10700-10799) SERIES RELATE TO GENERAL AUDIOVISUAL EQUIPMENT AND ACCESSORIES RECORDS AND INCLUDE MOTION PICTURE EQUIPMENT AND ACCESSORIES, STILL PICTURE ACQUISITION EQUIPMENT AND ACCESSORIES, VIDEO ACQUISITION EQUIPMENT, AUDIO ACQUISITION EQUIPMENT, AND GRAPHIC ARTS EQUIPMENT RECORDS.

SSIC 10700

GENERAL AUDIOVISUAL EQUIPMENT AND ACCESSORIES RECORDS

l. AUDIOVISUAL EQUIPMENT ALLOWANCE AUTHORIZATION DOCUMENTS.

Retain on board. Destroy when superseded or cancelled.

2. AUDIOVISUAL EQUIPMENT MAINTENANCE RECORDS. Files concerning corrective and planned maintenance.

Retain on board. Destroy when equipment is declared obsolete.

3. COPIES OF AUDIOVISUAL EQUIPMENT STANDARDIZATION DOCUMENTS AND HANDBOOKS. Files pertaining to military/federal procurement specifications and standards.

Retain on board. Destroy when superseded or cancelled.

4. AUDIOVISUAL EQUIPMENT PROCUREMENT AUTHORIZATIONS.

Destroy when 2 years old or when equipment is included in command audiovisual equipment allowance authorization documents, whichever is earlier.

5. AUDIOVISUAL EQUIPMENT OPERATIONAL, TEST, AND EVALUATION REPORTS.

Retain on board. Destroy when equipment is declared obsolete.

6. AUDIOVISUAL EQUIPMENT LOGISTICS RECORDS. Files concerning integrated logistic support plans, operational logistics support plans, equipment training plans, and approvals for service use.

Retain on board. Destroy when superseded or equipment is declared obsolete.

7. AUDIOVISUAL EQUIPMENT TECHNICAL MANUALS. Files include maintenance, overhaul, and illustrated parts breakdown and audiovisual technical bulletins.

Retain on board. Destroy when superseded or equipment is declared obsolete.

8. NAVY AUDIOVISUAL EQUIPMENT INVENTORY REPORT (OPNAV 10700-1) SUBMITTED TO THE COMNAVAIRSYSCOM.

Destroy when 2 years old or when all changes, deletions, and additions have been included on succeeding COMNAVAIRSYSCOM audio-visual equipment inventory listing, whichever is earlier.

9. COMNAVAIRSYSCOM AUDIOVISUAL EQUIPMENT INVENTORY LISTING.

Retain on board. Destroy when all changes, deletions, and additions have been included on a superseding listing.

CHAPTER 11

FACILITIES AND ACTIVITIES ASHORE RECORDS

11000-11999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO THE PLANNING AND DESIGN, CONSTRUCTION, ACQUISITION, DEVELOPMENT, MAINTENANCE, ADMINISTRATION, AND DISPOSITION OF STRUCTURES AND FACILITIES ASHORE, INCLUDING FLEET FACILITIES, HEAVY EQUIPMENT AND TRANSPORTATION FACILITIES, REAL ESTATE AND HOUSING, AND POWER AND OTHER UTILITIES AND SERVICES FOR ACTIVITIES AND STRUCTURES. THESE RECORDS ARE ACCUMULATED BY PUBLIC WORKS ACTIVITIES AND BY OTHER ACTIVITIES AND OFFICES RESPONSIBILE FOR OR PERFORMING PUBLIC WORKS TYPES OR RELATED FUNCTIONS DESCRIBED IN THIS CHAPTER.

SSIC 11000-11999

GENERAL FACILITIES AND ACTIVITIES ASHORE RECORDS

SSIC 11000

GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS

1. PRIMARY PROGRAM RECORDS.

a. Departmental Files. Files include correspondence files, master shore station development and military construction plan files with supporting papers, and other records accumulated by the Assistant Secretary of the Navy (Installation and Environment) (I&E), and the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) relating to their assigned primary program responsibilities for the development, execution, and accomplishment of plans, policies, programs, and procedures for the planning, design, acquisition or development (construction), and maintenance management of structures and facilities ashore, including fleet facilities, plant facilities, housing, transportation, and utilities and services. Include also records of the Chief of Naval Operations (CNO), Commandant of the Marine Corps (CMC), and other departmental systems commands relating to assigned program responsibilities in this area.

(1) Navy.

Permanent. Retire to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives and Records Administration (NARA) when 25 years old.

(2) Marine Corps.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.

b. Shore Facility Programming Boards, Washington, DC, Program Files. General correspondence files and other records documenting the overall execution of plans, policies, procedures, and the performance of essential transactions. Include master development and construction plans and supporting records.

Destroy when 5 years old.

c. Records of NAVFACENGCOM Field Divisions and Other Major Commands. Files relating to the construction program of the command and to overall planning aspects of civil engineering matters.

Permanent. Retire to nearest FRC when 4 years old. Transfer to NARA when 25 years old.

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Correspondence and related records of public works offices and of other activities and offices performing public works type functions.

a. Files That Document the Overall Operations of the Activity or Office and the Accomplishment of Its Assigned Public Works Mission.

Destroy when 5 years old.

b. General Correspondence Files. Records relating to the routine internal operation and administration of the office.

Destroy when 2 years old.

3. STATION FACILITIES REPORTS SUBMITTED TO NAVFACENGCOM OR DEPARTMENTAL OFFICES OR OTHER HIGHER AUTHORITY. Include quarterly station reports of aviation facilities and on-board aircraft and personnel.

Destroy when 2 years old.

4. FACILITIES HISTORY CARDS. Contains information related to locations, design and maintenance of facilities ashore.

Destroy after building or facility is reported as disposed of.

5. ADVANCE PLANNING REPORTS AND DESIGN FILES. Preliminary schematic drawings, outline specifications, and cost estimates pertaining to the scope, general feature, utilities, and costs of proposed military construction or public works projects.

Destroy when 10 years old.

6. PRODUCTION MANAGEMENT SYSTEM (PWC/MIS). This system, sponsored by CNO (N-44), provides support to Naval Base Public Works Centers production forces. The system provides reference number assignment to management programs, work progress analysis, shop loading data, work scheduling information, and monitors facilities inspection programs.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-computer (COM) and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

7. H30 SYSTEM. A planning and scheduling system to provide automated support for the production management offices of Public Works Departments. The system provides capabilities to add, update, and delete records; update the data base with computed task start date, task end date, and job completion date; and print various scheduling, planning, backlog, and management reports. Provides a tracking system for work requests, planning and estimating jobs, and minor work.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

8. ALLOWANCE MATERIAL MANAGEMENT SYSTEM. This data system provides information to support Reserve Naval Construction Forces allowance material stored at permanent drill sites and Construction Battalion Centers (CBCs). System also provides information on Naval Construction Force allowance material stored in containers at CBCs and deployment sites.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11010

SHORE STATION DEVELOPMENT RECORDS

1. FACILITIES REQUIREMENTS PLANNING RECORDS. Files include requirements analysis and asset data contained in facility planning systems.

Destroy when superseded or cancelled.

2. SHORE ACTIVITY MASTER PLANS.

a. Official Activity Master Plans. Files accumulated at the activity level. Include master set of all plans. Departmental Shore Station Development master plans are retired as primary program records under SSIC 11000, paragraph 1a.

Retire to nearest FRC when 4 years old. Destroy when 20 years old.

b. Other Plan Files.

Destroy when superseded or cancelled.

3. INDEXES OR LISTINGS FOR IDENTIFICATION. Listings of drawings that are associated with contracts.

Destroy when contract is completed.

4. NAVOSH DEFICIENCY ABATEMENT PROGRAM/MIS. The Occupation Safety and Health Deficiency Abatement Program/Management Information System (DAP/MIS) provides information on the current status of funding NAVOSH Deficiency Abatement Projects, as well as justifications and priorities for each project. Each DAP/MIS project exhibit fully describes the

safety or health hazard, the interim control measures, and the proposed corrective action. The relevant legal compliance standard, cost summary, and project schedule dates are provided. The system is sponsored by CNO (N44) and maintained at the Facilities Systems Office (FACSO), Port Hueneme.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

5. NAVAL FACILITY ASSETS DATA BASE. A single source of data describing facilities for use in planning, management and inventory control. It provides a record of financial and physical data on facilities, e.g., buildings, structures, utilities, and land. System is maintained at FACSO Port Hueneme.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

6. SHORE FACILITIES PLANNING SYSTEM. This system was established to determine the basic facility requirements at shore activities to insure the completion of assigned mission. The system compiles lists of essential facilities; compares existing assets with requirements producing a list of facility surpluses and deficiencies. The system provides for the development of construction projects and the entry of these projects into the military construction requirements list. Facility requirement plans are produced for shore activity hosts and tenants.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11011

REAL ESTATE RECORDS

1. REAL ESTATE TITLE RECORDS. Case files containing deeds to property, certificates of title, documents of final adjudication by a court, site maps, Attorney General opinions, and other instruments of ownership. These files are maintained by the NAVFACENGCOM Field Divisions.

Permanent. Transfer to NARA when activity has been disestablished and property has been removed from Department of the Navy (DON) plant account.

2. CORRESPONDENCE AND OTHER RECORDS DOCUMENTING THE ACQUISITION OF LAND AND APPURTENANCES ACQUIRED WITH THE LAND. Files which consist of preliminary reports of title; letters of approval; declarations of taking or of condemnations; copies of titles and deeds, easement records; and transfer of title papers and transcript of proceedings. (See SSIC 5032 for street, facility, and area names policy records.)

Destroy 10 years after completion of acquisition transaction.

3. REAL ESTATE RECORDS NECESSARY OR CONVENIENT FOR THE USE OF PROPERTY OR EQUIPMENT SOLD OR TRANSFERRED TO OTHER CUSTODY.

a. Selected Drawings and Photographs of Properties Selected for Their Architectural, Historical, or Technological Significance. (NAVFACENGCOM or EFD's contact NARA in advance of transfer to arrange selection of records for permanent retention).

Permanent. Offer to NARA when property is transferred. (Duplicate copies will be provided, if needed, to new custodian.)

b. Other Files such as maintenance history, records of minor modifications, etc.

Transfer to new custodian.

4. PLOT PLANS, SITE MAPS AND SURVEYS, AND OTHER DRAWINGS OF NAVY REAL ESTATE WHEN PROPERTY IS NOT SOLD OR TRANSFERRED TO OTHER CUSTODY. These are prepared and accumulated by COMNAVFACENGCOM, Headquarters Marine Corps (HQMC), overseas and area public works offices, and other activities responsible for the acquisition or administration of real estate.

a. One Copy of Each Published Map.

Permanent. Retire to nearest FRC in 4-year blocks when newest records are 10 years old. Transfer to NARA when records are 20 years old.

b. Remaining Items.

Destroy when no longer needed.

5. REAL ESTATE PLANNING FILES. Papers relating to the preliminary plans for real estate acquisition such as copies of preliminary appraisal reports, activities' recommendations, or justification regarding acquisitions, pertinent engineering and cost data, and other background or planning data essentially summarized or documented in permanent real estate acquisition files.

Destroy when acquisition transaction is completed.

6. INDEX CARD RECORDS OF NAVAL REAL ESTATE. Files reflecting such information as locations, parcel numbers, acreages, or brief description of property.

Permanent. Retire to nearest FRC when no longer needed. Transfer to NARA when 20 years old.

7. PROJECT REFERENCE OR WORKING FILES. Copies of plot plans, appraisal assignments, engineering and other reports and data, contracts, and other working or information papers accumulated for convenience or reference while project is in progress.

Destroy 1 year after project is completed.

8. FACILITIES MANAGEMENT - CLASS 1 AND 2 REAL PROPERTY TRACKING SYSTEMS. These systems are maintained, generally on microcomputers, by Public Works Centers at major naval activities. These systems keep a current log of all class 1 and 2 real property at the base, identifies all tenants occupying the property, and maintains a log of all proposed construction of real property. Reports generated by these systems include lists by property record number, by tenant, by facility, by category code, and by maintenance code.

a. Discs or other file maintenance media.

Destroy when no longer required.

b. Input data.

Destroy when no longer required.

c. Output data and reports.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference. Transfer to NARA when newest records are 20 years old.

SSIC 11012

SHORE STATION DESIGN CRITERIA RECORDS

1. THOSE RECORDS, WHICH PERTAIN TO THE DESIGN PROCESS GENERALLY CONSISTING OF PRELIMINARY AND PRESENTATION DRAWINGS, MANUALS, AND COMPUTATION BOOKS. The drawings and sketches are conceptual in nature, usually showing the basic design of the structure, and include such items as the basic design of the structure, arrangement of rooms, general appearance of elevations, floor plans, and other details under consideration.

a. Drawings and sketches. Original and microform drawings and sketches including preliminary, presentations and submittals.

Destroy when structure is completed and is built or "record" drawings are prepared.

b. Assignment Logs of the serial numbers assigned to design drawings or microform copies thereof.

Permanent. Transfer to NARA in 5-year blocks for all records greater than 5 years old.

c. Special Study Data. Files include engineering investigation reports and preliminary design studies.

Destroy when 3 years old or when obsolete, whichever is earlier.

d. Design Computations. Essential design data contained in computation books, folders, or the microfilm negatives thereof.

Transfer to new owner if structure is sold or

transferred. Destroy if structure is demolished.

e. Design Manuals/Handbooks. NAVFACENGCOM manuals or handbooks that specify design criteria, specifications, safety factors, and mandatory features that are to be included in the design of types of structures.

(1) Master silver microfilm.

Permanent. Transfer to NARA in 5-year blocks when the most recent manual is 30 years old.

(2) Duplicate silver microform copy maintained at NAVFACENGCOM Headquarters.

Destroy when no longer required.

(3) Printed copies of design manuals.

Destroy when cancelled or superseded.

2. ADVANCE PLANNING REPORT. Preliminary schematic drawings, outline specifications, and cost estimates pertaining to the scope, general features, utilities, and cost of proposed military construction or public works projects.

Destroy when 10 years old.

3. DEVELOPMENT PLANNING FILES.

a. General Development Plans for Major Naval Activities. These usually form Part III, Section 2, of the Military Construction Review Report or the Master Shore Station Development Plan Reports.

Destroy when superseded or cancelled.

b. General (Annual) Plans. Copies of recommended or approved drawings or plans for future development or improvements to existing Navy and Marine Corps facilities.

Destroy when superseded or cancelled.

c. Related Case Files.

Destroy when superseded.

4. TECHNICAL DATA REFERENCE FILES. Catalogs, charts, copies of technical reports and data, and other background papers or master microfilm negatives thereof used in developing plans and specifications.

Destroy when superseded or when data becomes obsolete.

5. FACILITIES SUMMARIES FOR OVERSEAS BASES OR MASTER MICROFILM NEGATIVES THEREOF.

a. One Record Copy Retained as Part of the Primary Program Records.

Permanent. Transfer to NARA within 5-years after completion of project.

b. All Other Copies.

Retain for lifetime of facility.

6. DESIGN COST ESTIMATORS PROJECT (CASE) FILES. Detailed breakdown computations and data for facilities construction and design projects. May include basic calculations and summary labor and material cost data, detail construction material breakdowns, internal memoranda, blueprints, and other similar data and correspondence pertinent to project cost determinations.

Destroy 5 years after completion of project.

7. DESIGN MANAGEMENT INFORMATION SYSTEM. Information in this system is used to plan the engineering and design investment, to organize the in-house architect/engineer contract force, to manage staffing, and to control and direct the execution of the total design process. The system is maintained at FACSO Port Hueneme and supports NAVFACENGCOM Headquarters and Field Divisions.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11013

SHORE STATION CONSTRUCTION RECORDS

1. CONSTRUCTION DRAWING. These include intermediate and prefinal drawings, final working drawings, as-built drawings, "records" drawings, shop drawings, repair and alteration drawings, standards drawings, and specifications.

a. Drawings filmed on 105 mm or 35 mm silver film.

(1) Silver film copy maintained at NAVFACENGCOM Record Drawing Film File, Port

Hueneme, CA.

Vital record copy, destroy only when directed by COMNAVFACENGCOM.

(2) Silver film copy maintained by the NAVFACENGCOM Field Division for the geographical area in which the structure is located.

Permanent. Transfer to NARA when structure is sold, transferred or demolished.

(3) Other copies of microfilm used for reference.

Destroy when no longer required.

(4) Original "record" drawings (as-built drawings, if "record" drawing was not prepared) selected for architectural, historical, or technological significance. Selection criteria to be established by NARA in conjunction with NAVFACENGCOM Headquarters Field Divisions.

Permanent. Transfer to NARA when structure is sold, transferred, or demolished, or when 20 years old, whichever is earlier.

(5) Original "record" drawings and as-built drawings not included in SSIC 11013, paragraph 1a(4)

Transfer to new owner if structure is sold or transferred or destroy when 30 years old, if still in Navy custody.

(6) Intermediate and prefinal drawings, final working drawings, shop drawings, repair and alteration drawings, standard drawings and specifications.

Destroy when microfilm has been verified.

b. Original drawings that have not been filmed.

(1) Original "record" drawings (as-built drawings, if "record" drawing was not prepared) selected for architectural, historical, or technological significance. Selection criteria to be established by NARA in conjunction with NAVFACENGCOM Headquarters and Field Divisions.

Permanent. Transfer to NARA when structure is sold, transferred, or demolished or when 40 years old whichever is earlier.

(2) Intermediate and prefinal drawings, final working drawings, shop drawings, repair and alteration drawings, standard drawings and specifications.

Destroy when structure is sold, transferred, or demolished or when 40 years old, whichever is earlier.

c. Assignment logs of the serial numbers assigned to NAVFACENGCOM and Field Division Drawings.

(1) Microform copies.

Permanent. Transfer to NARA in 5-year blocks for all records greater than 5 years old.

(2) Indexes to drawings that are maintained in a data base.

Permanent. Transfer complete printout to NARA annually.

d. Blueprints or other copies that duplicate original drawings, drawings not used in construction or alteration, drawings used to negotiate contracts, drawings used to assign floor space.

Destroy when superseded or purpose is served.

2. CONSTRUCTION DRAWINGS, WHICH ARE NOT COVERED IN SSIC 11013, paragraph 1.

Destroy when purpose is served.

3. FIELD SURVEY, TEST, AND EXPLORATION DOCUMENTS. Field survey notes or reports and other summary records of exploration data including pile driving data, soil density data, summary concrete and other material test and strength evaluation records, and other exploration data having continuing scientific or technical research value.

Retire to nearest FRC when 5 years old. Destroy when structure is sold, transferred, or demolished.

4. CIVIL WORKS AND CONSTRUCTION STATUS REPORTS. Copies of reports and related papers pertaining to status of construction work projects.

Destroy 1 year after termination of contract.

5. LABOR STANDARD INSPECTION REPORTS AND COPIES OF CONTRACTORS WEEKLY PAYROLL AFFIDAVITS.

Destroy 3 years after completion of contract unless contract is under enforcement action.

6. CIVIL WORKS AND CONSTRUCTION CONTRACT RECORDS. Files include correspondence relating to the administration of the contracts.

a. Supporting Contract or Order Files.

Apply appropriate sub item under SSIC 4200.

b. All Other Files.

Destroy when 2 years old.

7. INSPECTION REPORTS.

a. Material Inspection Copies.

(1) Routine internal administration files.

Destroy when 2 years old.

(2) All other files.

Destroy when 3 years old.

b. Copies Supporting Contract Files.

Apply appropriate sub item of SSIC 4200.

8. ALL PHOTOGRAPHS AND NEGATIVES IN THE POSSESSION OF OFFICERS IN CHARGE OF CONSTRUCTION AND RESIDENT OFFICERS IN CHARGE OF CONSTRUCTION. Closed construction contracts for which a final decision of the contracting officer on a dispute has been received, construction contracts in which a final release reserving a claim has been received, or construction contracts for which a decision of the Armed Services Board of Contract Appeals has been received.

a. One Construction Progress Photograph and Negative of Each Construction Print.

(1) Officers in charge of construction.

Forward to COMNAVFACENGCOM when 2 years old.

(2) COMNAVFACENGCOM.

(a) Routine construction prints.

Destroy 6 years after final decision.

(b) Prints determined to be of continuing value.

Destroy when no longer needed for reference.

(c) Prints returned to OICC.

Destroy when no longer needed for reference.

b. All Other Photographs and Prints.

Destroy when 2 years old.

9. CONSTRUCTION (COST REIMBURSEMENT-TYPE) CONTRACT RECORDS.

Apply appropriate sub-item of SSIC 4200.

10. FACILITIES PLANNING MODEL. This system enables automated computation of facilities requirements. The model is an interactive process through which planners enter data on base loading. The system compares facility requirements with asset records in the Naval Facilities Assets Data Base to determine surpluses and deficiencies, and to price out costs of rehabilitation, additional new construction and facilities maintenance.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

11. CONTINGENCY RESOURCES DATA BASE (CRDB). This system is used by NAVFACENGCOM Headquarters to prepare port, airfield, and construction capability reports for use by the Fleet Commanders in Chief, CNO, and the Joint Chiefs of Staff. System interfaces with the Joint Operation Planning System Port File, Fleet Intelligence Center Port Files, and the Defense Mapping Agency Automated Air Facilities Information File. System is maintained at FASCO Port Hueneme.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11014

SHORE STATION MAINTENANCE RECORDS

1. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES RELATING TO SHORE STATION MAINTENANCE PROGRAMS. Files include engineering survey reports and related data papers.

Destroy when 2 years old.

2. LOCAL CONTROL OF PROGRESS RECORDS RELATING TO SHORE STATIONS MAINTENANCE WORK. Local equipment operation and installation logs and other similar records.

Destroy when 1 year old.

3. EQUIPMENT UPKEEP AND PREVENTIVE MAINTENANCE LOGS AND RECORDS.

a. Daily or Weekly Records.

Destroy when 1 year old.

b. Detail Working Papers or Check Lists.

Destroy when 1 year old.

c. All Other Records.

Destroy 3 months after work performed or requisition cancelled.

4. OTHER MAINTENANCE, UPKEEP, AND REPAIR RECORDS.

Destroy when 1 year old.

5. PREVENTIVE MAINTENANCE WORKSHEETS.

Destroy when superseded or purpose is served.

6. STAFF CIVIL ENGINEER WORK REQUEST TRACKING SYSTEM. This system or similar systems are maintained by Public Works Departments/Centers or Offices of the Staff Civil Engineer usually on microcomputers. System tracks work requests from start to completion. Generates reports of completed work requests, uncompleted work requests, and work requests behind schedule.

a. Discs or other file maintenance media.

Destroy when no longer required.

b. Input data .

Destroy when no longer required.

c. Output data and reports.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

7. NAVY-WIDE ANNUAL INSPECTION SUMMARY. This system processes maintenance deficiencies noted on inspections of Navy shore activities. Periodic reports for each command are forwarded to major claimants for submission to CNO (N44). System is maintained at FACSCO Port Hueneme.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11015

AGRICULTURE, FISH, AND WILDLIFE RECORDS

1. SOIL AND WATER CONSERVATION RECORDS. Files include erosion control, grounds maintenance, landscaping, conservation plans for new construction, land management, outleasing, and soil density reports.

Destroy when 10 years old.

2. FORESTRY MANAGEMENT. Files include overall management plans and annual increments pertaining to forestry management.

Destroy when plan is superseded or when 10 years old, whichever is sooner.

3. FISH AND WILDLIFE RECORDS. Files containing management plans and annual increments.

Destroy when 10 years old.

4. GENERAL CORRESPONDENCE FILES.

a. Files Relating to Routine Internal Operation and Administration.

Destroy when 2 years old.

b. Other Correspondence Files Relating to the Overall Management of Agriculture, Fish and Wildlife.

Destroy when 5 years old.

SSIC 11016

PLANT PROPERTY RECORDS

1. GENERAL CORRESPONDENCE FILES. Files include reports and other papers relating to the maintenance of machinery and equipment and other plant property.

Destroy when 3 years old.

2. PLANT PROPERTY ACCOUNTING CARD AND LEDGER RECORDS.

a. Plant Account Cards and Ledgers.

Destroy 3 years after item is withdrawn from plant account.

b. All Other Plant Accounting Files.

Destroy when no longer needed.

3. PLANT PROPERTY MANAGEMENT SYSTEMS/GOVERNMENT FURNISHED EQUIPMENT SYSTEMS. These systems, usually on micro computers, are maintained at most Navy and Marine Corps activities. Systems maintain an inventory of plant property on sub-custody within the command and/or government owned equipment on loan or furnished to contractors. Systems allow for the inventory to be updated and a variety of inventory reports are produced.

a. Discs or other file maintenance media.

Destroy when no longer required.

b. Input data.

Destroy when no longer required.

c. Output data and reports.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

4. MINOR PROPERTY MANAGEMENT SYSTEMS. Automated systems, with a variety of similar names and generally maintained on micro-computers, that provide information pertaining to minor property within a Navy or Marine Corps activity. Information includes National Stock Number, item name, sub-custodian, responsible division, minor property tag number, and other similar type data.

a. Discs or other file maintenance media.

Destroy when no longer required.

b. Input data.

Destroy when no longer required.

c. Output data and reports.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11017

GROUNDS OR UNPAVED AREAS (LAND) RECORDS

1. FILES INCLUDE SCHEDULING OF MILITARY USE AND PROCEDURES FOR SCHEDULING PUBLIC USE OF FACILITIES.

Destroy when no longer needed.

SSIC 11018

TESTING AREAS AND FACILITIES RECORDS

1. REPORTS AND CERTIFICATIONS ON STATIC, LOAD, AND DYNAMIC TESTS OF ELEVATORS, PAVEMENT, BOILERS, AND WEIGHT HANDLING TRACKAGE FACILITIES.

Destroy when 10 years old.

SSIC 11019

SHORE STATION SPECIAL PROJECTS RECORDS

1. REQUIREMENTS ANALYSIS AND ASSET DATA.

a. Records Contained in a Facility Planning System.

Destroy when superseded or no longer needed for reference.

b. Special Study Data and Other Documents.

Destroy when obsolete or 3 years old, whichever is later.

SSIC 11080

NUCLEAR, BIOLOGICAL, AND CHEMICAL DEFENSE RECORDS

1. THOSE FILES THAT SERVE AS A GUIDE FOR DISASTER PREPAREDNESS AND DOCUMENT NUCLEAR, BIOLOGICAL, AND CHEMICAL DEFENSE PLANS AND PROCEDURES ACCUMULATED BY COMNAVFACENGCOM.

Permanent. Retire to WNRC when superseded. Transfer to NARA when 20 years old.

SSIC 11090

DAMAGE CONTROL RECORDS

1. RECORDS INVOLVING FIRE DETECTION, PREVENTION, AND CONTROL, WHICH RELATE TO FLOODING AND DAMAGE DETECTION, PREVENTION, AND CONTROL.

Destroy when 2 years old.

SSIC 11100-11199

STRUCTURES AND FACILITIES RECORDS

SSIC 11100

GENERAL STRUCTURES AND FACILITIES RECORDS GENERAL

1. NAVY INSTALLATION RESTORATION (IR) PROGRAM RECORDS.

a. Primary Program Records. Correspondence, reports, and studies relating to the establishment, development, and accomplishments of the IR Program. Files are accumulated by NAVFACENGCOM Headquarters and Naval Energy and Environmental Support Activity (NEESA) only.

Permanent. Retire to nearest FRC in 5-year blocks. Transfer to NARA when 20 years old.

b. General Correspondence Files. Records relating to the routine administration of the programs.

Destroy when 5 years old.

c. IR Program Reports. Includes Preliminary Assessment Site Investigation (PASI) studies, Quality Control/Quality Assurance Reports, Confirmation Studies, Chemical Analyses, and Remedial Action Reports.

(1) Maintained by NEESA.

Destroy when 20 years old.

(2) Maintained at inspected activity.

Destroy upon completion of remedial corrective action.

d. Publications. Handbooks, guides, instruction pamphlets, and report format instructions supporting the IR Program.

Destroy when cancelled or superseded.

2. DRAWINGS OR PLANS. Records include blueprints, etc., of structures (buildings) copies of drawings or plans for each building or other structure at a naval activity or other installation including plans for layout, machinery, and electrical wiring. Records accumulated by naval activities and Public Works Centers only.

Destroy when structure is transferred or demolished.

3. STRUCTURE OR FACILITY (HISTORY) RECORDS. Master file (one copy only) cards or other similar records that document the physical features, placement, and nature of government structures. Records are accumulated by naval activities only.

Permanent. Retain on board until activity is disestablished, then transfer to NARA.

4. FACILITIES REFERENCE FILES. Information copies of publications, photographs, charts, engineering drawings and data, brochures, plans, and other documents relating to available facilities and structures used as a ready reference file in connection with facilities planning, management control, or other similar purpose.

Destroy when superseded by later information or facility is disestablished.

5. NAVY POLLUTION CONTROL PROJECTS REPORTING SYSTEM. Source documents for the system are proposed projects for pollution abatement funding submitted to NEESA by activities, submajor or major claimants. A Pollution Control Report is published twice a year by NEESA. Special reports are furnished on request.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

6. NAVY AIR POLLUTION SOURCE INFORMATION SYSTEM (NAPIS). Data on stationary air pollution sources is collected by the NEESA and incorporated into a computerized emission inventory system. Information on abatement, monitoring equipment, and emissions is accessible. File is updated monthly. A complete master file report and a summary report are produced annually. Provides users with data on the locations, magnitude, frequency, duration, legal limit, and relative contribution of air emission sources at all Navy and Marine Corps activities. Provides information for quantifying emissions for an activity using mass emission factors, for predicting ambient air quality, for the design/modification and evaluation of air pollution abatement facilities, for comparing emission data for similar sources, for determining pollutant concentrations and dispersion by short stuck modeling, for quantifying types and amounts of fuel consumed, and for developing and updating air episode plans. System supports the NEESA and the NAVFACENGCOM Field Divisions.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

7. CATEGORY CODE DIRECTORY. An automated data base containing the Department of the Navy Facility Category Codes, category code nomenclature, and units of measure used for identifying, classifying, and quantifying facility requirements and assets. The system is maintained by FASCO Port Hueneme and supports NAVFACENGCOM Headquarters, NAVFACENGCOM Field Divisions, and all major claimants and resource sponsors.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

8. BASE LOADING SYSTEM. Extracts and tabulates current and projected personnel strength information to be used as the basis for the family and unaccompanied personnel housing survey systems and the shore facilities planning system. Generates reports required by the Office of the Secretary of Defense (OSD) to support the Navy's annual Family Housing, Unaccompanied Personnel Housing, and other Military Construction (MCON) programs before Congress.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

9. DEFENSE ENVIRONMENTAL STATUS REPORT (DESR) SYSTEM. A data base containing a wide variety of environmental information including the provisions of federal, state, and local laws. System is maintained by the NEESA and supports NAVFACENGCOM and the EFDs. Data is stored at FACSO and NEESA.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11101

FAMILY HOUSING RECORDS

1. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES CONCERNED WITH THE PERFORMANCE OF HOUSING MANAGEMENT FUNCTIONS. Files include the maintenance and administration of housing projects and related matters. (Exclude records relating to the acquisition, construction, or disposition of housing facilities and records documenting general housing policies or precedent setting decisions.)

Retire to nearest FRC when 3 years old. Destroy when 10 years old.

2. FACILITY FILES. A facility history record must be maintained for each facility identified on the Family Housing Property Account. For multidwelling buildings each family housing unit must have a separate facility history record.

a. Occupant Information. A record of occupancy will be kept for each set of quarters. Information on each permanent occupancy record will include the occupant's name, pay grade, date assigned, date vacated, and any remarks necessary for future reference.

Destroy when no longer required.

b. Other Occupancy Information. In addition to the information relating to the permanent occupancy history record, other information pertaining to the occupancy of Government quarters. This information will include copies of the forms for Basic Allowance Quarters (BAQ) termination or reinstatement, notice of intent to vacate, supporting documentation for any actions affecting that particular occupant, such as mandatory assignment or eviction, and all individual correspondence between the occupant and the housing organization.

Destroy 3 fiscal years following close of fiscal year in which lease terminates, lapses, or cancellation occurs.

3. RECORDS DOCUMENTING THE MAINTENANCE AND REPAIR AND IMPROVEMENTS OF GOVERNMENT CONTROLLED HOUSING UNITS. Files consist of individual unit record cards, summary records of alterations, improvements, extensions, and major repairs to quarters.

Destroy 3 fiscal years after close of fiscal year in which unit is closed to tenancy or removed from naval cognizance.

4. WORK ORDERS, REQUISITIONS, AND RELATED PAPERS INVOLVING MINOR REPAIR AND MAINTENANCE WORK.

Destroy 3 fiscal years following close of fiscal year in which work is done.

5. COLLECTION OF RENTS AND CHARGES. Tenant ledger account cards or other similar records containing summaries of occupancy and rental data for each tenant.

Destroy 3 fiscal years following close of fiscal year in which lease terminates, lapses or cancellation occurs.

6. FURNISHING AND EQUIPMENT INVENTORY FILES. Maintain a current inventory of family housing furniture and equipment to include all items in quarters, in storage, or being repaired. The inventory should reflect current location by building and unit number. Equipment should be identified by year, manufacturer, size, model number and serial number in order to preserve the accuracy of the total inventory.

Destroy 3 fiscal years after close of fiscal year in which inventory is superseded.

7. LOCAL HOUSING CONTROL RECORDS. Card, log, or other records of applicants or of housing (occupancy) assignments; waiting lists; and other similar local control records.

a. Waiting Lists and Applicant Data Cards.

Destroy when 21 years old.

b. Other Records.

(1) Marine Corps activity log books of applicants.

Destroy when 2 years old.

(2) All other records.

Destroy when superseded or no longer needed for control purposes.

8. REPORTS RELATING TO HOUSING MANAGEMENT. Files include data concerning units, public quarters, rental housing, trailers and trailer sites, and copies of reports submitted to higher authority.

Destroy when 2 years old.

9. FAMILY HOUSING SURVEY. A Navy-wide system supporting shore activities. System provides statistical data on family size, composition, adequacy of current

housing, and preference. System summarizes gross assets and housing requirements and projects future utilization and planning for each activity. System maintained at FACSO Port Hueneme.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

10. HOUSING INVENTORY UTILIZATION AND OCCUPANCY SYSTEM. System provides statistics on the utilization and occupancy of military family housing assigned to naval activities including the number and rank of personnel supported. Identifies downtime, turnover rates, and occupancy rates to assist in identifying deficiencies. System is sponsored by CNO (N44), maintained by FACSO Port Hueneme, and supports NAVFACENGCOM Headquarters and Field Divisions.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

11. HOUSING DATA SYSTEM (PWC/MIS). This system assists family housing managers and other housing department personnel in providing personnel support to applicants and occupants and in managing family housing assets at naval activities. The system supports assignment, referral, fund control, maintenance planning, and furnishings control functions.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

12. FAMILY HOUSING. A family Housing Management System usually maintained on a microcomputer by individual shore activities supporting family housing units. System consists of five submodules: referral module, waiting list module, occupancy module, maintenance module, and incident/complaint module. System produces a variety of reports from each module.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11102

TRAINING STRUCTURES AND FACILITIES RECORDS

1. INDIVIDUAL DEVELOPMENT FILES. Records consist of studies, reports, and correspondence relating to requirements, allowance lists, and specification modifications for new training facilities. Records are maintained by activities and facility sponsors.

Destroy when 2 years old.

SSIC 11103

OTHER HOUSING RECORDS

1. UNACCOMPANIED PERSONNEL HOUSING SURVEY. System processes statistical data on the projected number of single personnel by rank or rate and transient status. Helps determine the adequacy of existing assets. Data is used to justify projects for new construction or modernization of unaccompanied personnel housing and support facilities. System is maintained at FACSO Port Hueneme and supports NAVFACENGCOM Headquarters, the NAVFACENGCOM Field Divisions, and individual shore activities.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11104

COMMUNITY FACILITIES RECORDS

1. EXPENDITURE, SURVEY, COLLECTION, AND OTHER STATISTICAL NARRATIVE DATA REPORTS.

Destroy when 2 years old.

SSIC 11107

RESALE ACTIVITIES RECORDS

1. RESALE CASE FILES. Files involving secondhand or retail activities such as thrift shops.

Destroy 3 years following close of fiscal year which lease terminates, lapses, or cancellation occurs or litigation is concluded, whichever is later.

SSIC 11110-11119

RECORDS IN THIS (11110-11119) SERIES PERTAIN ONLY TO MEDICAL AND DENTAL STRUCTURES AND FACILITIES ASHORE RECORDS AND INCLUDE MEDICAL CENTER, HOSPITAL, MEDICAL CLINIC, OTHER MEDICAL FACILITY/ACTIVITY, DENTAL CENTER, DENTAL CLINIC, AND OTHER DENTAL FACILITY/ACTIVITY RECORDS. RECORDS CONTAINED IN THIS SERIES ARE NOT TO BE CONFUSED WITH MEDICINE AND DENTISTRY RECORDS COVERED IN THE 6000-6999 SERIES (CHAPTER 6).

SSIC 11110

MEDICAL AND DENTAL STRUCTURES AND FACILITIES RECORDS

1. MASTER PROJECT RECORDS. Files documenting the overall planning, programming, construction, maintenance, and management of Navy medical department facilities ashore. Files maintained by Chief, Bureau of Medicine and Surgery (BUMED) only.

Retire to WNRC when 4 years old. Destroy when 25 years old.

2. COMMAND ACTIVITIES RECORDS. Files documenting the construction, maintenance and management of Navy medical and dental facilities. Records are maintained by medical and dental facilities.

Retire to nearest FRC 4 years after completion of construction. Destroy when 10 years old.

3. MEDICAL/DENTAL ACTIVITY SPACE PROGRAM AND SPECIAL PROJECT SYSTEM. This system identifies space, equipment, construction standards, and design specification items required for various types of medical/dental facilities. In addition, allowance list of equipment and supplies are maintained for planned and existing facilities. System supports BUMED and is maintained at NIH.

a. Automated records including tapes, file layouts and systems documentation.

Destroy when updated or superseded, whichever is earlier.

b. Hard copy output prints - maintained by BUMED units.

Destroy when cancelled or superseded.

c. Disk pack files.

Destroy when cancelled or superseded.

4. GENERAL CORRESPONDENCE FILES. General office correspondence and related non-record materials such as pictures, maps, etc., maintained by activity and by project at BUMED and BUMED command activities.

Destroy when 2 years old.

5. DESIGN CRITERIA RECORDS.

a. Blueprints and Layouts. Copies maintained by BUMED AND BUMED activities. Exclude master drawings retired under SSIC 11012.

Retire to nearest FRC when 5 years old. Destroy when 10 years old.

b. Technical Reference Files. Records include brochures, catalogs, etc., pertaining to materials, systems, and equipment related to architectural planning and development.

Destroy when superseded or outdated, whichever is earlier.

SSIC 11120

COMMUNICATIONS STRUCTURES AND FACILITIES RECORDS

1. CORRESPONDENCE, PLANS AND OTHER RECORDS. Files pertaining to the development, design and construction of communication facilities. Records are maintained by naval activity or sponsoring systems command.

Retire to nearest FRC 4 years after completion of construction or when no longer needed for reference, whichever is earlier. Destroy when 30 years old.

SSIC 11130-11139

AVIATION STRUCTURES AND FACILITIES RECORDS

THE RECORDS IN THIS (11130-11139) SERIES ARE RELATED TO THE AVIATION RECORDS AND INCLUDE HANGERS; RUNWAYS; LIGHTING; CRASH, SALVAGE, AND RESCUE; AND SERVICE REPAIR RECORDS.

SSIC 11130

AVIATION FACILITIES RECORDS

CORRESPONDENCE, PLANS, DATA, AND DESIGN MANUALS, HANDBOOKS, AND GUIDES RELATING TO THE DEVELOPMENT, DESIGN AND CONSTRUCTION OF AVIATION FACILITIES. RECORDS MAINTAINED BY NAVAL ACTIVITIES OR SPONSORING SYSTEMS COMMAND.

Destroy when 10 years old.

SSIC 11140

ORDNANCE FACILITIES RECORDS

1. CORRESPONDENCE, PLANS, AND OTHER RECORDS. Files pertaining to the development, design, and construction of ordnance facilities, including guided missile and ballistic ranges, wind tunnels, and other ballistic or aeroballistic facilities.

Destroy when 10 years old.

SSIC 11150

RESEARCH AND DEVELOPMENT FACILITIES RECORDS

1. CORRESPONDENCE, PLANS, AND OTHER RECORDS. Files pertaining to the development, design, and construction of research and development facilities. Records maintained by naval facilities or sponsoring systems command.

Destroy when 10 years old.

SSIC 11151

HARBOR DEFENSE FACILITIES RECORDS

1. CORRESPONDENCE, PLANS, AND OTHER RECORDS. Files pertaining to the development, design and construction of harbor defense facilities. Records maintained by port directors, base commanders, or area coordinators.

Permanent. Retire to nearest FRC when 4 years old. Transfer to NARA when disestablished or when 30 years old, whichever is earlier.

SSIC 11152

DRILL AND PARADE GROUNDS RECORDS

1. RECORDS RELATING TO CONSTRUCTION OF DRILL AND PARADE GROUNDS AS WELL AS OTHER PAVED AREAS.

Destroy when no longer needed.

SSIC 11153

MOORING AND NAVIGATION RECORDS

1. RECORDS CONSISTING OF CORRESPONDENCE, REPORTS, AND DRAWINGS. Files pertaining to fixed and fleet mooring and navigational criteria. Records maintained by individual naval activities.

Destroy when 10 years old.

SSIC 11154

OBSERVATORIES RECORDS

1. RECORDS RELATING TO THE CONSTRUCTION OF NAVAL OBSERVATORIES. RECORDS ARE MAINTAINED AT THE ACTIVITY LEVEL.

Destroy when 10 years old.

SSIC 11155

HYPERBARIC FACILITIES RECORDS

1. RECORDS RELATING TO THE CONSTRUCTION OF WATER TANKS, DECOMPRESSION CHAMBERS AND OTHER HYPERBARIC STRUCTURES. RECORDS ARE MAINTAINED AT THE ACTIVIY LEVEL.

Destroy when 10 years old.

SSIC 11160

STORAGE STRUCTURES AND FACILITIES RECORDS

1. INVENTORY STORAGE SPACE REDESIGN SYSTEM. This system supplies Naval Supply Systems Command and the office of the Assistant Secretary of Defense (Comptroller) with automated reports containing information on storage space requirements and space availability of Navy and Marine Corps air support shore activities.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

2. CONSTRUCTION RECORDS FOR NAVAL STORAGE FACILITIES THAT ARE MAINTAINED AT THE ACTIVITY LEVEL.

Destroy when 2 years old.

SSIC 11161

STOREHOUSES RECORDS

1. INVENTORIES, LOAD LISTS AND SIMILAR DOCUMENTS RELATING TO THE UTILIZATION OF NAVAL STORAGE FACILITIES.

Destroy when 2 years old.

SSIC 11162

FUEL STORAGE FACILITIES RECORDS

1. RECORDS, WHICH ESTABLISH POLICY FOR CATHODIC PROTECTION OF LIQUID FUEL (POL) PIPELINES AND STORAGE FACILITIES AT NAVAL SHORE ACTIVITIES.

Cut off annually at the end of fiscal year. Retire to nearest FRC when 10 years old. Destroy when 20 years old.

SSIC 11163

MAGAZINES RECORDS

1. RECORDS RELATING TO THE CONSTRUCTION OF NAVAL MAGAZINES AND OTHER AMMUNITION OR EXPLOSIVE HANDLING OR STORAGE AREAS THAT ARE MAINTAINED AT THE ACTIVITY LEVEL.

Destroy when 10 years old.

SSIC 11170

CEMETERIES RECORDS

1. RECORDS RELATING TO CEMETERIES. Files consisting of certifications of titles, deeds, site maps, or photographs; declaration of taking or condemnations; and other related papers.

Destroy when facility is disestablished.

2. BURIAL REGISTER FILES. Registers maintained by cemeteries containing information such as records of interments, reservations, etc., that record section, plot, and grave numbers, dates of interment or reservation, and identifying information on the decedent.

Permanent. Retain on board until facility is disestablished, then transfer to NARA.

SSIC 11180

CHAPEL RECORDS

1. RECORDS RELATING TO THE CONSTRUCTION OF CHAPELS. MAINTAINED BY THE ACTIVITY.

Destroy when 10 years old.

SSIC 11200-11299

TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS

SSIC 11200

GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES. Files pertaining to the performance of functions relating to the use, procurement, and maintenance of transportation facilities and equipment, including automotive vehicles and railroad equipment, and automotive, construction, and materials handling equipment. (Exclude primary program records covered in SSIC 11000, paragraph 1.)

a. Construction Force Activities.

Destroy when 2 years old.

b. All Other Activities.

Destroy when 3 years old.

2. OPERATIONS AND MAINTENANCE REPORTS SUBMITTED TO HIGHER AUTHORITY. Copies of reports relating to the utilization and performance of operation and maintenance functions for transportation equipment and construction and other heavy equipment and motor vehicles.

Destroy when 3 years old.

3. LOCAL REPORTS AND RECORDS OF EQUIPMENT ALLOWANCES. Files for construction, firefighting, railroad, utility, weight-hand-ling, and other equipment.

Destroy when 3 years old or superseded, whichever is later.

4. ENGINEER EQUIPMENT FOLDERS FOR ENGINE OR MOTOR DRIVEN ENGINEER EQUIPMENT. Files for wheeled, tracked, skid mounted, and engine or electric driven.

a. Equipment Record Folders and Related Engineer, Item, Age, and Cost Records.

(1) Navy activities.

Transfer folders with equipment. Destroy after disposition of equipment.

(2) Marine Corps activities.

Forward cost record to CMC when equipment is ordered to redistribution and disposal.

(3) CMC.

Destroy 3 years after receipt.

b. Unsatisfactory Equipment Report.

(1) Equipment transfer before corrective action completed.

Transfer report and equipment record folder with equipment.

(2) Equipment not transferred or transferred after corrective action completed.

Destroy when 1 year old.

c. Operational Logs.

Destroy when 3 months old.

d. Work Requests, Job Orders, and Turn-in and Issue Slips. Copies used to post to engineer, item, age, and cost record.

Destroy when material is received and cost data is recorded.

e. Work Sheets Pertaining to Maintenance of Equipment.

Destroy when equipment is removed from inventory.

5. VEHICLE SPEED-TIME FACTOR ANALYSES, SUMMARIES, AND RELATED PAPERS.

Destroy when 3 months old or superseded, whichever is later.

6. LOCAL VEHICLE INVENTORY AND COST DATA REPORTS AND RELATED RECORDS. Files maintained to provide operating, maintenance costs, and utilization information to COMNAVFACENGCOM, Headquarters Marine Corps, or other higher authority.

a. Inventories.

Destroy when 2 years old.

b. Cost and Utilization Reports.

Destroy when 3 years old.

c. Other Related Records.

Destroy when 3 years old.

7. AUTOMOTIVE/CONSTRUCTION EQUIPMENT TECHNICAL CONTROL EAM CARDS.

Destroy when vehicle is transferred or sold.

8. PREVENTIVE MAINTENANCE (PM) FILES. PM service and inspection for construction and allied

equipment forms, railroad card forms, weight lifting mechanical records, and gasoline and diesel engine records.

Destroy when equipment is removed from inventory.

9. TRANSPORTATION FACILITIES FILES. Activity transportation analyses and related correspondence.

Destroy when 2 years old.

10. BEST-TRANSPORTATION SYSTEM. A transportation management system maintained by FACSO Port Hueneme to support individual shore activities. The fuel automated data module provides fuel control, vehicle utilization tracking, and preventive maintenance scheduling. The operations segment of the system provides vehicle utilization information as well as operator man-hour usage.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

11. TRANSPORTATION COST REPORTING SYSTEM (TCRPS). The TCRPS provides maintenance and operations costs as well as utilization information on automotive, construction, fire-fighting, railway, freight handling, materials handling, and other transportation equipment owned by the Navy. Raw data are collected and processed annually for Navy activities with at least 50 units of applicable equipment.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11210

HIGHWAYS AND ROADS RECORDS

1. RECORDS RELATING TO DESIGN, CONSTRUCTION, MAINTENANCE AND UPKEEP OF HIGHWAYS AND ROADS. RECORDS MAINTAINED BY LOCAL ACTIVITIES.

Destroy when 10 years old.

SSIC 11220

BRIDGES, TRESTLES, OVERPASSES RECORDS

1. RECORDS THAT ESTABLISH GEOMETRIC DESIGN CRITERIA FOR THE DESIGN OF BRIDGES, TRESTLES, AND OVERPASSES MAINTAINED BY COMNAVFACENGCOM.

a. Files of Unique Design.

Permanent. Retire to nearest FRC when 4 years old. Transfer to NARA when 20 years old.

b. All Other Files.

Retain on board for life of structure; then destroy.

SSIC 11230

RAILWAYS AND ROLLING STOCK RECORDS

1. CONSTRUCTION AND RAILROAD EQUIPMENT DISPATCH RECORDS. Construction and railroad equipment dispatch control cards and related records such as dispatcher's work sheets, conductor's records, and copies of records of shipments (railroad) received and other similar records.

a. Records of Construction Force Activities.

Destroy when 3 months old.

b. Other Records.

Destroy when 6 months old.

2. CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES. Files relating to the assignment, procurement, and maintenance of railroad equipment.

Destroy when 5 years old.

SSIC 11240

AUTOMOTIVE RECORDS

1. AUTOMOTIVE UTILIZATION, OPERATION, AND MAINTENANCE RECORDS. Correspondence and other records relating to the utilization, operations, and maintenance of automotive vehicles. Records include: automotive vehicle utilization summaries maintenance and running cost reports for automotive, materials handling equipment, and construction and allied equipment transportation maintenance--overhead analysis maintenance cost reports; materials handling equipment cost reports; daily vehicle trip and mileage reports; records pertaining to gasoline usage; credit cards; and other similar or related papers and correspondence.

a. Records Relating to Individual Vehicles.

Destroy when 3 years old.

b. Operating/Maintenance Cost and Utilization Reports of Marine Corps Commercial Vehicles.

Destroy when 3 years old.

2. U.S. GOVERNMENT CERTIFICATES OF RELEASE OF MOTOR VEHICLES.

Destroy 4 years after disposition of vehicle.

3. DISPATCH RECORDS.

a. Requests for "Self Driven" Passenger Vehicles.

(1) Naval Construction Force Activities.

Destroy when 3 months old.

(2) All Other Activities.

Destroy 6 months after return of vehicle or inspection of vehicle dispatch card, whichever is earlier.

b. Dispatchers' Logs and Work Sheets. Dispatcher's logs and truck dispatcher's logs such as daily dispatching records or motor vehicles, assignment logs, work sheets, and other similar logs or control records.

(1) Navy Activities.

Destroy when 6 months old.

(2) Marine Corps Activities.

Destroy when 1 year old.

c. Operators' Inspection Guides and Trouble Reports. Vehicle and equipment operational records and other similar operational reports.

(1) Vehicle involved in an accident.

Destroy when 1 year old.

(2) Vehicle not involved in an accident.

Destroy when 3 months old.

d. Operators' Permits such as U.S. Government Operator's Permits and Motor Vehicle Operator's Permits.

Destroy 3 years after permit expires or is renewed.

e. Dispatchers' Copies of Shop Repair Orders.

Destroy when 1 year old.

f. Other Daily Operating Reports for Individual Vehicles.

Destroy when 3 months old.

4. DAILY GASOLINE REPORTS.

Destroy when 3 months old or cost data is summarized and submitted in next cost and inventory report, whichever is later.

5. CORRESPONDENCE AND OTHER RECORDS RELATING TO ISSUING AND REVOKING OF DRIVERS PERMITS.

Destroy 3 years after separation of employee or 3 years after recision of authorization to operate government owned vehicle, whichever is earlier.

6. LIMITED TECHNICAL INSPECTION REPORTS OF MOTOR VEHICLES.

Destroy when superseded or vehicle is overhauled or reported as disposed of.

7. MOTOR VEHICLE STOCK ACCOUNT RECORD CARDS.

a. Plant and Organic Account Records. Cards forwarded to Navy Department or to the CMC when vehicle is modified or transferred from Navy or Marine Corps custody.

Destroy when vehicle is transferred from Navy or Marine Corps custody.

b. All Other Records.

Destroy when card is superseded.

8. MOTOR VEHICLE ACCIDENT REPORTS. Transportation office's copies of reports together with copies of pertinent investigating officer's reports and other supporting papers. (NOTE: When accident results in death or injury to persons or privately owned property,

special care should be taken to ensure that all pertinent records are reserved for forwarding to the legal office and the Judge Advocate General, as required.)

Destroy 6 years after case is closed.

9. MOTOR VEHICLE RECORD FOLDERS FOR MARINE CORPS COMMERCIAL VEHICLES. Preventive maintenance schedule and record and vehicle maintenance costs report summary records of loans of motor vehicles.

Destroy 1 year after disposition or 1 year after vehicle is removed from property account, whichever is earlier.

10. OPERATING/MAINTENANCE COSTS AND UTILIZATION REPORTS. Files pertaining to Marine Corps commercial vehicles.

Destroy when 1 year old.

11. INVENTORY AND REGISTRATION (CASE/MIS). A transportation management series sponsored by CNO (N44) and maintained by FACSO Port Hueneme. Systems provides accounting, budgetary, and management information concerning acquisition,

movement, assignment, and disposition of automotive, construction, and specialized equipment held by all Navy activities.

a. Master file and historical data tapes.
Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11250

BOAT OR WATER TRANSPORTATION RECORDS

1. GENERAL CORRESPONDENCE FILES. Schedules, reports, load lists, and similar records maintained by local activities operating regularly scheduled boat transportation services.

Destroy when 3 years old.

SSIC 11260-11269

HEAVY EQUIPMENT RECORDS

THE RECORDS IN THIS (11260-11269) SERIES ARE RELATED TO HEAVY EQUIPMENT RECORDS AND INCLUDE CONSTRUCTION-TYPE AND HEAVY WEIGHT LIFTING RECORDS.

SSIC 11260

HEAVY EQUIPMENT RECORDS

1. OPERATION AND MAINTENANCE FILES.

Destroy when 3 years old.

SSIC 11261

CONSTRUCTION-TYPE HEAVY EQUIPMENT

1. INITIAL REGISTRATION DOCUMENTS AND MAINTENANCE HANDBOOKS.

Destroy when 7 years old.

SSIC 11262

HEAVY WEIGHT LIFTING EQUIPMENT

1. INITIAL REGISTRATION DOCUMENTS, MAINTENANCE HANDBOOKS, AND ALTERATION/MODIFICATION FILES.

Destroy when 7 years old.

SSIC 11270

ENGINEER SUPPLIES AND CONSTRUCTION EQUIPMENT RECORDS

1. INVENTORY LISTS OF ENGINEERING SUPPLIES AND CONSTRUCTION EQUIPMENT AND STOCK STATUS.

a. Serial Numbers.

Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification or 2 years after equipment is removed from activity control.

b. All Other Files.

Destroy when 2 years old.

SSIC 11300-11399

UTILITIES AND SERVICES RECORDS

SSIC 11300

GENERAL UTILITIES AND SERVICES RECORDS

1. GENERAL CORRESPONDENCE FILES OF PUBLIC WORKS ACTIVITIES. Records documenting the accomplishment of their assigned responsibilities for the development, maintenance and administration of utilities and services. Include records of essential transactions and summary records of the activity's utility programs. (See also SSIC 11000, paragraphs 1 and 2.)

Destroy when 5 years old.

2. RECORDS RELATING TO THE ROUTINE INTERNAL OPERATION OF UTILITIES SERVICES AT NAVAL ACTIVITIES.

Destroy when 2 years old.

3. SPECIAL CONSOLIDATED UTILITY COST REPORTS. Copies accumulated by public works activities or offices. (See Chapter 7 for other cost accounting records.)

Destroy when 3 years old.

4. SANITATION RECORDS. Correspondence, reports, and other records pertaining to sanitation matters.

a. Records of Public Works and Other Activities. Files documenting the development and accomplishment of their program responsibilities for sanitation matters within the area or command. Include correspondence with local or federal health departments, U.S. Geological Survey, and others concerned with sanitation problems within the area.

Destroy when 5 years old.

b. Sanitation Reports.

Destroy when 3 years old.

c. Other Files.

Destroy when 2 years old.

5. PUBLIC WORKS MIS-EMERGENCY SERVICE. System provides an automated means for managing emergency/service (E/S) work and to identify the magnitude of E/S work in terms of manpower requirements, craft, and responsible time required to provide E/S support. The system identifies equipment and/or facilities requiring excessive amounts of E/S support.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

6. UTILITIES PROCUREMENT ANALYSIS. System inventories the utility procurement of the Navy shore establishment and provides a review and audit capability. System complements the official record of actions under utility contracts, which is kept following DAR 1-308.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

7. COMPUTER-ASSISTED UTILITY SYSTEM. A system used by NAVFACENGCOM Field Division utilities engineers to plan utilities systems for new construction and major modifications to existing structures. The system analyzes the operation and efficiency or power distribution and generating systems, evaluates the operational energy requirements for existing buildings, and analyzes natural gas, compressed air, steam, and water distribution systems.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of

data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

8. BEST-MAINTENANCE AND UTILITIES SYSTEM. A utility plant management system, which provides information on the performance and conditions of the utility system as well as the effectiveness of service utilization and operation efficiency. A history file is maintained to provide information on the extent to which utility service has been utilized.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

9. MASTER ACTIVITY GENERAL INFORMATION CONTROL (MAGIC) SYSTEM. The MAGIC system provides a single data base of information on Navy and Marine Corps shore activities and units of the operating forces that require logistics support from shore activities. Activity related information and requirements are in a standard format and verified for accuracy through a rigorous quality control program.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

10. DEFICIENCY ABATEMENT PROJECTS MANAGEMENT INFORMATION SYSTEM. Describes facility deficiencies and contains recommended corrective measures to eliminate them. Management personnel use this system to assess risks associated with each deficiency and to assign priorities to each project. System is maintained at FACSO Port Hueneme and supports NEESA and the EFDs.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

11. MOBILE UTILITIES SUPPORT EQUIPMENT (MUSE) PROGRAM RECORDS. Correspondence, studies, reports, equipment inventories, maintenance, repair and overhaul records, schedules and similar records relating to providing temporary utilities support to naval activities in the form of generators, electrical substations, and steam plants.

a. Records maintained by CNO (N44) and NEESA

Destroy when 5 years old.

b. Records maintained by other activities

Destroy when 1 year old.

SSIC 11310

POWER PLANT RECORDS

1. BOILER INSPECTION CERTIFICATES AND TEST REPORTS. Boiler inspection certificates, summary boiler inspection reports, reports of boiler water check samples, boiler water test and treatment records, and boiler reports. (Exclude boiler survey reports covered in SSIC 11310, paragraph 2.)

Destroy when 2 years old.

2. BOILER SURVEY REPORTS. Reports relating to boiler feed water conditioning showing design data for boilers and related equipment.

Destroy when superseded.

3. TREATMENT RECORDS FOR BOILER WATER. Records of check analyses by Bureau of Mines and public works offices including comments and recommendations concerning the operation of boiler water treatment facilities at activities and other related data.

Destroy when 2 years old.

4. SHIP-TO-SHORE POWER OUTAGE SYSTEM. Input data on shore supplied electric power outages to nuclear ships over time at various port facilities is used to provide reports to the Commander, Naval Sea Systems Command (COMNAVSEASYSCOM), and Fleet and Force Commanders relating to trends and patterns of ship-to-shore power failures, shipboard power problems, and to correlate similar problems at different locations. The system is managed by NEESA and maintained at FACSO.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11320

FIRE PROTECTION AND FIRE FIGHTING RECORDS

THESE RECORDS ARE MAINTAINED BY BUREAUS, COMMANDS, ACTIVITIES, AND OFFICES THAT CREATE OR ACCUMULATE FIRE PROTECTION AND FIRE FIGHTING RECORDS.

1. PRIMARY PROGRAM RECORDS OF THE OFFICE OF THE CHIEF OF NAVAL OPERATIONS. Correspondence files and other records relating to the development, execution of Navy's fire protection plans, policies, programs and procedures.

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Correspondence, reports, and other records of commands, activities, and offices. (Exclude primary program records covered in SSIC 11320, paragraph 1.)

a. Files that Document the Development, Execution, and Accomplishment of Significant Transactions or Projects and of Plans, Policies, and Programs.

Destroy when 5 years old.

b. Files Relating to the Routine Internal Operation and Administration of the Activity or Office. Files include copies of periodic reports submitted to higher authority and not specifically authorized for other disposal in this section.

Destroy when 2 years old.

3. BUILDING AND VESSEL (CASE) FILES. Jackets containing records relating to a particular building or vessel such as copies of inspection reports, drawings, correspondence, and other papers regarding the condition of the building or vessel, etc.

Destroy when 5 years old or after building or vessel is surveyed, demolished or scrapped, whichever is earlier.

4. DRAWINGS SHOWING WATER DISTRIBUTION, SUPPLY SYSTEMS, TEST LOCATIONS, RECOMMENDED ADDITIONS, FIRE ALARM CIRCUITS, BOXES, AND CODE NUMBERS AND GENERAL AND TECHNICAL INFORMATION REGARDING FIRE PROTECTION.

Destroy when superseded by more current data or structure or facility is demolished, whichever is earlier.

5. BUILDING RECORDS CARDS. Summary records of building fire inspections and of deficiencies uncovered.

Destroy when superseded by new card.

6. DAILY LOG RECORDS OF OPERATIONS. Files showing personnel assignments, drills, inspections, alarms, and responses.

Destroy when 3 years old.

7. FIRE REPORTS. Copies of incoming fire reports with accompanying fire prevention EAM transmittal sheets.

Destroy when 3 years old.

8. REPORTS OF FIRE PROTECTION AND RESURVEYS.

Destroy when 3 years old.

9. REPORTS OF FIRE INVESTIGATIONS.

Destroy when 2 years old.

10. FIRE PROTECTION AND FIRE FIGHTING TRAINING REPORTS. Reports, correspondence, and related papers regarding the operation and administration of programs. Include correspondence and other papers pertaining to student training classes, demonstration and training materials, issuance of training certificates, and other similar or related matters.

Destroy when 5 years old.

11. FIRE ALARM RECORDS. Files include fire alarm ledgers, voice recordings of conversations between switchboard operators at fire alarm headquarters and callers, and punched tape records of alarms and times of signals.

Destroy when 1 year old.

12. REPORTS OF STANDBY OPERATIONS DURING HAZARDOUS WORK.

Destroy when 1 year old.

13. FIRE HOSE RECORD CARDS. Cards or other similar records reflecting the age and serial number of each piece of hose and the results of periodic tests.

Destroy when hose is removed from service.

14. HYDRANT AND AUTOMATIC SPRINKLER SYSTEM INSPECTION REPORTS.

Destroy when 1 year old.

15. FIRE APPARATUS INSPECTION RECORDS. Card summaries reflecting periodic inspections of fire department vehicles.

Destroy when card is filled.

16. HOT WORK PERMITS. Copies of permits to perform work involving heat applications (welding, cutting, burning, etc.).

Destroy when 1 year old.

17. SUMMARY RECORD OF TRAINING CLASS ATTENDANCE AND OF TRAINING CERTIFICATES ISSUED.

Destroy when 5 years old.

18. LEDGER RECORDS OF FIRE FIGHTING AND PROTECTIVE CLOTHING ISSUED (BOOTS, HELMETS, COATS, ETC.) TO FIRE DEPARTMENT PERSONNEL.

Destroy when 5 years old.

19. CUSTODY RECEIPTS FOR FIRE FIGHTING CLOTHING ISSUES.

Destroy when clothing is returned.

20. EQUIPMENT INVENTORIES. Stock cards or other records of materials and equipment on hand in fire department shops.

Destroy 2 years after superseded or reconciled with current inventory, whichever is earlier.

21. FIRE MANAGEMENT INFORMATION SYSTEM (FIREMIS). The FIREMIS tracks manhours expended by the fire division, number of fire- related exercises, i.e., training drills, classroom training, emergency fire runs, fire drills, and fire losses. It combines all this information into a monthly status report. System will also produce statistics related to type of emergency, fire runs and number of arrested landings for a particular runway or a particular type of aircraft. System is maintained by Naval Air Stations on micro computers.

a. Discs or other file maintenance media.

Destroy when no longer required.

b. Input data.

Destroy when no longer required.

c. Output data and reports.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

22. BUILDING INFORMATION SYSTEM. A fire safety system usually maintained on micro computer by shore activities. The system retains information relating to building specifications for all buildings and structures on the station. System produces reports of those buildings scheduled for inspection on a selected date. Reports can be produced of hazardous materials stored in a particular building or potentially hazardous areas. The system keeps track of the number and location of fire extinguishers. A report or pertinent fire information, such as location of main gas shut-off, main electric switch, etc., can be readily produced.

a. Discs or other file maintenance media.

Destroy when no longer required.

b. Input data.

Destroy when no longer required.

c. Output data and reports.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11330

WATER SUPPLY RECORDS

1. RECORDS RELATING TO THE DEVELOPMENT AND IMPLEMENTATION OF RULES FOR EFFECTING ENVIRONMENTAL LEGISLATION. These files consist of the development of policy regulations concerning water supply planning, health criteria, national register of public water supply, and training and technical assistance in the water supply field.

Permanent. Retire to nearest FRC when 4 years old. Transfer to NARA when 20 years old.

2. REGULATIONS, STANDARDS, AND GUIDELINES.

Destroy when superseded.

3. OTHER RECORDS. Files documenting routine internal operation and administration of environmental quality.

Destroy when 2 years old.

4. NAVY ACCIDENTAL OIL SPILL REPORTING SYSTEM. Source documents for the system are messages issued by ships, aircraft, and shore installations at the time of an accidental oil spill. Messages are sent to NEESA where information is entered into the data base. Updates are entered monthly. Two annual reports are produced by the system: one report addresses the size, type, and location of the spills for the proceeding calendar years and the other provides detailed study of the causes of the spills.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports computer output microfilm (COM) and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11340

DRAINAGE RECORDS

1. REPORTS COVERING SEWER AND PLANT CONTRACT AWARDS FOR CONSTRUCTION ON NEW PLANTS, INTERCEPTORS, OUTPUTS, ETC. Include data maintained on drainage basin population, state, etc.

Retire to nearest FRC when 4 years old. Destroy when 20 years old.

2. INFORMATION COPIES.

Destroy when 3 years old.

SSIC 11345

SEWER AND SEWERAGE RECORDS

1. REPORTS AND OTHER RECORDS RELATING TO CONSTRUCTION, MAINTENANCE, AND OPERATION OF SEWERAGE SYSTEM.

Retire to nearest FRC when 3 years old. Destroy when 15 years old.

2. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM. This data system provides for the central storage and processing of Navy water quality data transactions. Provides Navy and Marine Corps activity users with an effective means for evaluating water quality problems. The data system contains information on wastewater discharges permitted by state and federal regulatory agencies. Water quality data include permit requirements for sampling and analysis and the status of compliance by various naval activities. System is maintained at NEESA Headquarters, Port Hueneme and supports NEESA and the NAVFACENGCOM Field Divisions.

a. Master file and historical data tapes.

Destroy after third system backup.

b. Input data tapes and paper record.

Destroy when no longer required.

c. Output data and reports-COM and paper.

Destroy when no longer required for reference.

d. Systems documentation to include description of

data elements, file layouts, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11350

REFUSE COLLECTION AND DISPOSAL RECORDS

1. INTERNAL OPERATING RECORDS. Schedules, operating procedures, equipment procurement and maintenance records and similar records necessary for operation of refuse collection services.

Destroy when 2 years old.

SSIC 11360

LIGHTING RECORDS

1. FILES THAT DOCUMENT THE OVERALL OPERATION OF THE ACTIVITY OR OFFICE AND THE ACCOMPLISHMENT OF ITS ASSIGNED PUBLIC WORKS MISSION.

Destroy when 5 years old.

2. ROUTINE INTERNAL ADMINISTRATION FILES.

Destroy when 2 years old or when no longer needed for reference.

SSIC 11370

HEATING RECORDS

1. FILES THAT DOCUMENT THE OVERALL OPERATION OF HEATING PLANTS AS PART OF AN ASSIGNED PUBLIC WORKS MISSION.

Destroy when 5 years old.

2. ROUTINE INTERNAL ADMINISTRATION FILES.

Destroy when 2 years old.

SSIC 11380

REFRIGERATION AND AIR CONDITIONING RECORDS

1. FILES DOCUMENTING THE OVERALL OPERATION OF REFRIGERATION AND AIR CONDITIONING PLANTS AS PART OF AN ASSIGNED PUBLIC WORKS MISSION. (Exclude Maintenance and Repair Records filed under SSIC 10200.)

Destroy when 5 years old.

SSIC 11390

1. CABLE TELEVISION FRANCHISE MANAGEMENT.

THIS CONSIST OF BIDS, SUCCESSFUL AND UNSUCCESSFUL AND PURCHASE DOCUMENTS (CONTRACTS, ORDERS, LEASES, AND ANNUAL OR OTHER PURCHASE REQUISITIONS OR REQUESTS); RELATED CORRESPONDENCE AND OTHER PERTINENT INFORMATION.

a. Case Files Relating to Transactions of $2500 or Less.

Destroy 3 years after completion of action.

b. Case Files Relating to Transactions of more than $2500.

Destroy 6 years after completion of action. Transfer to FRC when 1 year old or when no longer needed for reference purposes.

SSIC 11400-11499

FLEET FACILITIES RECORDS

SSIC 11400

GENERAL FLEET FACILITIES RECORDS

1. THAT PORTION OF THE FILES THAT DOCUMENT THE OVERALL DEVELOPMENT AND ACCOMPLISHMENT OF THE ACTIVITY'S PRIMARY MISSION, ITS ORGANIZATION, GENERAL PROCEDURES, ESSENTIAL TRANSACTIONS AND IMPORTANT LOCAL POLICIES AND PROCEDURES/ DECISIONS.

a. Naval Stations, Naval Bases, Naval Operating Bases, Naval Air Stations, Marine Corps Bases, Marine Corps Air Stations, and Construction Battalion Centers.

Permanent. Retire to nearest FRC when 4 years old. Transfer to NARA when 20 years old.

b. All Other Navy and Marine Corps Shore Activities.

Destroy when 6 years old.

2. REMAINING PORTION OF ACTIVITY'S GENERAL CORRESPONDENCE. Records including reports and papers pertaining to the internal operation and administration of the station or facility.

a. Navy.

Destroy when 2 years old.

b. Marine Corps.

(1) Standard reports of operations and activities submitted to the CMC that are no longer essential for the performance of the activity's mission.

Destroy when 2 years old.

(2) Upon disestablishment for Fleet Marine Force Activities outside the Continental United States (CONUS)

Destroy when 2 years old.

(3) All other related records

Destroy when 2 years old.

SSIC 11410

WATERFRONT RECORDS

1. CORRESPONDENCE FILES, REPORTS, AND RELATED RECORDS. Files pertaining to engineering and design of waterfront structures and moorings. Records maintained by activities. (Exclude records for drydocks, marine railways and shipways.)

Destroy when 5 years old.

2. WATERFRONT MANAGEMENT INFORMATION SYSTEM. System provides pertinent information to assist waterfront personnel in making ships berthing assignments. System maintains the status of all ships currently berthed or scheduled to be berthed. A statistical subsystem maintains data related to harbor tugs, support craft, pusher boats, daily port operations, homeport gains and losses, oil spills, waste oil, etc. Monthly, quarterly, and yearly statistical reports are produced.

a. Discs or other file maintenance media.

Destroy when no longer required.

b. Input data.

Destroy when no longer required.

c. Output data and reports.

Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Destroy when superseded or no longer needed for reference.

SSIC 11420

DRYDOCK RECORDS

1. CORRESPONDENCE FILES, REPORTS, DRAWINGS, AND RELATED RECORDS. Files pertaining to the engineering, design and maintenance of drydocks.

a. Original "As-Built" Drawings.

Permanent. Retire to nearest FRC when 5 years old. Transfer to NARA when 20 years old.

b. Design Drawings, Reports, Construction Files, Routine Test and Inspection Reports, and General Maintenance Records.

Destroy when 5 years old.

SSIC 11430

MARINE RAILWAYS RECORDS

1. CORRESPONDENCE, REPORTS, DRAWINGS, AND RELATED RECORDS. Files pertaining to the engineering, design and maintenance of marine railways.

a. Original "As-Built" Drawings.

Permanent. Retire to nearest FRC when 5 years old. Transfer to NARA when 20 years old.

b. Design Drawings, Reports, Construction Files, Routine Test and Inspection Reports, and General Maintenance Records.

Destroy when 5 years old.

SSIC 11440

SHIPWAYS RECORDS

1. CORRESPONDENCE, REPORTS, DRAWINGS, AND RELATED RECORDS. Files pertaining to the engineering, design and construction of shipways.

Destroy when 5 years old or when shipway is dismantled, whichever is sooner.

SSIC 11450

WEIGHT HANDLING RECORDS

1. INSPECTION SHEETS FOR WEIGHT HANDLING EQUIPMENT AND UNFIRED PRESSURE VESSELS. Files include control sheets for inspection summaries.

Retire to nearest FRC when 3 years old. Destroy when 6 years old.

2. GENERAL CORRESPONDENCE FILES AND RELATED REPORTS FOR CRANES.

Destroy when 5 years old.

SSIC 11460

DREDGING RECORDS

1. CORRESPONDENCE FILES, REPORTS, AND RELATED PAPERS FOR VARIOUS DREDGING SITES.

Destroy when 5 years old.

SSIC 11470

PONTOONS RECORDS

1. CORRESPONDENCE FILES, REPORTS, AND RELATED PAPERS. Exclude design and construction records filed under SSICs 11012 and 11013.

Destroy when 5 years old.

CHAPTER 12

CIVILIAN PERSONNEL RECORDS

SSIC 12000-12999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO THE ADMINISTRATION OF CIVILIAN PERSONNEL FUNCTIONS THROUGHOUT THE NAVY AND MARINE CORPS. THIS SCHEDULE COVERS THE DISPOSITION OF ALL OFFICIAL PERSONNEL FOLDERS (OPFs) OF CIVILIAN EMPLOYEES AND ALL OTHER RECORDS RELATING TO CIVILIAN PERSONNEL. ANY RECORDS CREATED PRIOR TO JANUARY 1, 1921, MUST BE OFFERED TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) FOR POSSIBLE PERMANENT RETENTION BEFORE THESE DISPOSITION INSTRUCTIONS MAY BE APPLIED.

THE FORMAT USED FOR THIS SERIES FOLLOWS THAT OF THE FEDERAL PERSONNEL MANUAL (FPM) ISSUED BY THE OFFICE OF PERSONNEL MANAGEMENT (OPM), AND NOT NECESSARILY THAT OF THE REMAINDER OF THIS DIRECTIVE. THEREFORE, ADDITIONS AND DELETIONS ARE MADE FOLLOWING THE FPM.

SSIC 12000-12099

GENERAL CIVILIAN PERSONNEL RECORDS

SSIC 12000

GENERAL CIVILIAN PERSONNEL RECORDS

1. PRIMARY PROGRAM RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, AND OVERALL ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE POLICIES, PROCEDURES, AND PROGRAMS PERTAINING TO CIVILIAN PERSONNEL ADMINISTRATION. These records are accumulated only in offices responsible for the establishment and/or administration of Navy-wide policies and programs, such as the Secretary of the Navy (SECNAV), the Assistant Secretary of the Navy (Manpower and Reserves Affairs) (ASSTSECNAV MRA), the Commandant of the Marine Corps (CMC), and the Human Resources Operations Center (HROC). Records relate to the establishment, approval, and implementation of Navy-wide policies and procedures pertaining to position classification, wage administration, employee relations, awards and other incentives, performance appraisal systems, equal employment opportunity (EEO) programs, and personnel record keeping.

Permanent. Transfer to Washington National Records Center (WNRC) when 3 years old. Offer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE. Records are accumulated in connection with the routine, day-to-day administration and operation of Navy civilian personnel programs. These records accumulate primarily at operating civilian personnel offices (CPOs), but they may also be accumulated by higher echelon offices in connection with their routine, day-to-day operations. These records include:

a. Correspondence Relating to Specific Personnel Actions (Except for Files Relating to Precedental and/or Highly Significant Actions Accumulated by Higher Echelon Offices Responsible for Navy-wide Policies, which should be filed under SSIC 12000, paragraph 1).

b. Routine Requests for Information concerning Navy Civilian Personnel Policies that Do Not Involve the Establishment or Revision of Policy.

c. Comments on Directives, Studies, Reports, and Other Issuances Accumulated by Offices Not Responsible for their Preparation.

d. Issuances Prepared by Lower Echelon Offices that Merely Transmit or Adapt for Local Conditions Policies and Procedures Established by Higher Level Offices.

e. Copies Retained by Preparing Offices of Reports and Statistical Data Submitted to Higher Echelon Offices, with Related Feeder Materials and Background Papers.

Destroy according to SSICs for specific general correspondence files in this chapter. For general correspondence not covered elsewhere in this chapter, destroy when 3 years old.

SSIC 12100-12199

OFFICE OF PERSONNEL MANAGEMENT RECORDS

SSIC 12171

OFFICE OF PERSONNEL MANAGEMENT ISSUANCE SYSTEM RECORDS

1. CORRESPONDENCE DEALING WITH THE EXPLANATION AND ACQUISITION OF THE DIRECTIVES ISSUANCE SYSTEM WHICH INCLUDES OPM OPERATING MANUALS, OPM NOTICE AND POSTING SYSTEM GUIDANCE AND OTHER OPM/NAVY ISSUANCES.

Destroy when superseded or obsolete.

SSIC 12200-12299

PERSONNEL PROVISIONS RECORDS

SSIC 12200

GENERAL PERSONNEL PROVISIONS RECORDS

1. RECORDS NOT COVERED BY OTHER SSICs IN THE 12200 SERIES.

Destroy when no longer required for current operations.

SSIC 12210

GENERAL BASIC CONCEPTS AND DEFINITIONS RECORDS

1. FILES DEALING WITH DEFINING, STANDARDIZING, AND UTILIZING PERSONNEL TERMINOLOGY.

Destroy when obsolete or superseded.

SSIC 12211

VETERAN PREFERENCE RECORDS

1. RECORDS PERTAINING TO ENTITLEMENT OF INDIVIDUAL PERSONNEL TO VETERANS PREFERENCE, ADMINISTRATION OF PREFERENCE, AND PREFERENCE PRESERVED, LOST OR CHANGED.

File on right side of Official Personnel Folder (OPF).

SSIC 12212

COMPETITIVE SERVICE AND COMPETITIVE STATUS RECORDS

1. RECORDS RELATING TO THE EXTENT OF COMPETITIVE SERVICE AND VARIATIONS.

File on right side of OPF.

2. RECORDS RELATING TO ELIGIBILITY, DETERMINATION, AND CANCELLATION OF COMPETITIVE STATUS. Records generated and are maintained on the right side of the OPF and include the following:

- **Proof of appointment: Appointment Affidavits Standard Form (SF) 61), Declaration of Appointee (SF 61B)**
- **Request for Non-Competitive Action (SF 59)**
- **OPM letter canceling competitive status**
- **OPM letter verifying competitive status, veteran preference or service history**
- **OPM letter disapproving a personnel action**
- **OPM letters authorizing waiver or exceptions from provisions of OPM rules and regulations**
- **Reduction-in-force notice**
- **Request for Personnel Action (SF 52)**
- **Statement of acceptance into Presidential Management Intern Program documenting employee's leaving the competitive service to accept appointment in the excepted service.**

File on right side of OPF.

SSIC 12213

EXCEPTED SERVICE RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND OTHER RECORDS RELATING TO EMPLOYMENT PROGRAMS AND FUNCTIONS OF EXCEPTED POSITIONS.

Destroy when 3 years old.

SSIC 12230

ORGANIZATIONS OF THE GOVERNMENT FOR PERSONNEL MANAGEMENT RECORDS

1. RECORDS RELATING TO PLANNING, ORGANIZING, DIRECTING, COORDINATING, AND CONTROLLING ALL PERSONNEL MANAGEMENT PROGRAMS CONDUCTED WITHIN THE DON. (Exclude primary program records filed under SSIC 12000, paragraph 1.)

Apply SSIC 12000, para. 2.

SSIC 12250

PERSONNEL MANAGEMENT IN AGENCIES RECORDS

1. GENERAL POLICY ON CIVILIAN MANPOWER MANAGEMENT INCLUDING ESTABLISHING AND DISESTABLISHING CIVILIAN PERSONNEL OFFICES (CPOs), POLICY REGARDING INTERSERVICE SUPPORT, AND GUIDELINES FOR LOGISTICS SUPPORT OF CPOs.

Apply SSIC 12000, para. 1.

SSIC 12251

INTRAMANAGEMENT COMMUNICATIONS AND CONSULTATIONS RECORDS

1. RECORDS RESULTING FROM EXCHANGES OF INFORMATION ON CIVILIAN PERSONNEL MANAGEMENT WITH MANAGERS, SUPERVISORS, AND MANAGER/SUPERVISOR ASSOCIATIONS. Records include written correspondence, memoranda, information updates, comments, and reports.

Destroy when 3 years old.

SSIC 12252

PROFESSIONAL OR OTHER ASSOCIATIONS

RECORDS

1. RECORDS RELATING TO DON's RELATIONSHIP WITH PROFESSIONAL ASSOCIATIONS CONCERNED WITH CIVILIAN PERSONNEL MANAGEMENT. Includes records relating to the allotment and payment of dues.

Destroy when 3 years old.

SSIC 12271

DEVELOPING POLICIES, PROCEDURES, PROGRAMS, AND STANDARDS RECORDS

1. STANDARDS DEVELOPMENT RECORDS. Records relating to objectives and concepts of standards development such as classification, qualification, and physical standards and the use of personnel measurement methods.

a. Records Accumulated by Offices Responsible for Establishing Navy-wide Policies.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.

b. Records Accumulated by Other Offices.

Retain on board. Destroy when superseded, obsolete, or no longer needed.

SSIC 12272

PERSONNEL POLICY FORMULATION AND PERSONNEL ISSUANCES RECORDS

1. OFFICIAL ORGANIZATION CHARTS, NARRATIVE HISTORIES, AND RELATED RECORDS, WHICH DOCUMENT THE ORGANIZATION AND FUNCTIONS OF THE OFFICE.

a. Record Copy.

Permanent. Transfer to Federal Records Center (FRC) when superseded or obsolete. Offer to NARA when 20 years old.

b. All Other Copies.

Destroy when superseded or obsolete.

2. DIRECTIVE CASE FILES.

a. Record Copy of Directives that Establish Civilian Personnel Policies within Navy with Supporting Case File, if any, Documenting Important Aspects of the Development of the Issuance. These records are accumulated only in offices responsible for establishing Navy-wide policies and programs, such as SECNAV, ASSTSECNAV MRA, CMC, and HROC (and its predecessors).

Permanent. Transfer to FRC when superseded or obsolete. Offer to NARA when 20 years old.

b. Working Papers and Background Material. Any documents that are developed before a directive is formally signed and published and not included in the directive case file.

Destroy 6 months after final action or 3 years after completion if no final action is taken.

SSIC 12273

PERSONNEL MANAGEMENT EVALUATIONS RECORDS

1. CORRESPONDENCE AND REPORTS RESULTING FROM A CIVILIAN PERSONNEL MANAGEMENT EVALUATION OR SPECIAL REVIEW CONDUCTED BY OPM, DON, A MAJOR CLAIMANT OR A LOCAL ACTIVITY.

Destroy when no longer needed for administrative reference purposes.

SSIC 12274

CORRECTIVE ACTIONS RECORDS

1. CASE FILES. Records relating to actions taken to correct erroneous personnel actions.

Destroy 4 years after case is closed.

SSIC 12290

GENERAL PERSONNEL INFORMATION RECORDS

1. CORRESPONDENCE AND INSTRUCTIONS DESIGNED TO GUIDE AGENCIES IN THE USE OF AUTOMATED DATA PROCESSING AND PERSONNEL ADMINISTRATION.

Destroy when 3 years old.

SSIC 12291

PERSONNEL REPORTS RECORDS

1. RECORDS PERTAINING TO RECURRING REPORTS. Records required by OPM to develop, improve, or maintain certain programs such as notification of personnel action, EEO action plans, etc.

Destroy when 5 years old or no longer needed, whichever is earlier.

SSIC 12292

PERSONNEL DATA STANDARDIZATION RECORDS

1. RECORDS PERTAINING TO THE STANDARDIZATION OF DATA ELEMENTS IN ORDER THAT IDENTICAL DATA IN VARIOUS SYSTEMS ARE UNIFORMLY IDENTIFIED, DEFINED, CODED AND SEQUENCED.

Destroy when 5 years old or superseded, whichever is earlier.

SSIC 12293

PERSONNEL RECORDS AND FILES RECORDS

1. THE OPF OF A CIVILIAN EMPLOYEE OF THE FEDERAL GOVERNMENT DURING HIS OR HER TENURE OF SERVICE WITH THE GOVERNMENT (INCLUDING NONAPPROPRIATED FUND EMPLOYEE PERSONNEL RECORDS).

a. Long-term (Permanent) Records which are Filed on the Right or Permanent Side of the Folder (Official Personnel Folder (SF 66)).

(1) Folders covering periods of employment terminated prior to 1 January 1921.

Submit SF 115 to National Archives.

(2) Folders covering periods of employment terminated after 31 December 1920, excluding those selected by the NARA for permanent retention.

(a) Transferred employees.

See FPM for instructions relating to folders of employees transferred to another agency.

(b) Separated employees.

Transfer folder to National Personnel Records Center (NPRC), Civilian Personnel Records (CPR), St. Louis, MO 63118-4199, 30 days after separation. NPRC will destroy 65 years after separation.

b. Temporary Records, Which are Filed on Left Side of the Folder These records are maintained at naval activities per FPM 293 and FPM Supplement 293-31.

With the exception of performance records (see SSIC 12430, para. 2), destroy upon separation or transfer of employee from DON or when 1 year old, whichever is sooner (if employee separates for military service or transfers to another agency as a result of a transfer of function, leave required temporary material in the folder).

2. OPFs FOR NON-CITIZEN INDIGENOUS INDIRECT-HIRE EMPLOYEES AT ACTIVITIES LOCATED OUTSIDE THE 50 UNITED STATES AND THE DISTRICT OF COLUMBIA. Long-term (permanent) records which are filed on the right or permanent side of the folder (SF 66) and temporary records which are filed on the left side of the folder and maintained at naval activities per FPM 293 and FPM Supplement 293-31.

Purge and destroy temporary material and transfer folder to NPRC (CPR), St. Louis, MO, 2 years after separation (service employee no longer utilized by the naval establishment). Destroy 3 years after transfer.

3. PERSONNEL SUMMARY CARD RECORDS.

a. Employee Record (SF-7B). Maintained by operating officials at naval activities following FPM Supplement 293-31.

(1) Employee moves outside the naval establishment.

Destroy upon transfer or separation.

(2) Employee moves within the naval establishment.

Transfer with the OPF.

b. Service Record Cards (SF-7). Established and maintained at naval activities following FPM Supplement 293-31.

(1) Cards for employees separated or transferred on or after 1 January 1948.

Transfer to NPRC (CPR), St. Louis, MO. Destroy 60 years after earliest personnel action.

(2) Cards for employees separated or transferred on or after January 1, 1948.

Destroy 3 years after separation or transfer to another agency.

4. LOCATOR FILE CARDS. Files at naval activities used to locate employees.

Destroy when employee is separated from activity.

SSIC 12294

AVAILABILITY OF OFFICIAL INFORMATION RECORDS

1. RECORDS WHICH SET FORTH POLICY, RESPONSIBILITIES, AND PROCEDURES FOR MAKING DON RECORDS AVAILABLE TO THE PUBLIC (Exclude record copies of formal issuances maintained by offices responsible for establishing Navy-wide policies).

Destroy when superseded or cancelled.

SSIC 12295

PERSONNEL FORMS AND DOCUMENTS RECORDS

1. OPERATING PERSONNEL OFFICE RECORDS RELATING TO INDIVIDUAL EMPLOYEES NOT MAINTAINED IN OPFs AND NOT PROVIDED FOR ELSEWHERE IN THIS SCHEDULE.

a. Correspondence and Forms Relative to Pending Personnel Action.

Destroy when action is completed.

b. Retention Registers.

(1) Registers from which reduction in force actions have been taken.

Destroy when 2 years old.

(2) Registers from which no reduction in force actions have been taken.

Destroy when superseded or obsolete.

c. All Other Correspondence and Forms.

Destroy when 6 months old.

SSIC 12296

PROCESSING PERSONNEL ACTION AND DATA RECORDS

1. NOTIFICATION OF PERSONNEL ACTION (SF 50), EXCLUSIVE OF THOSE IN OPFs.

a. Chronological File Copies Including Fact Sheets. Files maintained at naval activities following FPM Supplement 293-31.

Destroy when 2 years old.

b. All Other Copies (Exclusive of Fiscal Copies). Files maintained at naval activities following FPM Supplement 293-31.

Destroy when 1 year old.

SSIC 12297

PROTECTION OF PRIVACY AND PERSONNEL RECORDS

1. RECORDS, WHICH SET FORTH, POLICY ON THE PROTECTION OF INDIVIDUAL PRIVACY IN REGARD TO PERSONNEL RECORDS MAINTAINED BY DON. (Exclude record copies of formal issuances maintained by offices responsible for establishing Navy-wide policies.)

Destroy when superseded or obsolete.

SSIC 12298

FEDERAL WORKFORCE INFORMATION SYSTEM RECORDS

1. CORRESPONDENCE MANUALS, DATA ELEMENT DICTIONARIES, AND INSTRUCTIONS RELATING TO AUTOMATED FILES OF INDIVIDUAL RECORDS FOR MOST FEDERAL CIVILIAN EMPLOYEES MAINTAINED BY AGENCY CONTINUOUS INPUT WHICH PROVIDE CAPABILITY FOR OBTAINING STATUS OR DYNAMIC OUTPUTS IN A COMPREHENSIVE AND TIMELY MANNER.

Destroy when superseded, obsolete, or no longer needed.

a. Current records.

(1) Automated civilian personnel databases with a record for each indirect and direct hire DON employee paid from appropriated and industrial funds. Permanent history files and maintained on automatic data processing (ADP) media at the Navy Civilian Personnel Data System (NCPDS) Customer Facility and other Navy facilities.

Destroy when no longer needed.

(2) Paper copies of individual records (SF 50s and associated documents) are maintained in OPFs. Privacy Act information will be per relevant policies and instructions.

Apply SSIC 12293.

b. Source Documents for Input and Proposed Personnel Action Requests and Request and Authorization for Training. Input is Notification Personnel Action (SF 50) and completed Request, Authorization, Agreement, Certification of Training and Reimbursement (DD 1556).

Apply SSIC 12293.

SSIC 12300-12399

EMPLOYMENT RECORDS

SSIC 12300

GENERAL EMPLOYMENT RECORDS

1. OPM RECORDS.

a. OPM Applications, Examination Papers, and Related Papers for Federal Employment in the Field. Cancelled or submitted by ineligible applicants, applicants whose eligibility has expired, or applicants on expired eligible registers.

Destroy per OPM instructions.

b. Original OPM Registers and Notices to Establish or Dispose of OPM Register. Established after open competitive examination for positions in all groups.

Destroy per OPM instructions.

2. CERTIFICATES OF ELIGIBLES FILES. Certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over an eligible with veterans preference and selecting an eligible lacking veterans preference.

Destroy when 2 years old.

3. REQUEST FOR PERSONNEL ACTION (SF-52). SF-52 and related papers pertaining to actions not consummated. (Exclude any copies required to be filed as permanent or temporary records in OPF.)

a. Requesting Office Copy.

Destroy upon completion of action.

b. All Other Copies.

Destroy when 1 year old.

4. REQUEST FOR CERTIFICATION. Request to OPM for certification of eligibility for OPM registers.

Destroy 2 years after date of certificate.

5. EMPLOYMENT AND FINANCIAL INTEREST. Statement forms and documents prescribed by SECNAVINST 5370.2J, Subj: Standards of Conduct and Government Ethics.

Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

6. PROCESSING RECORDS OF INDIVIDUALS SELECTED FOR OVERSEAS EMPLOYMENT. Copies of travel orders, rotation, agreements, overseas recruitment requisition (comparable to SF 52), SF 50, statement signed by employee acknowledging receipt and understanding of statement of living and working conditions for the overseas area, and miscellaneous correspondence developed during processing.

Destroy 5 years after entry on duty (EOD) date at the overseas activity or upon expiration of an approved extension to the 5-year Foreign Service limitation, if applicable.

7. EMPLOYMENT APPLICATIONS. Applications, including OF 612, resumes, and any other application that an agency may develop for unique jobs with specialized requirements, and related records, EXCLUDING, records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the OPF.

Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier.

8. EXAMING AND CERTIFICATION RECORDS. Delegated agreements and related records created under the authority of 5 U.S.C 1104 between the Office of Personnel Management and agencies, allowing for the examination and certification of applicants for employment.

a. Delegated agreements.

Destroy 3 years after termination of agreement.

b. Correspondence concerning applications, eligibles certification, and all other examining and recruiting operations including, but not limited to, correspondence from the Congress, White House, and general public, and correspondence regarding accommodations for holding examinations and shipment of test materials.

Cut off annually. Destroy 1 year after cut off.

c. Test material stock control. Stock control records of examination test material including running inventory of test material in stock.

Destroy when test is superseded or obsolete.

d. Application Record Card (OPM Form 5000A, or equivalent).

Cut off after examination. Destroy no later than 90 days after cut off.

e. Examination Announcement Case Files. Correspondence regarding examination requirements, original drafts of examination, and announcements issued EXCLUDING records concerning qualification standards, job specifications, and their development.

Destroy 5 years after termination of related register.

f. Register of eligibles (OPM Form 5001-C or equivalent, documenting eligibility of an individual for Federal jobs).

Cut off records on individuals with terminated eligibility annually. Destroy 5 years after cutoff. When entire register is terminated, destroy 5 years

after termination date. (Registers established under case examining: Destroy after audit by local OPM service center or 90 days after final action is taken on the certificate, whichever is sooner.)

g. Letters to applicants denying transfer of eligibility (OPM Form 4896 or equivalent).

Cut off annually. Destroy 1 year after cut off.

h. Canceled and ineligible applications, supplemental forms, and attachments.

Ineligible applications may be returned to the applicant with the notice of ineligibility, unless otherwise directed by the local OPM area office. Destroy ineligible applications not returned and canceled applications 90 days after date of action or when register is terminated, whichever is sooner.

i. Test Answer Sheets. Written test answer sheets for both eligibles and ineligibles. Filed by date of processing.

Destroy when 6 months old.

j. Lost or Exposed Test Material Case Files. Records showing the circumstances of loss, nature of the recovery action, and corrective action required.

Cut off files annually. Destroy 5 years after cut off.

k. Eligible applications.

(1) On active register.

Destroy upon termination of the register (except applications that may be brought forward to new register, if any).

(2) On inactive register.

Destroy 1-12 months after eligibles are placed on inactive register, depending on space availability and difficulty of replacing the application for restoration.

l. Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 59, OPM 648, or equivalent form.

Cut off annually. Destroy 1 year after cut off.

m. Certificate Files. SF 39, SF 39A, or equivalent, and all papers upon which the certification was based: detailed rating schedule, record of selective and quality ranking factors used, list of eligibles screened for the vacancies, rating assigned, availability statements, and other documentation material designated by the examiner of retention. It is recommended that both the file copy and the audited report copy of the certificate be kept in this file. Files should be arranged to permit reconstruction or validation of actions taken in the event of appeal or legal action.

Cut off annually. Destroy 5 years after cut off.

n. Certification request control index.

Cut off annually. Destroy 1 year after cut off.

o. Interagency Placement Program (IPP) application and registration sheet.

Destroy upon expiration of employee's DEP eligibility.

p. DEP control cards, if maintained.

Cut off annually. Destroy 2 years after cut off.

q. Reports of audits of delegated examining operations.

Destroy 3 years after date of the report.

SSIC 12301

OVERSEAS EMPLOYMENT RECORDS

1. FILES RELATING TO THE RECRUITMENT OF PERSONNEL FOR OVERSEAS POSITIONS AND THE PLACEMENT OF PERSONNEL ON THEIR RETURN FROM OVERSEAS POSITIONS. (See also SSIC 12300, paragraph 6.)

Destroy when 3 years old.

SSIC 12302

EMPLOYMENT IN THE EXCEPTED SERVICE RECORDS

1. CORRESPONDENCE, REPORTS, MEMORANDA, AND OTHER RECORDS RELATING TO EXCEPTED POSITIONS.

Destroy when 3 years old.

SSIC 12304

EMPLOYMENT OF EXPERTS AND CONSULTANTS RECORDS

1. CORRESPONDENCE, REPORTS, MEMORANDA, AND OTHER RECORDS RELATING TO EXPERTS AND CONSULTANTS.

Destroy when 3 years old.

SSIC 12306

SELECTIVE PLACEMENT PROGRAM RECORDS

1. FILES RELATING TO THE PROGRAMS AND POLICY ON HIRING OF HANDICAPPED PERSONS, DISABLED VETERANS, AND REHABILITATED OFFENDERS.

Destroy when 3 years old.

2. HANDICAPPED INDIVIDUALS APPOINTMENT CASE FILES. Case files containing position title and description; fully executed SF 171; medical examiner's report; a brief statement explaining accommodation of impairment; and other documents related to previous appointment, certification, and/or acceptance or refusal, created in accordance with Federal Personnel Manual, chapter 306-11, subchapter 4-2.

Destroy 5 years following the date of approval or disapproval of each case.

SSIC 12307

TRANSITIONAL AND VETERANS READJUSTMENT APPOINTMENTS RECORDS

1. FILES RELATING TO THE GENERAL ADMINISTRATION AND OPERATION OF PERSONNEL PROGRAMS FOR THE SELECTIVE PLACEMENT OF VETERANS PROGRAMS.

Destroy when 3 years old.

SSIC 12308

YOUTH AND STUDENT EMPLOYMENT PROGRAM RECORDS

1. FILES RELATING TO THE GENERAL ADMINISTRATION AND OPERATION OF YOUTH AND STUDENT EMPLOYMENT PROGRAMS. (Include records relating to college programs, special career programs, summer aide programs intergovernmental affairs, fellowships, and stay in school programs.)

Destroy when 3 years old.

SSIC 12309

HOSTING ENROLLES OF FEDERAL GRANT PROGRAMS RECORDS

1. WORK INCENTIVES PROGRAM (WIN), COLLEGE WORK-STUDY PROGRAM, VOCATIONAL EDUCATION WORK-STUDY PROGRAM, OLDER AMERICAN COMMUNITY SERVICE EMPLOYMENT PROGRAM, AND PROGRAMS UNDER THE COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA). (Include working agreements and letters of confirmation, records associated with cost sharing arrangements, and records related to the administration of the programs.)

Destroy when 4 years old.

SSIC 12310

EMPLOYMENT OF RELATIVES RECORDS

1. RECORDS RELATING TO THE LEGAL AND REGULATORY FRAMEWORK GOVERNING THE EMPLOYMENT OF RELATIVES IN THE FEDERAL SERVICE.

Destroy when obsolete or superseded.

SSIC 12311

POWER OF APPOINTMENT AND REMOVAL RECORDS

1. RECORDS DELEGATING AUTHORITY TO OFFICIALS TO DIRECT AND EFFECT APPOINTMENTS AND SUSPENSIONS OF CIVILIAN PERSONNEL.

a. CNO and CMC.

Transfer to WNRC when obsolete or superseded. Destroy 20 years after obsolescence or supersession.

b. Records of Field Activities.

Destroy when superseded or obsolete.

SSIC 12312

POSITION MANAGEMENT RECORDS

1. INTERNAL EVALUATION REPORTS.

Destroy when 3 years old.

2. OTHER REPORTS.

Destroy when 3 years old.

SSIC 12315

CAREER AND CAREER-CONDITIONAL EMPLOYMENT RECORDS

1. RECORDS RELATED TO GENERAL ELIGIBILITY OF POST-AUDIT, DEFINITION OF NONCOMPETITIVE, CORRECTIVE ACTION, CAREER APPOINTMENT, PROBATIONARY PERIOD, AND RELATED RECORDS.

Destroy upon separation or transfer of employee or when 2 years old, whichever is earlier.

SSIC 12316

TEMPORARY EMPLOYMENT RECORDS

1. RECORDS MAINTAINED BY AGENCY IN THE OPF SO THAT INSPECTORS MAY RECONSTRUCT THE ACTION AND A REVIEW BY THEM WILL SHOW QUALIFICATIONS STANDARDS USED, NECESSARY TRAINING AND EXPERIENCE, AND FACTS WHICH ESTABLISH THE CORRECTNESS OF THE ACTION. Records generated and maintained on the left side of the OPF and include the following:

- **Position descriptions**
- **Notice of rating**
- **Notice of proficiency-inquiries of availability**
- **Travel agreements**
- **Offer letters and acceptances**
- **Request for Personnel Action (SF-52)**
- **Employee's memorandum describing outside employment**

Apply SSIC 12293.

SSIC 12330

GENERAL RECRUITMENT, SELECTION, AND PLACEMENT RECORDS

1. INTERVIEW AND EVALUATION RECORDS. Notes, etc., made by the interviewer. Records made on employees who are not selected or who decline employment or on employees who are hired. (Exclude examination papers filed in OPF.)

a. Merit Staffing.

Destroy when 2 years old.

b. All Others.

Destroy 6 months after transfer or separation.

2. OFFERS OF EMPLOYMENT. Correspondence, letters, and telegrams offering appointments to potential employees.

a. Accepted Offers.

Destroy when no longer needed.

b. Declined Offers.

(1) When name is received from certificate of eligibles.

Return to OPM with reply and application.

(2) Temporary or excepted appointment.

File inside application and dispose of according to SSIC 12330, para. 3.

(3) All Others.

Destroy immediately.

3. APPLICATIONS FOR EMPLOYMENT. Applications and related papers. (Exclude records relating to appointments and requiring Senatorial confirmation and applications resulting in appointment filed in the OPF which are retained for future use or required by the applicant supply system.)

Destroy upon receipt of OPM report of inspection or when 2 years old, providing requirements of FPM Chapter 333 and Civilian Personnel Instruction (CPI) 335 are observed.

SSIC 12332

RECRUITMENT AND SELECTION THROUGH COMPETITIVE EXAMINATION RECORDS

1. RECORDS RELATING TO RECRUITMENT AND SELECTION THROUGH COMPETITIVE EXAMINATIONS. Records relate to such subjects as the geographic scope of competition, methods of recruitment, and selection of personnel for summer employment, student training, and short-term employment.

Destroy when 3 years old.

SSIC 12333

RECRUITMENT AND SELECTION FOR TEMPORARY AND TERM APPOINTMENT OUTSIDE THE REGISTER

1. RECORDS THAT ARE MAINTAINED FOR ALL POSITIONS WHICH HAVE BEEN FILLED OR FOR WHICH APPLICATIONS ARE BEING ACCEPTED FOR TEMPORARY AND TERM APPOINTMENT OUTSIDE THE REGISTER. Include:

- **Positions for which recruitment was made for temporary/ term appointment**
- **Record of opening and closing dates of announcements**
- **Copies of SF-171 received for each announcement**
- **Record of referral and selection of applicants**
- **Record of recruitment efforts**

Maintain for a period of 2 years or until an OPM inspection, whichever occurs first. Authority established by FPM 333.

SSIC 12334

TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN EXECUTIVE AGENCIES AND STATES, LOCAL GOVERNMENTS, AND INSTITUTIONS OF HIGHER EDUCATION RECORDS

1. RECORDS PERMITTING FEDERAL CIVILIAN

EMPLOYEES OF EXECUTIVE AGENCIES TO SERVE

WITH STATE OR LOCAL GOVERNMENT, ETC., WITHOUT LOSS OF EMPLOYEE RIGHTS OR BENEFITS.

Destroy after term of temporary appointment or when 2 years old, whichever is later.

SSIC 12335

PROMOTION AND INTERNAL PLACEMENT RECORDS

1. NOTIFICATION OF PERSONNEL ACTION (SF 50). Files documenting promotions and transfers (in and out).

a. Chronological File Copies Maintained in the Personnel Office.

Destroy when 2 years old.

b. All Other Copies Maintained in the Personnel Office.

Destroy when 1 year old.

SSIC 12337

EXAMINING SYSTEM RECORDS

1. FORMS AND RECORDS SUCH AS EXAMINATION RESULTS, RATINGS, CERTIFICATIONS AND SF 171s.
Destroy 4 years after separation or transfer of employee.

SSIC 12338

GENERAL QUALIFICATION REQUIREMENTS RECORDS

1. QUALIFICATION STANDARDS FILES.

a. Standards. OPM standards determining title, series, and grade based on duties, responsibilities, and qualifications requirements.

Destroy when superseded or obsolete.

b. Development. Memoranda, correspondence, and other records relating to the development of standards for classification of positions peculiar to the agency and OPM approval or disapproval.

(1) Case Files.

Destroy 5 years after position is abolished or description is superseded.

(2) Review Files.

Destroy when 2 years old.

SSIC 12339

MEDICAL QUALIFICATION REQUIREMENTS RECORDS

1. RECORDS COVERING PLANS, POLICIES, AND PROCEDURES FOR DETERMINING MEDICAL QUALIFICATION REQUIREMENTS IN CONNECTION WITH FEDERAL EMPLOYMENT.

Destroy when obsolete or superseded.

SSIC 12340

PART-TIME EMPLOYMENT RECORDS

1. EMPLOYMENT RECORDS. Files related to employment of part-time work force.

Destroy 2 years after separation or transfer of employee.

2. CIVILIAN PERSONNEL PROMOTION CERTIFICATES, ROSTERS, AND RATING SHEETS REQUIRED BY OPM.

Destroy when 2 years old or upon completion of OPM inspection, whichever is later.

SSIC 12351

REDUCTION IN FORCE RECORDS

1. REDUCTION IN FORCE. Retention registers, cards and related papers which reduction in force actions have been taken, established, and maintained per Chapter 351, Section A, of the FPM.

Destroy when 2 years old.

SSIC 12352

REEMPLOYMENT RIGHTS RECORDS

RECORDS GOVERNING THE RIGHTS TO REEMPLOYMENT GRANTED TO CIVILIAN EMPLOYEES WHEN THEY TAKE OTHER CIVILIAN EMPLOYMENT SUCH AS TRANSFER TO INTERNATIONAL ORGANIZATIONS OR TRANSFER BETWEEN AGENCIES DURING AN EMERGENCY.

1. PERSONNEL CORRESPONDENCE AND SUBJECT FILES. Files consisting of correspondence, reports,

memoranda, or other records relating to reemployment rights.

Destroy when 5 years old.

SSIC 12353

RESTORATION TO DUTY RECORDS

1. RECORDS RELATING TO THE RESTORATION TO DUTY OF EMPLOYEES WHO SUSTAIN A COMPENSABLE JOB-RELATED INJURY OR DISABILITY.

Destroy when 5 years old.

SSIC 12361

CAREER INTERN PROGRAMS RECORDS

1. RECORDS RELATING TO CAREER INTERN DEVELOPMENT AND EVALUATION PROGRAMS FROM ENTRY LEVEL TO FULL PERFORMANCE LEVEL AT ACTIVITY.

Destroy when no longer needed.

SSIC 12362

PRESIDENTIAL MANAGEMENT INTERN PROGRAM RECORDS

1. RECORDS RELATING TO THE PRESIDENTIAL MANAGEMENT INTERN PROGRAM ESTABLISHED BY EXECUTIVE ORDER 12008 IN AUGUST 1977. Files relating to the general administration and operation of the Presidential Management Intern Program including special career programs and executive development programs.

Destroy when 3 years old.

SSIC 12400-12499

EMPLOYEE PERFORMANCE AND UTILIZATION

AND CIVILIAN CAREER MANAGEMENT PROGRAM RECORDS

SSIC 12410

TRAINING RECORDS

1. ACTIVITY-WIDE TRAINING PLANS. Computer print-outs or other listings covering all learning experiences planned for employees on an annual basis at preparing activities.

Destroy 3 years after completion of the annual period or when no longer required for activity review and/or analysis, whichever is later.

2. TRADE TRAINING PLANS. Records relating to apprentice, shop trainee, helper-to-journeyman, and other on-the-job training programs, including authorizations to establish such programs at preparing activities and headquarters offices.

Destroy when no longer needed for reference.

3. RECORDS OF PROGRESS OF APPRENTICES AND SHOP TRAINEES. Records accumulated at preparing activities covering progress of apprentices in both on-the-job and classroom training and related information.

Destroy 1 year after apprentice or shop trainee completes or drops out of the program.

4. NOTICE AND WARNINGS OF UNSATISFACTORY PERFORMANCE. Written notices and warnings of marginal or unsatisfactory progress of apprentices and shop trainees at preparing activities.

Destroy when apprentice or shop trainee satisfactorily completes the apprentice or shop trainee year, or 1 year after the individual is dropped from training, whichever is earlier.

5. WORK EXPERIENCE SCHEDULES. Continuous appraisal, which describes the performance of apprentices and shop trainees in each element of the trade at preparing activities.

Destroy 1 year after apprentice or shop trainee completes the training or is dropped from the program.

6. QUARTERLY PROGRESS RECORDS. Quarterly appraisals of the performance of apprentices or shop trainees at preparing activities.

Destroy 3 years after date of appraisal.

7. REQUESTS FOR TRAINING IN NON-GOVERNMENT FACILITIES. All forms and related papers concerning requests for training in non-government facilities at preparing activities.

Destroy 2 years after completion of all training or when all obligated service requirements have been satisfied, whichever is later.

8. OBLIGATED SERVICE AGREEMENTS. Documents, which set forth the period of obligated, service for employees who obtain training in non-government facilities. These documents are normally filed on the temporary (left) side of personnel folders but may be filed on the permanent (right) side of the personnel folder if the employee fails to fulfill service obligations at preparing activities.

Destroy 2 years after fulfillment of service agreement, or file on right side of personnel folder.

9. PERMANENT TRAINING RECORDS. Training documents include: records of satisfactory completion of training agreement approved by the OPM; scholarship or

award authorizations; authorization to accept payments in connection with attendance at meetings; waivers of limitations on training in non-government facilities; and cumulative records of training.

a. Employee Development (ED) Subsystem of NCPDS. ED Subsystem maintains 20 completed instances of training. When instance 21 is recorded, an Official Record of Training (ORT) is produced containing previous 20 instances. Also, whenever an employee is terminated, transfers, retires, etc., an ORT is produced as the file is closed.

(1) Permanent history ED Subsystem files are maintained on ADP media at NCPDS Customer Facility and other Navy facilities.

Destroy when no longer required.

(2) ORTs generated by ED Subsystem.

File on right side of OPF.

b. Activities not using ED Subsystem, paper copies of training documents.

File on right side of OPF.

10. NOMINATING DOCUMENTS RELATING TO REQUESTS FOR LONG-TERM (120 OR MORE DAYS) TRAINING. Nominating and/or endorsement letters, transcripts, funding request forms, resumes, and related documents at preparing activities.

Destroy 5 years after completion of training.

11. OTHER FORMS AND CORRESPONDENCE. Forms and correspondence relating to training, routine requests for training information, and documents of a transitory nature which are not authorized for filing on the permanent side of personnel folders at preparing activities.

Destroy after completion or discontinuance of training.

12. TRAINING AIDS.

a. One Copy of Each Manual, Syllabus, Textbook, and Other Training Aid Developed by the Navy.

Destroy 20 years after supersession.

b. Training Aids from Other Agencies or Private Institutions.

Destroy when obsolete or superseded.

13. GENERAL FILE OF NAVY-SPONSORED TRAINING.

a. Correspondence, Memoranda, Agreements, Authorizations, Reports, Requirement Reviews, Plans, and Objectives Relating to the Establishment and Operation of Training, Courses, and Conferences.

Destroy when 5 years old, or 5 years after completion of a specific training program.

b. Background and Work Papers.

Destroy when 3 years old.

14. EMPLOYEE TRAINING FILES. Correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.

Destroy when 5 years old, superseded, or obsolete, whichever is earlier.

15. COURSE ANNOUNCEMENT FILES. Reference files of pamphlets, notices, catalogs, and other records, which provide information on courses or programs, offered by government or non-government organizations.

Destroy when superseded or obsolete.

16. NCIS TRAINING ACADENY RECORDS. Consists of the minimum documentation required to be retained by the NCIS Training Academy to meet the accreditation standards established by the Federal Law Enforcement Training Accreditation (FLETA) and its successor activities. (N1-NU-04-1)

a. Program Records. Includes for each course/class of instruction a complete set of the following items: curriculum content (e.g., syllabus, lesson plans and other training material used); listing of all FLETA certified instructors and other instructional personnel indicating the actual class in which each presented or participated; inclusive dates of the course/class and the actual dates and times when each segment occurred; rosters of participants in each iteration; performance measurement instruments (practical exercises and or written tests and keys); and objective to test matrix and results of student evaluations. Records may be in either machine-readable or hardcopy form. (N1-NU-04-1)

Retire hardcopy records to FRC when 4 years old. Destroy/delete 40 years after end of the training year.

b. Individual Training Records. Includes for each course/class of instruction roster documenting enrollment and attendance of participants; complete record of all training evaluations (grades/scores) and indicating whether program was completed (either satisfactory or unsatisfactory), are documented; documentation of course completion and/or qualification for each student successfully completing the training program/course; waivers or exemptions requested or granted and

verification of physical abilities (as required) either as a prerequisite or as a final qualification. Records may be in either machine-readable or hardcopy form. (Privacy Act: N012410-1)

Retire hardcopy records to FRC when 4 years old. Destroy/delete 40 years after the end of the training

c. Instructor (Staff) Training Records. Includes for each staff member copies of instructor's personal training history, attendance records, exemptions or waivers requested/granted, evaluations, qualification notifications, certifications, recertifications, and verifications of ability. Records may be in either machine-readable or hardcopy form. (Privacy Act: N012410-1)

Destroy/delete records 4 years after departure from Academy.

SSIC 12412

EXECUTIVE MANAGEMENT/SUPERVISORY TRAINING AND DEVELOPMENT RECORDS

1. SECRETARY OF THE NAVY (SECNAV) CAREER FELLOWSHIPS. Documents that contain nominations for SECNAV Career Fellowships which contain employment experience, education background, identifying information, comments on significant professional/civic activities/organizations, data on selected educational institutions, training objectives, training through non-government facilities, summary request for support of long-term training, nominee's individual training and development plan, undergraduate college transcript, other transcripts, and other pertinent items in support of the nomination and correspondence containing endorsements and nominees and selection or non-selection by appropriate Assistant SECNAV used to select SECNAV Career Fellows at initiating activity and receiving activity.

a. If Approved.

Destroy 2 years after notification of approval of nominee.

b. If Disapproved.

Destroy 1 year after notification of disapproval of nominee.

2. GENERAL CORRESPONDENCE AND SUBJECT FILES RELATING TO EXECUTIVE DEVELOPMENT PROGRAMS.

Destroy when 3 years old.

3. GENERAL CORRESPONDENCE AND SUBJECT FILES RELATING TO MANAGEMENT TRAINING AND DEVELOPMENT PROGRAMS.

Destroy when 3 years old.

4. GENERAL CORRESPONDENCE SUBJECT FILES RELATING TO SUPERVISORY TRAINING AND DEVELOPMENT PROGRAMS.

Destroy when 3 years old.

SSIC 12430

PERFORMANCE MANAGEMENT RECORDS

1. OFFICIAL PERFORMANCE RATINGS.

a. Ratings of Records and Performance Plans on which they are based, Summary Ratings, and Close Out Ratings with Supporting Documents of Justification Processed following 5 Code of Federal Regulations (CFR) 293 and 430, and CPI 430 Activity Instructions. Upon approval, the DON Performance Appraisal Form indicating such ratings and plans will be placed in the official personnel folder, or a separate folder will be established for the purpose of retention of performance records. This Employee Performance Folder (EPF) will be retained in the same office (personnel) that maintains the OPF or centrally as agreed by CPO and activity head.

(1) Performance appraisal form and performance plan.

Destroy 3 years after date of rating.

(2) Supporting documents.

Destroy 1 year after date of rating.

b. Recommending Demotion or Removal when Such Action is not Effected.

Place in EPF or OPF, as appropriate. Destroy after the employee has completed 1 year of acceptable performance from date of written advance notice of proposed demotion or removal.

c. Performance records superseded through an administrative, judicial, or quasi-judicial procedure.

Destroy when superseded.

d. Performance-related records pertaining to a former employee.

(1) Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.

Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates. An agency retrieving an OPF from NPRC will destroy when 4 years old or when no longer needed, whichever is sooner.

(2) All other performance plans and ratings.

Destroy when 4 years old or when no longer needed, whichever is sooner.

e. All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.

Destroy 4 years after date of appraisal.

f. Supporting documents.

Destroy 4 years after date of appraisal or when no longer needed, whichever is sooner.

g. Senior Executive Service (SES) Member's Performance Records.

Apply SSIC 12920, para. 2.

h. Automated Files, Which Contain Same or Similar Information as that Contained on the DON Performance Appraisal Form.

Destroy when 3 years old. (Retention beyond 3 years permissible so long as data not used in researching a decision affecting an employee where the manual copy of the appraisal has been or should have been destroyed.)

2. PERFORMANCE RATINGS RECORDS OF SEPARATING EMPLOYEES.

a. Performance Appraisal Records. Records maintained under this system at time employee transfers or resigns.

Place in OPF. Transfer performance ratings of record, close-out and summary ratings, along with the performance plan on which the most recent rating was based to new CPO or NPRC.

b. Close-Out or Summary Ratings Prepared by Supervisor When Supervisor or Employee Leaves the Position After Minimum Appraisal Period.

Upon employee's reassignment, records are forwarded to gaining CPO or to NPRC by losing CPO.

3. PERFORMANCE RATING DOCUMENTATION NEEDED IN CONNECTION WITH PROBABLE CAUSES FOR LITIGATION (ONGOING ADMINISTRATIVE, QUASIJUDICAL, OR JUDICIAL PROCEEDINGS).

Destroy when no longer needed to properly adjudicate the pending case(s).

4. PERFORMANCE RATING BOARD CASE FILES.

COPIES OF CASE FILES FORWARDED TO OPM

RELATING TO PERFORMANCE RATING BOARD REVIEWS.

Destroy 1 year after case is closed.

SSIC 12431

WITHHOLDING OF WITHIN-GRADE INCREASES RECORDS

1. FILES CONSISTING OF AN EMPLOYEE'S PERFORMANCE RATING OF RECORD WITH WORK EXAMPLES WHICH ESTABLISH LESS THAN FULLY SUCCESSFUL PERFORMANCE; NOTICE OF WITHHOLDING OF WITHIN-GRADE INCREASE (WGI); EMPLOYEES REQUEST FOR RECONSIDERATION OF DENIED WGI; AND DECISION CONCERNING SUCH A RECONSIDERATION REQUEST.

Destroy 3 years after WGI is granted or after separation, whichever is earlier.

SSIC 12432

UNACCEPTABLE PERFORMANCE ACTION RECORDS

1. CASE FILES CONSISTING OF AN EMPLOYEE'S PERFORMANCE RATING OF RECORD WITH WORK EXAMPLES WHICH ESTABLISH UNACCEPTABLE PERFORMANCE AND SERVE AS THE BASIS FOR REASSIGNMENT, DEMOTION, OR REMOVAL. The file includes a copy of the notice of unacceptable performance and opportunity period to improve; notes, work examples, and performance ratings documenting performance deficiencies; a copy of the proposed adverse action with supporting papers; the employee's reply; notice of decision; and appeal and grievance records, including decisions.

Destroy 4 years after case is closed.

SSIC 12450

GENERAL EMPLOYEE RECOGNITION AND INCENTIVES 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. Files pertaining to awards from other government agencies or private organizations.

Destroy when 2 years old.

2. LENGTH OF SERVICE AND SICK LEAVE AWARDS FILES. 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 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.).

Disposition not approved pending NARA's evaluation of departmental level awards on a Department of Defense-wide basis.

SSIC 12451

INCENTIVE AWARDS RECORDS

1. INCENTIVE AWARDS PROGRAM REPORTS. Reports pertaining to the operation of the Incentive Awards Program.

Destroy when 3 years old.

2. ALL OTHER RECORDS.

Apply SSIC 12450.

SSIC 12452

SUGGESTION SYSTEM RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the Navy beneficial suggestion program, involving program standards, organization, procedures, and awards.

Destroy when 2 years old.

2. BENEFICIAL SUGGESTION CASE FILES.

Apply SSIC 12450, para. 1a.

SSIC 12470

PERSONNEL RESEARCH PROGRAMS AND DEMONSTRATION PROJECTS RECORDS

1. RECORDS COVERING PROJECT PLANS, APPROVAL LETTERS AND BUDGET DOCUMENTS AUTHORIZING PROJECT EVALUATIONS, REPORTS, ETC.

Destroy when superseded or no longer required.

SSIC 12500-12599

POSITION CLASSIFICATION, PAY, AND ALLOWANCES RECORDS

SSIC 12500

GENERAL POSITION CLASSIFICATION, PAY AND ALLOWANCES RECORDS

1. WAGE AND CLASSIFICATION CONTROL CARD RECORDS. Progress or control records reflecting action taken on requests for wage rates and on reports for classification action.

Destroy at end of calendar year following year in which action was taken.

2. RECEIPTS FOR CHECKS.

a. Divisional Check Receipts for Blocks of Checks for Operating Units.

Destroy when 1 month old.

b. Receipts for Other Checks and Savings Bonds.

Destroy when 3 months old.

c. Records or Receipts for Checks Mailed to Employees.

Destroy when 3 months old.

3. VISIBLE INDEXES OF ALL EMPLOYEES, GIVING NAMES, DIVISIONS, AND CHECK DISTRIBUTION CODE NUMBERS, OR OTHER SIMILAR INFORMATION.

Destroy when individual index record is superseded or obsolete.

SSIC 12511

CLASSIFICATION UNDER THE GENERAL SCHEDULE RECORDS

1. POSITION CLASSIFICATION FILES.

a. Position Classification Standards Files.

(1) Standards. OPM standards determining title, series, and grade based on duties, responsibilities, and qualifications requirements.

Destroy when superseded or obsolete.

(2) Development. OPM drafts of classification standards or memoranda, correspondence, and other records relating to the development of standards of classification of positions peculiar to the agency and OPM approval or disapproval.

(a) HROC.

Destroy 5 years after position is abolished or description is superseded.

(b) Participating activities.

Destroy when new standard is received.

b. Position Description. Files describing established positions including information on title, series, grade, duties, and responsibilities.

(1) Record Copy.

Destroy 2 years after position is abolished or description is superseded.

(2) All Other Copies.

Destroy when position is abolished or description is superseded.

c. Survey Files. Survey reports on various positions prepared by classification specialists, including periodic reports such as Annual Whitten Amendment Report and Annual Supergrade Position Report maintained at office of origin.

Destroy when 3 years old or 2 years after regular inspection, whichever is earlier.

d. Inspection, Audit, and Survey Files. Correspondence, memoranda, reports, and other records relating to inspections, surveys, desk audits, and evaluations.

Destroy when obsolete or superseded.

e. Appeals Files.

(1) Case files relating to classification appeals.

Destroy 3 years after case is closed.

(2) Certificates of classification issued by OPM.

Destroy after affected position is abolished or superseded.

f. Position Identification Strips. Strips, such as the former SF 7D, containing summary data on each position occupied.

Destroy when superseded or obsolete.

SSIC 12530

GENERAL PAY RATES AND SYSTEMS RECORDS

1. RECORDS COVERING THE BASIC POLICIES AND PRINCIPLES OF GENERAL PAY RATES AND SYSTEMS, ANNUAL REPORTS OF PAY COMPARABILITY, SPECIAL RATES FOR RECRUITMENT AND RETENTION, AND SPECIAL PAY RATES.

Destroy when 2 years old.

SSIC 12531

PAY UNDER THE GENERAL SCHEDULE RECORDS

1. RECORDS GOVERNING POLICIES AND PROCEDURES FOR DETERMINING RATE OF BASIC PAY, PAY ADJUSTMENTS FOR SUPERVISORS, WITHIN-GRADE INCREASE, AND SALARY RETENTION.

Apply SSIC 12532.

SSIC 12532

FEDERAL WAGE SYSTEM RECORDS

1. JOB GRADING ACTIONS AND APPEALS. Correspondence from activities; job descriptions, audit, and evaluation reports; organization charts; and other supporting documentation at HROC regional officers, and preparing activities.

Destroy when occupation is superseded or abolished.

2. JOB GRADING STANDARDS. OPM draft of job grading standards and pertinent correspondence.

a. HROC Regional Offices.

Destroy 5 years after standard is published.

b. Participating Activities.

Destroy after standard is received.

3. DEPARTMENT OF THE NAVY SUPPLEMENTARY JOB GRADING GUIDANCE (NAVSO-P3090s). Guidance regarding specialized rating approved for use by activities and related correspondence at HROC regional offices, and other activities.

Destroy when superseded by a published revision.

4. INTERDEPARTMENTAL LITHOGRAPHIC WAGE BOARD (ILWB) GRADING STANDARDS. Guidance regarding lithographic and printing jobs in the Washington, DC, area and pertinent correspondence at HROC.

Destroy when standards are abolished or superseded.

5. WAGE AREA SURVEYS. Wage change survey computation forms, specifications, recommendations, and related correspondence at HROC.

Destroy after completion of second succeeding wage survey.

6. AREA SCHEDULE OF WAGES. Wages schedules for Navy employees in trades and labor occupations. (Lengthy retention period necessary in order to provide OPM's Bureau of Retirement wage information on wage board employees who retired on disability and have other income.)

a. HROC.

Destroy 20 years after superseded.

b. Activities and HROC Headquarters and Regional Offices.

Destroy 5 years after superseded.

7. CIVILIAN MARINE WAGE SCHEDULES AND INSTRUCTIONS. Wage schedules, hours of work, and other instructions for civilian marine employees employed on Military Sealift Command (MSC) ships and related correspondence at HROC; Commander, MSC (COMSC); and other MSC activities.

Destroy 20 years after superseded.

8. ENVIRONMENTAL DIFFERENTIAL PAY (EDP). Instructions, Comptroller General (COMPTGEN) and OPM decisions, and related correspondence at HROC and other activities.

Destroy when pertinent EDP category is abolished or superseded with revised instructions.

9. NOTIFICATION OF AFFIRMATIVE DETERMINATION OF ACCEPTABLE LEVEL OF COMPETENCE FOR GENERAL SCHEDULE WITHIN-GRADE INCREASE. Whatever form is used by individual activities (at all activities) and used to notify employees of their acceptable level of competence and to notify CPOs of such a determination.

Destroy when within grade increase has been effected and employee has been notified.

10. PAY COMPARABILITY RECORDS. Written narratives and computerized transaction registers documenting use of retention, relocation and recruitment bonuses, allowances, and supervisory differentials under Federal Employees Pay Comparability Act.

Destroy after 3 subsequent reports have been filed.

SSIC 12534

PAY UNDER OTHER SYSTEMS RECORDS

1. RECORDS COVERING DETERMINATION OF PAY FOR TRAINEES IN GOVERNMENT HOSPITALS AND SCIENTIFIC AND PROFESSIONAL POSITIONS REQUIRING SPECIALLY QUALIFIED PERSONNEL.

Apply SSIC 12532.

SSIC 12536

GRADE AND PAY RETENTION RECORDS

1. RECORDS COVERING PROCEDURES FOR REDUCTION IN GRADE CRITERIA FOR GRANTING SAVE GRADE AND PAY. Files describe various methods and protections of affected civilian employees.

Apply SSIC 12532.

SSIC 12550

GENERAL PAY ADMINISTRATION RECORDS

1. INFORMATION COPIES OF PAYROLLS. Records covering items such as premium pay, lump sum payment for annual leave allotments, and assignment of pay, severance pay, back pay, and pay for irregular or intermittent duty involving unusual physical hardship or hazard.

Destroy when 4 years old.

SSIC 12551

FAIR LABOR STANDARDS ACT RECORDS

1. RECORDS PERTAINING TO MANAGEMENT AND PROCESSING OF EMPLOYEE ISSUES RELATED TO THE IMPLEMENTATION OF AN ACT.

Destroy when 6 years old.

SSIC 12553

DEDUCTIONS FROM CIVILIAN PAY FOR INCREASES IN UNIFORMED SERVICES RETIRED OR RETAINER PAY

1. FILES PERTAINING TO DEDUCTIONS FROM CIVILIAN FEDERAL EMPLOYEE PAY TO OFFSET ANY COST OF LIVING ALLOWANCE (COLA) INCREASES SUCH EMPLOYEES RECEIVED IN MILITARY RETIRED OR RETAINER PAY DURING FISCAL YEARS 1983, 84, AND 85. OPM has since revoked these regulations per section 2203 of the Deficit Reduction Act of 1984, which repealed section 301(d) of the Omnibus Budget Reconciliation Act of 1982. The statutory amendment was effective 18 July 1984.

Retain until superseded, obsolete or no longer needed.

SSIC 12570

GENERAL TRAVEL AND TRANSPORTATION RECORDS

1. RECORDS AND FORMS (INCLUDING TRAVEL ORDERS, REQUESTS FOR REIMBURSEMENT, TRANSPORTATION REQUESTS, AND ASSOCIATED DOCUMENTS) RELATED TO OFFICIAL GOVERNMENT TRAVEL.

Destroy when 3 years old.

SSIC 12571

TRAVEL AND TRANSPORTATION FOR PRE-EMPLOYMENT INTERVIEWS AND RECRUITMENT RECORDS

1. TRAVEL RECORDS. Files such as travel requests, transportation requests, expenses, and per diem associated with pre-employment recruitment and interviews.

Destroy when 3 years old.

SSIC 12591

ALLOWANCES AND DIFFERENTIALS PAYABLE IN NON-FOREIGN AREAS RECORDS

1. PAY RECORDS GOVERNING THE ESTABLISHMENT AND MAINTENANCE OF ALLOWANCES AND DIFFERENTIALS, AGENCIES, AND EMPLOYEES AFFECTED.

Destroy when 4 years old.

SSIC 12592

OVERSEAS ALLOWANCES AND POST DIFFERENTIALS RECORDS

1. GENERAL CORRESPONDENCE. Files dealing with payment of allowance differentials and living quarters while in foreign areas.

Destroy when 4 years old.

SSIC 12593

SUBSISTENCE, QUARTERS, AND LAUNDRY RECORDS

1. GENERAL CORRESPONDENCE. Files related to civilian employees stationed outside the United States entitled to subsistence rights and commissary, mess, and laundry privileges.

Destroy when 4 years old.

SSIC 12594

ALLOWANCES FOR UNIFORMS RECORDS

1. GENERAL CORRESPONDENCE. Files dealing with allowances for uniforms worn by civilian employees working for the DON and allowances authorized.

Destroy when 2 years old.

SSIC 12595

PHYSICIANS COMPARABILITY ALLOWANCE RECORDS

1. RECORDS PERTAINING TO PHYSICIANS COMPARABILITY ALLOWANCE AND ELECTION FORMS.

Destroy when superseded, obsolete, or no longer needed.

SSI 12600-12699

ATTENDANCE AND LEAVE RECORDS

SSIC 12600

GENERAL ATTENDANCE AND LEAVE RECORDS

1. GENERAL ATTENDANCE AND LEAVE RECORDS.

Destroy when 4 years old.

SSIC 12610

HOURS OF DUTY RECORDS

1. TIME AND ATTENDANCE SOURCE RECORDS. All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as OF 1130); flextime records; leave applications for jury and military duty; and authorized premium pay or overtime;

maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.

Destroy after GAO audit or when 6 years old; whichever is sooner. (GRS 2.7)

2. TIME AND ATTENDANCE INPUT RECORDS. Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.

Destroy after GAO audit or when 6 years old, whichever is sooner. (GRS 2.8)

3. OVERTIME AUTHORIZATION REQUESTS. Documents used at all activities to officially order the approval of overtime.

Destroy when 4 years old.

SSIC 12620

ALTERNATE WORK SCHEDULE RECORDS

1. DOCUMENTS SHOWING ALTERNATIVE WORK SCHEDULES SUCH AS FLEXITIME AND COMPRESSED SCHEDULES.

Destroy when 2 years old.

SSIC 12630

ABSENCE AND LEAVE RECORDS

RECORDS COVERING SUCH LEAVE AS COURT, FUNERAL, EXCUSED ABSENCE, LEAVE WITHOUT PAY, AND MATERNITY LEAVE. ALSO COVERED IN THIS SERIES IS SHORE LEAVE FOR PERSONS ON VESSELS, HOME LEAVE FOR PERSONS WORKING OUTSIDE THE UNITED STATES, AND MILITARY LEAVE FOR RESERVISTS.

1. ABSENCE AND LEAVE. All applications for leave and supporting papers, including reports of absence without authority and tardiness reports, such as Application for Leave (SF 71) and Record of Leave Data (SF 1150), used by employees to request leave, by supervisors to approve leave, and are maintained with employees' leave records.

a. SF 71.

(1) If the timecard/time sheet has been initialed by the employee.

Destroy at the end of the pay period.

(2) If the timecard/time sheet has not been initialed by the employee.

Destroy after Government Accounting Office (GAO) audit or when 3 years old, whichever is earlier.

b. SF 1150.

(1) Original.

File on right side of OPF.

(2) Copies.

Destroy when 3 years old.

2. DONATED LEAVE PROGRAM CASE FILES. Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.

Beginning in January 1994, destroy 1 year after the end of the year in which the file is closed.

SSIC 12700-12799

GENERAL PERSONNEL RELATIONS AND SERVICES RECORDS

SSIC 12700

GENERAL EMPLOYEE RELATIONS AND SERVICES RECORDS

1. GENERAL CORRESPONDENCE FILES RELATING TO EMPLOYEE RELATIONS AND SERVICES.

Destroy when 2 years old.

SSIC 12711

LABOR RELATIONS RECORDS

1. LABOR RELATIONS GENERAL AND CASE FILES. Correspondence, memoranda, reports, and other records relating to the relationship between management and labor organizations (unions) or other groups.

a. Office negotiating agreement.

Destroy 5 years after expiration of agreement. (GRS 1.28a)

b. Other offices.

Destroy when superseded or obsolete. (GRS 1-28a)

2. LABOR ARBITRATION GENERAL AND CASE FILES. Correspondence, memoranda, reports, unit certifications, negotiated agreements, and case files (such as Unfair Labor Practice charges, negotiability disputes, unit clarification or decertification petitions) relating to labor arbitration cases.

Destroy 5 years after final resolution of case. (GRS 1.28b)

SSIC 12713

EQUAL EMPLOYMENT OPPORTUNITY RECORDS

1. DISCRIMINATION COMPLAINT RECORDS.

a. Records Created in Receipt and Processing of Individual and Class Complaints of Discrimination by Employees or Applicants as Described by 29 CFR Part 1613.

(1) Activities where complaint is filed (preparing activities).

Destroy 4 years after final resolution of case.

(2) HROC, CMC (MPC-30), and Employee Appeals and Review Board (EARB).

Destroy 3 years after final resolution of case.

b. Copies of complaint case files. Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.

Destroy 1 year after resolution of case.

c. Background Documents Pertaining to the Case but not Included in Case Files and Complaint Counseling, Status, and Disposition Reports and Summaries Maintained at Preparing Activities, HROC, and EARB. Includes follow-up transmittal correspondence from external organizations, e.g., Equal Employment Opportunity Commission (EEOC), Merit Systems Protection Board (MSPB), and Congressional inquiries.

Destroy 2 years after final resolution of case.

d. Records documenting complaints that do not develop into official discrimination complaint cases.

Destroy when 2 years old.

e. Compliance Records.

(1) Compliance review files. Reviews, background documents, and correspondence relating to contractor employment practices.

Destroy when 7 years old.

(2) EEO compliance reports.

Destroy when 3 years old.

f. Employee housing requests. Forms requesting agency assistance in housing matters, such as rental or purchase.

Destroy when 1 year old.

g. Employment statistics files. Employment statistics relating to race and sex.

Destroy when 5 years old.

NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered in SSIC 12713 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.

h. EEO general files. General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.

Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.

SSIC 12720

AFFIRMATIVE EMPLOYMENT PROGRAM RECORDS

IT IS THE RESPONSIBILITY OF THE DON OR PROCESSING ACTIVITY TO MAINTAIN THE COMPLETE CASE FILE TO INCLUDE ALL RELATED RECORDS (I.E., MERIT PROMOTION FILE) ON ALL DISCRIMINATION COMPLAINTS WHILE THE COMPLAINTS ARE BEING PROCESSED.

1. MINORITY AND WOMEN CENSUS REPORTS. Census data on minorities and women as of 31 March and 30 September.

a. HROC.

Destroy 5 years after superseded.

b. Major Commands and Activities.

Destroy 3 years after superseded.

2. PLANNED RESOURCES FOR EEO ADMINISTRATORS. Annual planned and allocated resources.

a. HROC.

Destroy 5 years after superseded.

b. Preparing Major Activities and Preparing Activities.

Destroy 3 years after superseded.

3. CERTIFICATION OF QUALIFICATION OF EEO PROGRAM ADMINISTRATOR OFFICIALS. Annual certification of EEO officials.

a. HROC.

Destroy 3 years after superseded.

b. Preparing Major Activities and Preparing Activities.

Destroy 1 year after superseded.

4. SEMI-ANNUAL NARRATIVE REPORT OF AFFIRMATION ACTION PLAN (AAP) AND SIGNIFICANT ACCOMPLISHMENTS. Status of AAP and other significant EEO achievements at HROC, preparing major commands, and preparing activities.

Destroy 1 year after superseded.

5. AAPs. Annual planned action items.

a. HROC and Preparing Major Commands. (Agency copy of consolidated AAP.)

Destroy 5 years from date of plan.

b. Preparing Activities. (Agency feeder plan to consolidate AAP(s).)

Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is earlier.

6. NUMERICAL GOALS ESTABLISHED. Established goals for succeeding fiscal year.

a. HROC.

Destroy 5 years after superseded.

b. Preparing Major Commands and Preparing Activities.

Destroy 3 years after superseded.

7. NUMERICAL GOALS ACHIEVED. Report of numerical goals program at HROC, preparing major commands, and preparing activities.

Destroy 3 years after superseded.

8. UPWARD MOBILITY PROGRAM REPORT. Positions identified and filled during preceding fiscal year by series, trainee level, and target level.

a. HROC.

Destroy 5 years after superseded.

b. Preparing Major Commands and Preparing Activities.

Destroy 3 years after superseded.

9. HANDICAPPED PROGRAM REPORTS.

a. HROC.

Destroy 5 years after superseded.

b. Preparing Major Commands and Preparing Activities.

Destroy 3 years after superseded.

SSIC 12731

SUITABILITY RECORDS

1. RECORDS RELATING TO THE SUITABILITY OF INDIVIDUAL PERSONNEL. Records relating to the character, reputation, and fitness of individuals for government employment of personnel under consideration for positions with DON.

Destroy 4 years after separation or transfer of employee.

SSIC 12732

PERSONNEL SECURITY PROGRAM RECORDS

1. PERSONNEL SECURITY CASE FILES. Adjudications and written reviews; OPM and Defense Investigative Service (DIS) reports of investigation produced under the authority of Executive Order 10450, as amended, or any other security of loyalty program.

a. HROC.

Transfer to WNRC when no longer required for administrative purposes. Destroy 15 years after date of last action.

b. Other activities. Investigate material furnished by OPM and DIS.

Destroy when purpose is served.

2. CERTIFICATE OF PERSONNEL INVESTIGATION, CLEARANCE, AND ACCESS.

Destroy 2 years after transfer or separation of employee.

SSIC 12733

POLITICAL ACTIVITY OF FEDERAL EMPLOYEES RECORDS

1. POLICY AND PROCEDURES GOVERNING PERMISSIBLE AND PROHIBITED ACTIVITIES, POLITICAL CONTRIBUTIONS, AND EXCEPTIONS OF CERTAIN ELECTIONS.

Destroy when superseded or obsolete.

SSIC 12734

HOLDING STATE OR LOCAL OFFICE RECORDS

1. REPORTS, CORRESPONDENCE AND RELATED MATERIAL REQUIRED TO BE FILED BY ANY CIVILIAN EMPLOYEE HOLDING ANY STATE OR LOCAL PUBLIC OFFICE OR APPOINTMENT. Any information concerning such office or appointment filed by another person or entity.

Destroy 2 years after employee leaves public office or appointment.

SSIC 12735

EMPLOYEE RESPONSIBILITIES AND CONDUCT RECORDS

1. RECORDS COVERING STATEMENTS OF EMPLOYMENT AND FINANCIAL INTEREST AND CONFLICTS OF INTEREST SUCH AS MISUSE OF INFORMATION AND ACCEPTANCE OF GIFTS. (Use of government property, bribery and graft, disloyalty, and striking.)

a. Standard of Conduct Files. Correspondence, memoranda, and other records relating to codes of ethics and standards of conduct.

Destroy when obsolete or superseded.

b. Conflict of Interest Case Files. Statement of employment and related records.

Destroy when 6 years old; except that document needed in an ongoing investigation will be retained until no longer needed in the investigation.

SSIC 12736

INVESTIGATIONS RECORDS

1. ANY REPORT OF INVESTIGATIONS, WHETHER FORMAL OR INFORMAL, NOT COVERED BY ANOTHER REPORTING REQUIREMENT, CONCERNING CIVILIAN PERSONNEL.

Destroy when purpose is served.

SSIC 12751

DISCIPLINE RECORDS

1. EMPLOYEE DISCIPLINARY ACTIONS. Documents, reports of pre-action investigation, and related correspondence on employee disciplinary actions. Filed by name of individual employees other than those disciplinary records that must be filed on the right (permanent) side of employee's OPF.

Destroy when 3 years old.

2. SURVEYS AND STUDIES. Documents and reports relating to general disciplinary matters at offices, commands, bureaus, and activities.

Destroy when 5 years old.

SSIC 12752

ADVERSE ACTIONS BY AGENCIES RECORDS

1. ADVERSE ACTIONS FILES. Case files and related records created in processing an adverse action (disciplinary or non-disciplinary removal, suspension, demotion, leave without pay, or reduction-in-force) against an employee. The file includes copies of the notice of proposed adverse action with supporting papers; statements of witnesses; employee's reply; notice of decision; and appeals records such as appeal forms or letters, hearing notices, reports, and decisions. (Letters of reprimand are excluded.)

Destroy 4 years after the case is closed.

SSIC 12754

SUITABILITY DISQUALIFICATION ACTIONS

1. OPM ADVERSE ACTION FILES.

Destroy 4 years after case is closed.

SSIC 12771

GRIEVANCE SYSTEM RECORDS

1. EMPLOYEE GRIEVANCES. The official records of the grievance file including statement of grievance, records or copies of records, reports of interviews, the record of the hearing if a hearing is held, fact finder's report of findings and recommendation if fact finding is conducted, the deciding official's decision, and other related correspondence.

Destroy 4 years after case is closed.

SSIC 12772

APPEALS TO THE MERIT SYSTEMS PROTECTION BOARD (MSPB) RECORDS

1. RECORDS, JUSTIFICATIONS, COMPLAINT FORMS, AND BACKGROUND INFORMATION ASSOCIATED WITH APPEALS SENT TO MSPB. Correspondence received from MSPB and decisions.

Destroy 4 years after final decision is issued.

2. MERIT PROMOTION CASE FILES. Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates.

Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.

SSIC 12790

SERVICES TO EMPLOYEES RECORDS

RECORDS COVERING INFORMATION SERVICES, SPECIAL SERVICES, FINANCIAL SERVICES, DECEDENT AFFAIRS, AND CIVILIAN NONAPPROPRIATED FUNDS (NAF). (SEE ALSO SSIC 5380)

1. EMPLOYEES OF CIVILIAN NAFs. Personnel, pay, health and on-the-job injury records at the employing NAF.

Destroy 6 months after separation.

SSIC 12792

FEDERAL EMPLOYEES OCCUPATIONAL HEALTH AND COUNSELING PROGRAM RECORDS

1. INDIVIDUAL HEALTH RECORD FILES. Cards, which contain such information as date of employee's, visit, diagnosis, and treatment.

Destroy 6 years after last entry.

2. HEALTH UNIT CONTROL FILES. Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units.

a. Information Summarized on Statistical Reports.

Destroy 3 months after last entry.

b. Information not Summarized on Statistical Reports.

Destroy 2 years after last entry.

c. Copies of statistical summaries and reports with related papers pertaining to employee health, retain by the reporting unit.

Destroy 2 years after date of summary or report.

3. INDIVIDUAL EMPLOYEE HEALTH CASE FILE ALREADY IN FRC'S CREATED PRIOR TO ESTABLISHMENT OF EMF SYSTEM. Forms, correspondence, and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all treatment received in the health unit. (Exclude pre-employment physical examinations and disability retirement and fitness for duty examinations, which are filed in OPF upon separation of employee (Ref: FPM Supplement 293-31.))

4. EMPLOYEE MEDICAL FOLDERS (EMF). Employee Medical Folders of civilian employees (including non-U.S. citizens of the Navy or Marine Corps, including a copy of Certificate of Medical Examination (SF 78)) (original is filed in employee's Official Personnel Folder), and certain X-rays as specified in paragraph 4a, below.

Apply GRS 1, Items 21a(1), 21a (2), or 21b, whichever is applicable.

a. Long-term medical records as defined in 5 CFR part 293, subpart E.

(1) Transferred employees.

See 5 CFR part 293, subpart E for instructions.

(2) Separated employees.

Transfer to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later.

b. Temporary or short-term records as defined in the FPM.

Destroy 1 year after separation or transfer of employee.

c. Individual Employee Health Case Files created prior to establishment of the EMF system that have been retired to an FRC.

Destroy 60 years after retirement to FRC.

NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered in EMF are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.

d. X-rays of Civilian Employees.

Destroy when 5 years old, EXCEPT that x-rays of positive pathological findings that are not static in nature, and one representative of those that are static

in nature, will be filed in and retained with the Employee Medical Folder (EMF).

e. Industrial Health Report Data Sheets.

Destroy when 2 years old.

5. CIVILIAN EMPLOYEE ASSISTANCE PROGRAM RECORDS.

a. Correspondence, Records, Reports, and Surveys Relating to General Program Administration.

Destroy when 2 years old.

b. Case Files, Counseling and Referral Records, and Other Material Relating to Individual Employees.

Destroy 2 years after separation of employee.

6. OCCUPATIONAL INJURY AND ILLNESS FILES. Reports and logs (including OSHA Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment.

Destroy when 5 years old.

7. FEDERAL WORKPLACE DRUG TESTING PROGRAM FILES. Drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), EXCLUDING consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Public Law 100-71, 503(f). This authorization does not apply to oversight program records of the Office of Personnel Management.

a. Drug test plans and procedures, EXCLUDING documents that are filed in records sets of formal issuances (directives, procedures handbooks, operating manuals, and the like.)

(1) Agency copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions.

Destroy when 3 years old or when superseded, obsolete, or no longer needed, whichever is later. (See note (2))

b. Employee acknowledgement of notice forms.

(1) Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.

Destroy when employee separates from testing-designated position. (see note (2))

c. Selection/scheduling records.

(1) Records relating to the selection of specific employees/applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules.

Destroy when 3 years old. (See note (2))

d. Records relating to the collection and handling of specimens.

(1) Permanent Record Books. Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected.

Destroy 3 years after date of last entry. (See note (2))

(2) Chain of custody records. Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen.

Destroy when 3 years old. (See note (2))

e. Test results. Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow up testing.

(1) Positive results.

Disposition not authorized.

(2) Negative results.

Destroy when 3 years old.

NOTES: (1) disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are covered by SSIC 12754 which authorizes destruction of records between 4 years after the case is closed. (2) Any records covered by SSIC 12792.7 that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).

SSIC 12800-12899

INSURANCE AND ANNUITIES RECORDS

SSIC 12800

GENERAL INSURANCE AND ANNUITIES RECORDS

1. CARRIER COPIES OF HEALTH BENEFITS REGISTRATION FORM ON NON-ENROLLED EMPLOYEES.

Destroy upon receipt.

2. COPIES OF HEALTH BENEFITS REGISTRATION FORM FOR ELIGIBLE EMPLOYEES USED TO DETERMINE EMPLOYEE ELIGIBILITY FOR HEALTH BENEFITS UPON RETIREMENT.

File on right side of OPF.

SSIC 12810

INJURY COMPENSATION RECORDS

1. PERSONAL INJURY FILES. Compensation forms, reports, and related medical and investigative correspondence (other than copies in OPF and copies submitted to the Department of Labor) relating to on-the-job injuries.

Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.

SSIC 12831

CIVIL SERVICE RETIREMENT SYSTEMS RECORDS (CSRS)

1. GENERAL CORRESPONDENCE AND SUBJECT FILES. FILES RELATE TO GENERAL ADMINISTRATION AND OPERATION OF THE CSRS.

Destroy when 3 years old.

2. RECORDS AND FORMS PERTAINING TO AN EMPLOYEE'S ELIGIBILITY TO RETIRE AND PARTICIPATION IN THE THRIFT SAVINGS PLAN.

File on permanent side of OPF.

SSIC 12832

SOCIAL SECURITY RETIREMENT, SURVIVORS INSURANCE, DISABILITY INSURANCE, AND MEDICARE RECORDS

1. GENERAL CORRESPONDENCE FILES.

Destroy when 3 years old.

SSIC 12841

FEDERAL EMPLOYEES' RETIREMENT SYSTEM RECORDS (FERS)

1. GENERAL CORRESPONDENCE AND SUBJECT FILES. Files relate to general administration and operation of FERS (including coverage, basic annuity, death benefits and refunds, disability, and debt collection). Also files that address both CSRS and FERS.

Destroy when 3 years old.

2. RECORDS AND FORMS PERTAINING TO AN EMPLOYEE'S TRANSFER TO FERS, PARTICIPATION IN THE THRIFT SAVINGS PLAN AND ELIGIBILITY TO RETIRE.

File on permanent side of OPF.

3. APPEALS PERTAINING TO FERS ERROR CORRECTIONS.

Destroy 4 years after decision.

4. RETIREMENT ASSISTANCE FILES. Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.

Destroy when 1 year old.

SSIC 12850

UNEMPLOYMENT BENEFITS RECORDS

1. RECORDS GOVERNING UNEMPLOYMENT BENEFITS FOR FEDERAL CIVILIAN EMPLOYEES, ELIGIBILITY REQUIREMENTS, AND PROCEDURES FOR FILING.

Destroy when 3 years old.

SSIC 12870

LIFE INSURANCE RECORDS

1. RECORDS PERTAINING TO LIFE INSURANCE, ELECTION, COVERAGE, AND DESIGNATION OF BENEFICIARY.

Destroy when superseded, obsolete or no longer needed.

SSIC 12890

HEALTH INSURANCE

1. RECORDS PERTAINING TO HEALTH INSURANCE REGISTRATION, ENROLLMENT AND WITHHOLDINGS.

Destroy when superseded, obsolete or no longer needed.

2. DENIED HEALTH BENEFITS REQUESTS UNDER SPOUSE EQUITY. Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers. (See note).

a. Health benefits denied, not appealed.

Destroy 3 years after denial.

b. Health benefits denied, appealed to OPM for reconsideration.

(1) Appeal successful-benefits granted.

Create enrollment file in accordance with Subchapter S17 of the FEHB Handbook.

(2) Appeal unsuccessful-benefits denied.

Destroy 3 years after denial.

NOTE: Pursuant to Subchapter S17 of the FEHB Handbook enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment.

SSIC 12900-12999

GENERAL AND MISCELLANEOUS RECORDS

SSIC 12900

GENERAL AND MISCELLANEOUS RECORDS

RECORDS NOT COVERED IN OTHER SSICs IN THE 12900 SERIES.

Destroy when no longer required for current operations.

SSIC 12910

MOBILIZATION READINESS RECORDS

1. MOBILIZATION READINESS RECORDS. Files pertaining to emergency procedures in the event of a nuclear attack including reassignment and utilization of personnel.

Destroy when superseded.

SSIC 12915

MILITARY SERVICE OBLIGATION RECORDS

1. MILITARY SERVICE OBLIGATION RECORDS. Files relating to obligation of department civilian employees, designation of key federal employees, and screening of reservists for military service obligation.

Destroy when superseded by annual screening of ready reserve.

SSIC 12920

SENIOR EXECUTIVE SERVICE (SES) RECORDS

1. STAFFING AND SELECTION RECORDS. Records established and maintained as prescribed by OPNAVINST 12920.2, Subj: Senior Executive Service Merit Staffing (NOTAL).

Destroy 2 years after a competitive vacancy is filled or OPM evaluation, whichever occurs first, or 2 years after final disposition of discrimination complaint by DON.

2. SES MEMBERS' PERFORMANCE RECORDS. SES evaluation summary and objective performance record sheets.

Destroy 5 years after date of appraisal, exclusive of any interim service as a presidential appointee.

3. SES appointees (as defined in 5 USC 3132a(2)).

a. Performance records superseded through an administrative, judicial, or quasi-judicial procedure.

Destroy when superseded.

b. Performance-related records pertaining to a former SES appointee.

(1) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.

Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal Service (see SSIC 12293.1(2)(b). An agency retrieving an OPF from NPRC will dispose of those documents in accordance with SSIC 12920 paragraph 3b(2) of this schedule.

(2) All other performance ratings and plans.

Destroy when 5 years old, or when no longer needed, whichever is sooner.

c. All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).

Destroy 5 years after date of appraisal.

4. All other statements of employment and financial interests and related records, including confidential statements filed under Executive Order 11222.

Destroy when 6 years old EXCEPT that documents needed in an ongoing investigation will be retained until no longer need in the investigation.

SSIC 12930

PROGRAMS FOR SPECIFIC POSITIONS OR EXAMINATIONS (MISCELLANEOUS) RECORDS

1. RECORDS RELATING TO SPECIAL EXAMINATIONS FOR SPECIFIC POSITIONS, SUCH AS MOTOR VEHICLE OPERATOR, ATTORNEY OR LAW CLERK.

Destroy when 2 years old.

SSIC 12938

CLASSIFICATION AND PAY OF SPECIFIC POSITIONS RECORDS

1. GENERAL CORRESPONDENCE AND SUBJECT FILES.

Destroy when position is cancelled or superseded.

SSIC 12950

SOLICITATION OF FEDERAL CIVILIAN AND UNIFORMED SERVICES PERSONNEL FOR CONTRIBUTIONS TO PRIVATE VOLUNTEER ORGANIZATIONS RECORDS

1. CORRESPONDENCE AND FILES RELATING TO THE ADMINISTRATION AND/OR IMPLEMENTATION OF ALL RECORDS ASSOCIATED WITH INTERNAL ACCOUNTING AND AUDITING OF CONTRIBUTIONS TO PRIVATE VOLUNTEER ORGANIZATIONS.

Destroy when 1 year old.

SSIC 12971

TRAINING, PROMOTION, AND EXECUTIVE DEVELOPMENT AGREEMENTS WITH SPECIFIC AGENCIES RECORDS

1. PERSONNEL CORRESPONDENCE AND SUBJECT FILES. Files relate to general administration and operation of personnel functions and include merit promotion and executive development program.

Destroy when 3 years old.

SSIC 12990

GENERAL AND MISCELLANEOUS RECORDS

1. FILES RELATING TO GENERAL ADMINISTRATION AND OPERATION OF PERSONNEL FUNCTIONS NOT SPECIFICALLY DESCRIBED ELSEWHERE IN THE 12000 SERIES. (Exclude those at agency staff planning levels.)

Destroy when 3 years old.

2. DUPLICATE DOCUMENTATION AND PERSONNEL FILES MAINTAINED OUTSIDE PERSONNEL OFFICES.

a. Supervisor's Personnel Files. Correspondence, memoranda, forms and other records relating to positions, authorizations, and pending action; copies of position descriptions; requests for personnel action; and records on individual employees duplicated in or not appropriate for the OPF.

(1) Annual Review.

Destroy when superseded or obsolete.

(2) Separation or transfer of employee.

Destroy 1 year after separation or transfer.

b. Duplicate Documentation. Other copies of documents duplicated in the OPF not provided for elsewhere in this schedule.

Destroy when 6 months old.

CHAPTER l3

AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS

SSIC l3000-l3999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO AERONAUTICAL AND ASTRONAUTICAL WEAPONS AND MATERIALS AND TO THE DEVELOPMENT AND READINESS OF THESE WEAPONS AND MATERIALS FOR ALL NAVAL FORCES. THEY ARE ACCUMULATED BY AERONAUTICAL ACTIVITIES AND OFFICES AND BY UNITS AND DEPARTMENTS OR ACTIVITIES AND OFFICES THAT ARE CONCERNED WITH AERONAUTICAL AND ASTRONAUTICAL MATERIALS AND RELATED FUNCTIONS. RECORDS RELATING TO RESEARCH MATTERS AND TO FLIGHT AND SPACE OPERATIONS ARE COVERED IN CHAPTER 3.

SSIC 13000-13099

GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS

SSIC l3000

GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS

l. AERONAUTICAL AND ASTRONAUTICAL MATERIAL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO NAVY AERONAUTICAL MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY-WIDE AERONAUTICAL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE CHIEF OF NAVAL OPERATIONS, AND THE COMMANDER, NAVAL AIR SYSTEMS COMMAND (COMNAVAIRSYSCOM). RECORDS RELATE TO SUCH MATTERS AS:

a. Navy-wide policies and procedures governing the operations of project management offices.

b. Navy-wide policies and procedures pertaining to aeronautical and astronautical material readiness.

c. The master file of all technical reports and publications, along with background papers, maintained by the originating office.

d. The master aircraft characteristics charts and reports containing detailed descriptions of the craft and its capabilities.

e. Master files describing aircraft serviceability and air-worthiness testing.

f. Design and engineering programs, including technical design reports, preliminary design reports for developmental aircraft, specifications and other aspects of the aeronautical design and engineering program.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

NOTE: In retiring records to WNRC, activities should cite 13000.1 and the appropriate sub-item as the disposal authority on the SF 135 (i.e., 13000.1c).

Activities may retire in the same accession records accumulated under more than one sub-item of 13000.1. If this is done, the SF 135 should indicate the relevant sub-items.

2. AERONAUTICAL AND ASTRONAUTICAL MATERIAL GENERAL CORRESPONDENCE. RECORDS ACCUMULATED IN CONNECTION WITH THE ROUTINE, DAY-TO-DAY, ADMINISTRATION AND OPERATION OF NAVY AERONAUTICAL PROGRAMS. THESE RECORDS ACCUMULATE PRIMARILY AT OFFICES RESPONSIBLE FOR IMPLEMENTING AND ADMINISTERING POLICIES AND PROGRAMS ESTABLISHED BY HIGHER ECHELON OFFICES, BUT THEY ALSO MAY BE ACCUMULATED BY HIGHER ECHELON OFFICES RESPONSIBLE FOR NAVY-WIDE POLICIES AND PROGRAMS IN CONNECTION WITH THEIR ROUTINE, DAY-TO-DAY OPERATIONS (AS OPPOSED TO THEIR ACTIVITIES COVERED BY PARAGRAPH l3000.l). THESE RECORDS INCLUDE:

a. Routine requests for information concerning aeronautical/astronautical policies that do not involve the establishment or revision of policy.

b. Comments on directives, studies, reports, and other issuances accumulated by offices not responsible for their preparation.

c. Issuances prepared by lower echelon offices, which merely transmit or adapt for local conditions, policies, and procedures established by higher level offices and related background papers.

d. Copies retained by preparing offices of reports submitted to higher echelon offices, with related feeder material and background papers.

e. Records relating to any other aspects of aeronautical/astronautical program administration exclusive of records appropriate for filing under

paragraph l3000.l.

Destroy in accordance with SSICs for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, apply the following: destroy when 4 years old, or earlier if no longer needed for current operations.

3. UNIDENTIFIED RECORDS. Records relating to Navy and Marine Corps aeronautical and astronautical material that are not described elsewhere in this chapter.

Disposition not authorized. Submit an SF 115 following the guidelines of Part II, para. 4.

4. OPERATING RECORDS. Files relating to the routine operation years and administration of activities or offices performing functions related to aeronautical and astronautical matters. These files consist of correspondence, reports, and other records located at the COMNAVAIRSYSCOM HQ, other offices and systems commands, and aviation activities.

Destroy when 2 years old.

5. PROJECT MANAGER RECORDS. Files maintained by designated project managers and weapons systems managers assigned responsibility for intensified management of weapons, component, and support systems. These records involve a wide spectrum of activity, including support systems. These records involve a wide research, exploratory, advanced engineering, and operational systems development and production and out-of-production support. Files consist of primary program correspondence, reports, plans, studies, etc.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

6. AERONAUTICAL ENGINEERING DRAWINGS AND RELATED DATA. These are files generated and/or accumulated by the Naval Air Technical Data and Engineering Service Command (NATEC) and activities having development or design/engineering cognizance of aircraft and astronautical equipment and components.

a. Paper Copy. Paper records maintained at activities having development or design/engineering cognizance.

Destroy after microfilm is verified for accuracy and completeness.

b. Reference Copies. Files including blueprints and microfilm (other than the master negative).

Retain on board. Destroy when aircraft, equipment, or components are no longer needed, superseded or obsolete.

c. Master Microfilm Negative.

(l) Negatives at activities having development or design/engineering cognizance.

Transfer to NATEC, 700 Robbins Avenue, Philadelphia, PA 19111-5098, when the drawing has served its purpose at the activity. NATEC will apply para. 13000.6c(2).

(2) Negatives at NATEC.

Permanent. Retain on board. Offer to NARA when aircraft, equipment, or component is no longer in inventory, subject to the provision that use of drawings is restricted by category 4 of the Freedom of Information Act (Trade Secrets). For ultimate disposition in the National Air and Space Museum in accordance with NARA/NASM agreement.

7. TECHNICAL REPORTS. These reports are prepared in connection with a project or task and summarize the progress, findings, and conclusions reached relative to specific projects. They may also clarify and supplement information contained in laboratory notebooks and other source data and join all elements of logistic support necessary for the operation and maintenance of aeronautical systems, weapons, and related equipment into a single package.

a. Technical Reports. Reports maintained by the naval activity preparing the report or by the activity issuing the contract if the report is generated by the contractor.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

b. Design Reports. Files prepared by aircraft and weapons systems design staffs and reports submitted by the contractor or field activity explaining how they will meet specified design requirements.

(1) Design validation reports. Analyses submitted by the contractor or field activity which contain sufficient detail to assure demonstrated compliance with the design parameters as stated in the contract specifications which may include calculations for stress and fatigue life and justification for material required.

Retain on board. Destroy when superseded or after life of the item has expired.

(2) Preliminary overall design and summary design reports for developmental aircraft and weapons systems.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

c. Monthly Letter Reports and Quarterly Progress Reports.

Retain on board. Destroy when no longer required.

d. Reference Copies.

Retain on board. Destroy when superseded or no longer required.

8. AERONAUTICAL TECHNICAL PUBLICATIONS AND RELATED MATERIAL.

a. Master Paper Copies of Basic Publications. In addition to master publications, files also include a copy of each change and revision. Files are located at the Washington National Record Center (WNRC) and were accumulated prior to 30 June 1971.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

b. Paper Copies of Microfilmed Publications. Files located at the NATEC.

Destroy after microfilm has been verified for accuracy and completeness.

c. Master Microfilm Set. Master file consisting of basic publications, copy of each change and revision, and copy of final edition with changes incorporated at NATEC.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

d. Reference Copies.

Retain on board. Destroy when obsolete, cancelled, or no longer needed for reference.

e. Background Material, Drafts, and Other Papers. Records used in developing and preparing the publication.

Retain on board. Destroy 6 months after final action on publication or 3 years after completion of publication if no final action is taken.

9. NAVAL AVIATION LOGISTICS CENTER RECORDS.

a. General Correspondence Files.

(l) Those files relating to the performance of the activity's assigned aeronautical material fleet readiness functions.

Retain on board. Destroy when 5 years old.

(2) Those files relating to the routine operations of the office.

Destroy when 2 years old.

b. Aircraft Project Case Files.

(l) Correspondence and related papers regarding repairs and alterations to individual aircraft or astronautic vehicles accumulated by overhaul and repair offices or units of aviation stations, facilities, or other activities concerned with the maintenance, overhaul, repair, and readiness of aeronautical craft.

Retain on board. Destroy 1 year after plane leaves activity's custody or completion of repair or alteration.

(2) Summary records relating to any major modifications of types of craft.

Retain on board. Destroy after craft is disposed of or type of craft becomes obsolete.

c. Structural Defects Inspection Reports.

(l) Positive reports.

Retain on board. Destroy when 6 years old.

(2) Negative reports.

Destroy after results have been reported to NAVAIRHQ.

d. Progress and Workload Reports. Reports received from aviation activities.

Destroy when 1 year old.

10. SPECIFICATIONS FOR THE DEVELOPMENT AND MANUFACTURE OF AIRCRAFT AND AERONAUTICAL AND ASTRONAUTICAL EQUIPMENT.

a. Master Files. Files include (preliminary) drafts or diagrams of specifications, test results, comments, working papers, and other records accumulated in connection with the development or modification of the specification as well as approved drawings, plans, or specifications together with summary papers pertinent to the development and final approval of the specification.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

b. Reference Copies. Copies of specifications accumulated for reference purposes only.

Retain on board. Destroy when specification is approved, cancelled, or superseded.

SSIC 13010-13019

AIRCRAFT CHARACTERISTICS RECORDS

THE RECORDS IN THIS (SSIC 13010-13019) SERIES ARE RELATED TO AIRCRAFT CHARACTERISTICS

AND INCLUDE PERFORMANCE; FLYING QUALITIES, STABILITY, AND CONTROL; AERODYNAMICS AND HYDRODYNAMICS; AND STRUCTURAL (LOADS) RECORDS.

SSIC l3010

AIRCRAFT CHARACTERISTICS RECORDS

l. PRIMARY PROGRAM RECORDS. These records document such vital information as weight and dimensions of aircraft, engine power, engine type, take-off distance, wind over aircraft needed for take-off, and range depending on mission and weapon load. Files include detailed description of aircraft operation under different conditions, aircraft's ability to withstand stress, and hydro-dynamics of a seaplane or flying boat.

a. Standard Aircraft Characteristics Charts.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

b. Working Papers and Test Data Used to Develop Standard Aircraft Characteristics Charts.

Retain on board. Dispose when item no longer in inventory. (Dispose by transfer to the National Air and Space Museum.)

SSIC 13020-13029

AIRCRAFT MAINTENANCE RECORDS

THE RECORDS IN THIS (SSIC 13020-13029) SERIES ARE RELATED TO AIRCRAFT MAINTENANCE AND INCLUDE ORGANIZATIONAL, INTERMEDIATE, AND OVERHAUL AND REWORK RECORDS.

SSIC l3020

AIRCRAFT MAINTENANCE RECORDS

l. GENERAL CORRESPONDENCE FILES. Files of activities, departments, divisions, or units concerned with the construction, alteration, overhaul, and repair of equipment and aircraft.

Retain on board. Destroy when 4 years old.

SSIC l3030-l3039

AIRWORTHINESS AND SERVICE SUITABILITY RECORDS

THE RECORDS IN THIS (SSIC l3030-l3039) SERIES ARE RELATED TO AIR-WORTHINESS AND SERVICE SUITABILITY AND INCLUDE TEST AND EVALUATION, NAVY PRELIMINARY EVALUATION (NPE), SERVICE SUITABILITY TRIALS, AIRCRAFT RESTRICTIONS/LIMITATIONS, AND AIRCRAFT/STORES COMPATIBILITY RECORDS.

SSIC l3030

AIRWORTHINESS AND SERVICE SUITABILITY RECORDS

l. PRIMARY PROGRAM RECORDS. These files describe how aircraft was originally tested by Navy to determine aircraft's ability to perform. Records describe good points and shortcomings of the aircraft and corrective actions. Records include detailed descriptions of what aircraft could do well, very well, only acceptably, and could not do, and explain why. These records are accumulated by various naval activities, departments, divisions, and units and consist of correspondence and reports.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

SSIC l3040

AIRCRAFT SURVIVABILITY/VULNERABILITY RECORDS

l. CORRESPONDENCE, REPORTS, AND RELATED RECORDS. Files, which explain the aircraft's ability to effectively, perform under specific circumstances. These records are accumulated by various naval activities, departments, divisions, and other organizational units.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

SSIC l3050

CONFIGURATION CONTROL RECORDS

l. CONFIGURATION CONTROL BOARD (CCB) ACTIONS. Records include master files and technical directives of approved changes issued to the fleet to modify aircraft.

a. Master File. These files consist of CCB change requests and supporting data, changes to weapons configuration program, availability of equipment, cost and funding documents, and logistic milestone charts.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.

b. Reference Copies.

Retain on board. Destroy when proposals are implemented or no longer needed for reference.

SSIC l3051

ENGINEERING CHANGE PROPOSALS RECORDS

l. ENGINEERING CHANGE PROPOSALS (ECPs). Files consist of recommendations made by the Navy and/or Navy contractors or other interested parties for changes in procedures for the upkeep, maintenance, repair, or improvement of aircraft, aeronautical equipment, or material, including supporting documentation and correspondence.

a. ECPs Filed with the Official Contract Case File.

Retain on board. Destroy 6 years and 3 months after final payment under the contract.

b. Rejected Items.

Retain on board. Destroy 6 months after final payment under the contract.

c. Reference Copies.

Retain on board. Destroy after proposal is implemented, other action is taken, or no longer needed for reference.

2. AIRCRAFT SERVICE CHANGE FOLDERS. These files consist of correspondence and service changes.

Retain on board. Destroy when superseded.

3. SUMMARIZATION OF MAJOR MODIFICATIONS. These files are summaries of major modifications to aircraft and weapons systems maintained by project managers.

Retain on board. Destroy after aircraft is stricken.

4. MASTER SET OF PROPOSALS. Files generally include and are handled as master technical instructions or plans files.

Permanent. Forward to WNRC when aircraft is stricken from Navy list. Offer to NARA when 20 years old.

SSIC l3052

CHANGES AND BULLETINS RECORDS

1. CHANGES AND BULLETINS. A change directs the accomplishment and recording of a configuration change, that is, material change, a modification, or an alteration in the characteristics of the equipment. A bulletin directs a one-time inspection to determine whether a given condition exists and specifies what action shall be taken. Files include changes, bulletins, change kit records, and fleet proposals for aircraft modifications.

Transfer to WNRC when 5 years old. Destroy when 10 years old.

SSIC l3053

CHANGE KITS

l. AIRCRAFT SERVICE CHANGE FOLDERS. Records relating to parts or set of parts, material and tooling required to change the form, fit, or function of a system, equipment, component or piece of hardware.

Transfer to WNRC when 5 years old. Destroy when 10 years old.

SSIC l3054

FLEET PROPOSALS FOR AIRCRAFT MODIFICATION RECORDS

l. ENGINEERING CHANGE PROPOSALS. Recommendations for changes in maintenance, repair, or improvement of aeronautical or astronautical equipment or materials.

Transfer to WNRC when 5 years old. Destroy when 10 years old.

SSIC l3060

WEIGHT AND BALANCE RECORDS

l. REPORTS AND CORRESPONDENCE. Files used to ensure that the aircraft has accurate weight and center-of-gravity to operate within permissible limits and to estimate new weights of design when they are in the preliminary stages.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

SSIC l3070

RELIABILITY AND MAINTENANCE RECORDS

l. QUALITY ASSURANCE PROGRAM RECORDS. These records identify, report, and correct quality deficiencies in reworked and newly procured material.

a. Quality Deficiency Reports. Files include amplifications such as safety and engineering investigation requests.

(l) Reporting activities.

Destroy when 6 months old.

(2) Receiving activities.

Destroy when 1 year old.

(3) When records are microfilmed or converted to Automatic Data Processing (ADP).

Destroy paper records after microfilming or

conversion to ADP and process has been verified for accuracy.

2. MASTER FILE. Quality deficiency reports and other records containing valuable engineering data, narrative comments, and investigative results or other data determined to have research or informational value. These files are maintained at the Naval Weapons Engineering Support Activity, Washington, DC.

a. ADP Records.

Retain on board. Destroy when 10 years old.

b. Microfilm Records.

Retain on board. Destroy when 10 years old.

SSIC l3080

EXTERIOR/INTERIOR FINISH, MARKING, AND LIGHTING RECORDS

l. SPECIFICATION RECORDS. These records consist of specifications describing how each aircraft is painted and marked with serial numbers, squadron identification numbers and insignia, instructions, and warnings.

Permanent. Retain on board. Offer to NARA when specification is cancelled or superseded.

SSIC 13090

LOGS AND RECORDS

l. AIRCRAFT LOG BOOKS AND RECORDS. These records consist of monthly flight summaries, aircraft non-aging records, inspection records of rework, technical directive forms, installed explosive devices records, aeronautical equipment service records, custody and transfer forms, equipment operating logs, and scheduled removal components records.

a. Experimental Aircraft.

(l) Monthly flight summaries and inspection records of rework.

Permanent. Forward to WNRC when the aircraft is stricken from Navy list. Offer to NARA when 20 years old.

(2) All other records listed in 13090.1.

Transfer to nearest FRC when 4 years old. Destroy when 10 years old.

b. Records of Destroyed Aircraft.

Retain on board. Destroy after completion of any necessary investigation and preparation of required reports, provided the aircraft does not fall in para. 13090.1a(1).

c. Records of Aircraft Sold or Transferred to Other than Navy Custody.

Remove and destroy classified information or obtain clearance for release through appropriate channels, then transfer logs and records with equipment unless otherwise instructed by proper authority.

d. Aircraft and/or Equipment Lost in Combat or That Have Been Involved in an Accident Resulting in Death, Missing In Action or Injury of Any Person, and/or Substantial Damage to Other Than Government Property.

Operating activity retain for 1 year for defense to litigation action, then forward to WNRC. Destroy when 20 years old.

2. AIRCRAFT INVENTORY RECORDS. These records consist of equipment lists, shortages, certifications, and records of transfers used to maintain a continuous chain of custodial responsibility incident to the transfer and acceptance of aircraft.

a. Superseded Records.

Retain on board. Destroy after second transfer has been recorded on a new form.

b. Reissued Records.

Retain on board. Remove last report and merge with the new record.

c. Transferred to Another Government Agency or to a Foreign Government.

Transfer with aircraft.

d. Sold to a Private Party.

Remove and destroy classified information or obtain clearance for release through appropriate channels, then transfer records with aircraft unless otherwise instructed by proper authority.

e. Stricken Because of Accident.

Striking or salvaging activity will retain on board. Destroy when no longer needed by investigating authorities.

SSIC l3l00-13199

AIRCRAFT (COMPLETE) RECORDS

THE RECORDS IN THIS (l3l00-l3l99) SERIES ARE RELATED TO GENERALAIRCRAFT (COMPLETE) RECORDS AND INCLUDE FIXED WING (ANTISUBMARINE, ATTACK, CARGO/TRANSPORT,

FIGHTER, SPECIAL ELECTRONICS, PATROL, TRAINER, UTILITY, AND VERTICAL FLIGHT (HELICOPTERS, VSTOL)), RESEARCH, AND AIRCRAFT TARGETS RECORDS.

SSIC l3100

GENERAL AIRCRAFT (COMPLETE) RECORDS

l. AIRCRAFT ACCOUNTABILITY AND STATUS. Records consist of correspondence, messages, reports, and other records, which describe the location and condition of aircraft.

Destroy when 2 years old.

2. AIRCRAFT AVAILABILITY. Records consist of correspondence, messages, and other records, which indicate what type of aircraft, are available for service.

Destroy when 2 years old.

3. OTHER RECORDS.

Retain on board. Destroy when aircraft is stricken from the Navy list.

SSIC l3200-13299

AVIONICS RECORDS

THE RECORDS IN THIS (l3200-l3299) SERIES ARE RELATED TO GENERAL AVIONICS RECORDS AND INCLUDE AUTOMATIC CARRIER LANDING SYSTEM; ELECTRICAL POWER DISTRIBUTION COMPONENTS AND SYSTEMS; AIRBORNE NAVIGATION, AUTOMATIC FLIGHT CONTROL, AND INSTRUMENT SYSTEMS (NAVIGATIONAL AND FUEL CONSUMPTION INSTRUMENTS AND COMPUTERS, FLIGHT INSTRUMENTS, AUTOMATIC PILOT MECHANISMS AND AIRBORNE GYRO COMPONENTS, AND ENGINE INSTRUMENTS); COMMUNICATION AND IDENTIFICATION (CNI) SYSTEMS; AIRBORNE WEAPONS (FIRE CONTROL) SYSTEMS AND AIRBORNE MISSILE GUIDANCE SYSTEMS (GUN SIGHTS); GENERAL PURPOSE COMPUTERS; ANTISUBMARINE WARFARE (ASW) SYSTEMS; ELECTRONIC WARFARE (EW) SYSTEMS; ELECTRIC POWER GENERATOR, INVERTER, CONVERTER, AND BATTERY SYSTEMS AND COMPONENTS; AND AIRBORNE RADAR RECORDS.

SSIC l3200

GENERAL AVIONICS RECORDS

l. CORRESPONDENCE AND REPORTS. Files documenting the significant development, production, test, evaluation, and basic design of electrical and electronic devices for use in aviation, especially electronic control systems for aircraft and airborne weapons.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.

2. ALL OTHER RECORDS.

Transfer to FRC when 5 years old. Destroy when 10 years old.

SSIC l3300-l3399

ASTRONAUTIC VEHICLES (COMPLETE) RECORDS

SSIC l3300

GENERAL ASTRONAUTIC VEHICLES (COMPLETE) RECORDS

l. PLANS AND DRAWINGS FOR ASTRONAUTIC VEHICLES.

Transfer to the NATEC when purpose is served. NATEC will apply para. 13000.6c(2).

SSIC l3301

SATELLITES RECORDS

l. GENERAL CORRESPONDENCE. Files of a routine nature pertaining to investigation and analysis of satellite alternative to naval aviation mission.

Destroy when 2 years old.

SSIC l3302

SPACE SHUTTLE RECORDS

1. REPORTS AND GENERAL CORRESPONDENCE. Records used to conduct an experiment on the shuttle for a communication program to be taken over by the Space and Naval Warfare Systems Command (SPAWAR) (formerly Naval Electronic Systems Command (NAVELEX)).

Destroy when 2 years old.

SSIC l3400-l3599

AIRFRAME SYSTEMS, COMPONENTS, AND ACCESSORIES RECORDS

THE RECORDS IN THIS (l3400-l3599) SERIES ARE RELATED TO GENERAL AIRFRAME SYSTEMS, COMPONENTS, AND ACCESSORIES RECORDS AND INCLUDE STRUCTURAL (INCLUDES MATERIALS) (FUSELAGE; WING, TAIL, CONTROL SURFACES, FLAPS, ETC.; WINDOWS, WINDSHIELDS, AND CANOPIES; DOORS, HATCHES, AND REMOVABLE PANELS; NACELLES AND RADOMES; NUTS, BOLTS,

RIVETS, AND FASTENERS); LANDING GEAR, WHEELS, AND BRAKES (TIRES AND TUBES); AIRCRAFT COMPONENTS FOR ARRESTING AND LAUNCHING; HYDRAULIC, PNEUMATIC, AND LUBRICATION SYSTEMS (PUMPS AND MOTORS, VALVES AND LINES, ACTUATORS, FLUIDIC DEVICES, LUBRICATION (EXCLUDING ENGINE), AND PITOT-STATIC SYSTEM (EXCLUDING INSTRUMENTS)); DE-ICING, ANTI-ICING, AND ANTI-FOGGING (AIRFRAME DE-ICING AND WINDSHIELD DE-ICING, DEFOGGING, AND RAIN REMOVAL); ENVIRONMENTAL CONTROL AND LIFE SUPPORT (HEATING AND AIR CONDITIONING, OXYGEN, AND PRESSURIZATION); FUEL SYSTEM (EXCLUDING ENGINE) (INTERNAL FUEL TANKS, EXTERNAL FUEL TANKS, AND IN-FLIGHT REFUELING); SPECIAL MISSION SYSTEMS (INTERNAL CARGO, EXTERNAL CARGO (INCLUDES HELICOPTER PICKUP AND DELIVERY SYSTEMS), AIRDROPPED CARGO SYSTEMS, AIRBORNE MINE COUNTERMEASURES SYSTEMS, AND AERIAL TOWING (TARGETS AND GLIDERS)); FIRE DETECTION AND PROTECTION; ESCAPE AND CREW SYSTEMS (GENERAL); ESCAPE SYSTEMS (EJECTION SEATS AND PARACHUTES); CREW SYSTEMS (CREW STATION DESIGN AND HUMAN FACTORS; COMFORT (GALLEYS, BUNKS, AND LAVATORIES); EMERGENCY EQUIPMENT (LIFE RAFTS, MAE WESTS, AND SURVIVAL KITS); AND PERSONAL FLYING EQUIPMENT RECORDS.

SSIC l3400

GENERAL AIRFRAME SYSTEMS, COMPONENTS, AND ACCESSORIES RECORDS

l. RECORDS AND GENERAL CORRESPONDENCE. Files concerning general airframe systems, components, and accessories.

Retain on board. Destroy after aircraft is stricken from the Navy list.

SSIC l3600-l3699

AERONAUTICAL GROUND SUPPORT EQUIPMENT RECORDS

SSIC l3600

GENERAL AERONAUTICAL GROUND SUPPORT EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND MEMORANDA. Files, which are non-policy in nature and are concerned with the design, development, production, test, evaluation, and support of aeronautical support equipment.

Retain on board. Destroy when 5 years old.

SSIC 13610

COMMON GROUND SUPPORT EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE. Files containing information dealing with an item of support equipment, which has application to and is used in support of more than one end item.

Retain on board. Destroy when 5 years old.

SSIC 13620

PECULIAR GROUND SUPPORT EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE. Files dealing with an item of support equipment that is designed and developed in conjunction with the development of a particular end item and does not have broad application.

Retain on board. Destroy when 5 years old.

SSIC 13630

AUTOMATIC TEST EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND MEMORANDA. Records concerning equipment, which, either automatically or semi-automatically, carries out a predetermined program of testing for possible malfunctions without reliance on human intervention.

Retain on board. Destroy when 5 years old.

SSIC 13640

CALIBRATION GROUND SUPPORT EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND MEMORANDA. Records concerning standards, test, and measurement equipment used in the inspection, acceptance, and calibration of equipment.

Retain on board. Destroy when 5 years old.

SSIC 13650

AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL) PROGRAM RECORDS

THE AMMRL PROGRAM IS THE TITLE OF THE OVERALL NAVAIR MANAGEMENT EFFORT FOR INVENTORY MANAGEMENT OF SUPPORT EQUIPMENT (SE) END ITEMS IN-USE AT ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ACTIVITIES. THE AMMRL PROGRAM USES PREVIOUSLY GENERATED TECHNICAL FACTORS TO ESTABLISH SE

ALLOWANCES, TRACK IN-USE ASSETS, AND IDENTIFY ASSET SHORTAGES. THIS INFORMATION PROVIDES A BASIS FOR ASSET REDISTRIBUTION, BUDGET DEVELOPMENT, AND MATERIAL READINESS MEASUREMENT.

1. INPUT DATA AND RELATED PAPERS.

Retain on board. Destroy when 1 year old or purpose is served, whichever is later.

2. MASTER APPLICATION DATA FOR MATERIAL READINESS LIST (ADMRL) FILES.

Retain on board. Destroy when no longer needed for reference.

3. VERIFICATION FILES OF INPUT DATA.

Retain on board. Destroy when superseded or obsolete.

4. ADMRL TAPE PRINT FILES USED TO ISSUE VARIOUS REPORTS.

Retain on board. Destroy when superseded or obsolete.

5. PRINTED OUTPUT REPORTS.

Retain on board. Destroy when no longer needed for reference.

SSIC 13660

REPAIR PARTS (SHORTAGES) RECORDS

1. TECHNICAL DATA AND RELATED INFORMATION PAPERS. Records concerning spare and repair parts maintained by supply-control or by maintenance and repair activities.

Retain on board. Destroy when superseded or when aircraft or equipment is removed from the supply system.

SSIC 13670

MOBILE FACILITY RECORDS

CORRESPONDENCE, MESSAGES, REPORTS, LOGBOOKS, AND INVENTORY RECORDS RELATING TO HABITABLE FACILITIES SHELTERING AVIATION WEAPONS SYSTEMS MAINTENANCE AND TACTICAL OPERATIONS.

1. PRIMARY ACCOUNTABILITY DOCUMENTS. Records including the Mobile Facility (MF) Logbook and Inventory Records (Part II); and OPNAV 4790/51, GSE Custody and Maintenance (Part I).

Retain on board. Destroy after termination of the service life of the MF or when the MF is surveyed.

2. REPORTS. File including NAVAIR 13670-4, Mobile Facility Equipment Transfer/Receipt Report; etc.

Destroy 1 year after submission.

3. OTHER RECORDS. All other records pertaining to the MF, which are not specifically described in paras. 13670.1 and 2.

Destroy when 2 years old.

SSIC 13680

REWORK, MAINTENANCE, AND CHECKOUT RECORDS

1. SUPPORT EQUIPMENT (SE) DEPOT REWORK MANAGEMENT RECORDS. These records are used to determine quarterly SE rework requirements, to establish a quarterly schedule for each rework activity, and to maintain a record of the progress of each item through the rework process.

a. History File (On Tape).

Retain on board. Destroy when no longer needed for reference.

b. Paper Printout History File.

Retain on board. Destroy when 5 years old.

c. Other Related Files.

Destroy when 2 years old.

SSIC 13690

AVIONICS SUPPORT EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND MEMORANDA. Records concerning equipment used on the ground to maintain an avionics system.

Retain on board. Destroy when 5 years old.

SSIC 13700-l3799

ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS

THE RECORDS IN THIS (l3700-l3799) SERIES ARE RELATED TO GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS AND INCLUDE RECIPROCATING, TURBOSHAFT AND JET, ROCKET, NUCLEAR, ENGINE DIAGNOSTICS, ENGINE FUEL SYSTEMS, ENGINE ELECTRICAL SYSTEMS, ENGINE COOLING SYSTEMS, AND

ENGINE SYSTEMS COMPONENTS RECORDS. AIRCRAFT ENGINE ACCOUNTING SYSTEMS RECORDS ARE USED TO PROVIDE CURRENT INFORMATION ON LOCATION, CONDITION, AND PERFORMANCE HISTORY OF EACH AIRCRAFT ENGINE. THESE RECORDS ARE THE BASIS FOR SUPPORTING REQUIREMENT COMPUTATION AND BUDGET REQUESTS FOR SPARE ENGINES, REPAIR PARTS, AND REWORK REQUIREMENTS.

SSIC l3700

GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS

1. TRANSACTION REPORTS. Electronic Accounting Machine (EAM) cards, naval messages, speed-letters, or magnetic tape submitted via remote terminal(s) by reporting activities, controlling custodians, NAVAIR fleet support (FS) custodians, or designated overhaul points (DOPs).

a. ADP Records.

(1) Reporting activities.

Destroy when 3 years old.

(2) Controlling custodians, NAVAIR FS custodians, and DOPs.

Retain on board. Destroy 3 years after data is submitted to NAVAIR HQ.

(3) NAVAIR HQ.

Destroy when 1 year old.

b. Textual Records.

(1) Reporting activities.

Destroy when 3 years old.

(2) Controlling custodians, NAVAIR FS custodians, and DOPs.

Retain on board. Destroy 3 years after data is submitted to NAVAIR HQ.

(3) NAVAIR HQ.

Destroy when 1 year old.

2. END OF QUARTER REPORTS. Reports of flying hours for installed engines (EAM cards) maintained by controlling custodian or NAVAIR FS Custodian or at DOPs and/or NAVAIR HQ.

Destroy when 2 years old.

3. HISTORY FILES. Files of engine transactions (magnetic tape and microfiche) maintained by Naval Computer Telecommunication Station (NCTS), Washington, DC, through October 1978, and at NARDAC, Pensacola, FL, thereafter.

a. Magnetic Tape Records.

Retain on board. Destroy when 10 years old.

b. Microfiche Records.

Retain on board. Destroy when 20 years old.

4. AIRCRAFT ENGINE RECORD (WORKSHEET).

Retain on board. Destroy 6 months after transfer or disposition of engine.

SSIC l3800-l3899

LAUNCHING AND LANDING EQUIPMENT RECORDS

THE RECORDS IN THIS (l3800-l3899) SERIES ARE RELATED TO GENERAL LAUNCHING AND LANDING EQUIPMENT AND INCLUDE ARRESTING, BARRIER, AND BARRICADE RECOVERY

EQUIPMENT; LAUNCHING (SHIPBOARD AND LAND-BASED); AND VISUAL LANDING AIDS RECORDS.

SSIC 13800

GENERAL LAUNCHING AND LANDING EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND DATA. Records relating to general launching and landing equipment.

Retain on board. Destroy when 7 years old.

SSIC l3900-l3999

OTHER INSTRUMENTS AND LABORATORY EQUIPMENT RECORDS

THE RECORDS IN THIS (l3900-l3999) SERIES ARE RELATED TO GENERAL OTHER INSTRUMENTS AND LABORATORY EQUIPMENT AND INCLUDE METEOROLOGICAL INSTRUMENTS AND EQUIPMENT, AIRCRAFT ALARM AND SIGNAL SYSTEMS (INCLUDE OXYGEN, PRESSURE SIGNALS, AND WARNING DEVICES), AND COMBINATION AND MISCELLANEOUS INSTRUMENTS RECORDS.

SSIC 13900

GENERAL OTHER INSTRUMENTS AND LABORATORY EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND DATA. Records relating to other instruments and laboratory equipment.

Retain on board. Destroy when 5 years old.

PART IV

DECOMMISSIONED VESSELS' RECORDS

RECORDS OF THE VESSELS PLACED OUT OF COMMISSION FOR SCRAPPING/DISPOSAL AS SHIPS (SALES, TRANSFER, ETC.) UPON DECOMMISSIONING, RECORDS WILL BE DISPOSED OF AS FOLLOWS:

1. TECHNICAL EQUIPMENT OR INSTRUCTION MANUALS. Material records needed to operate ship or equipment.

a. Unclassified Records

Transfer with ship or equipment. Destroy when no longer needed.

b. Classified Records

Destroy upon decommissioning.

2. PERSONNEL FILES. Files pertaining to officer and enlisted field service records and personnel actions.

a. Residual Files Pertaining to Members Retired, Transferred to the Fleet Reserve, Released from Active Duty, or Discharged Prior to or at Time of Decommissioning

Forward to the appropriate Type Commander (TYCOM) or designated representative. Destroy when 1 year old.

b. Residual Files Pertaining to Members Transferred on Permanent Change of Station (PCS) Orders Prior to or at Time of Decommissioning

Forward to the appropriate TYCOM or designated representative. Destroy when 1 year old.

c. Identification (ID) Card Logs and Related Records, Diary Message Report Files, Advancement-in-Rate Examination Transfer/Destruction Letter Report File

Forward to the appropriate TYCOM or designated representative. Destroy when 1 year old.

d. Day-to-Day Routine Personnel Administration Records Containing No Substantive Information

Destroy upon decommissioning.

3. MEDICAL AND DENTAL FILES. Files pertaining to officer and enlisted health record jackets and medical and dental care.

a. Sick Call Logs. (See also part III, chapter 6, SSIC 6320.2.)

Transfer to National Personnel Records Center (NPRC) Military Personnel Records (MPR), St. Louis, MO. Destroy when 25 years old.

b. Day-to-Day Routine Medical and Dental Administration Records Containing No Substantive Information

Destroy upon decommissioning.

4. SHIP'S DECK LOG. Official daily record of a ship, usually by watches, in which are recorded matter pertaining to the personnel, navigation, and operation of a ship as prescribed by OPNAVINST 3100.7B.

Forward to the Naval Historical Center (DL). DNH dispose of in accordance with SSIC 3100.5a

5. FLEET OR FLAG COMMAND FILES. Files of fleet or flag commands maintained on board a flagship by the flag secretary and physically separated from other files of the ship.

Permanent. The flag secretary will forward to the flag shore office or to the new flagship. Transfer to Washington National Records Center (WNRC) when 3 years old. Offer to the National Archives (NARA) when 20 years old.

6. FINANCIAL RECORDS. These records are accumulated by disbursing officers, disbursing agents, retail sales officers, food service officers, or other departments/officers assigned comptroller-type responsibilities. These records document the unit's fiscal, accounting, disbursing retail sales, and food service functions.

a. Disbursing Officer Files

Forward to the assigned (Atlantic or Pacific) Defense Finance and Accounting Service (Operating Locations)(OPLOC). OPLOC (Atlantic) will transfer to WNRC when 3 years old. OPLOC (Pacific) will transfer to the Federal Records Center (FRC), 24000 Avila Road, Laguna Niguel, CA 92607-6719, when 3 years old. Destroy when 6 years and 3 months old.

b. Ship Operating Accounting Records

Forward to the appropriate TYCOM. Destroy 1 year after close of fiscal year.

PART V

RECORDS OF ARMED CONFLICT (N1-NU-92-1)

THIS SECTION PERTAINS TO RECORDS CREATED BY PARTICIPATING UNITS DURING PERIODS OF ARMED CONFLICT. WHEN EXECUTED BY PROPER AUTHORITY THE PROVISIONS OF THIS SECTION WILL SUPERSEDE THE DISPOSITION INSTRUCTIONS PROVIDED ELSEWHERE IN THIS INSTRUCTION FOR RECORDS CREATED BY NAVAL COMPONENT COMMANDERS, SUBORDINATE COMMANDERS, AND INDIVIDUAL UNITS PARTICIPATING.

At the conclusion of periods of armed conflict, wars, hostile actions against U. S. Forces, and other combat situations, it is necessary to analyze fully the actions and reactions of both friendly and enemy forces across the full spectrum of the conflict. In order to accomplish this rigorous operations analysis, full and complete documentation of all phases of the operation, including all intelligence, climatic, and other external information available to command, must be preserved and transferred to the activity designated to perform this analysis. The purpose of this analysis is to assess the effectiveness of weapons and tactics, suggest methods of improvement that have been tested in actual combat situations, determine adjustment required to force composition and systems design, and justify future budget decisions. At the conclusion of the operations analysis phase it is equally important that this documentation be made available to the Director of Naval History and the Director of Marine Corps History so that the official histories and historical analyses can be prepared and made available to the public. THE PROVISIONS OF THIS SECTION WILL BE EXECUTED ONLY UPON THE AUTHORITY OF THE SECRETARY OF THE NAVY, THE CHIEF OF NAVAL OPERATIONS OR THE COMMANDANT OF THE MARINE CORPS, AND MAY BE MODIFIED AT THE TIME OF EXECUTION. The cut off point for records will normally be the end of hostilities. However, interim cut off periods may be established for prolonged periods of conflict. Any modifications to the general provisions of this part will be contained in the executing order.

1. RECORDS ACCUMULATED BY NAVAL COMPONENT COMMANDER, SUBORDINATE NAVY AND MARINE CORPS COMMANDERS, AND INDIVIDUAL NAVY AND MARINE CORPS COMMANDERS, AND INDIVIDUAL NAVY AND MARINE CORPS UNITS. Records consisting of operations plans/orders, provided with messages sent and received, voice communications logs, watch logs, reports of engagement, commanding officer narrative reports, strike briefings and debriefings, electronic records of the operation and performance of weapons and surveillance systems, intelligence reports and assessments, situation reports, after actions reports, command chronologies, weather observations, annotated charts and maps, records of enemy engagements, battle damage assessments, target lists, casualty reports, commander logs, and combat camera negatives and video tape. Exclude Marine Corps command chronologies, including attachments thereto, which will be provided to the designated Operational Analysis Activity by the Director of Marine Corps History by other means. In addition to the above, special units will include records as indicated:

a. Ships. Ships deck log, position log and AW disposition, enemy force alert messages, engagement logs, DRTs, environmental prediction messages, emission control logs, active ECM logs, tactical intelligence monitor rolls, communications center watch logs, ordnance expenditure reports by mission. Airing debriefs, MISREPS, CATCC logs, corrected flight schedules, detailed aircraft damage reports, and data related to naval gunfire support.

b. Commanders. Standing and daily OPINS/OPTASKS for each warfare and mission area, warfare commander's daily intentions, ship and other unit assignments, and command net logs.

c. Amphibious Operations. Composition of breaching team, landing plan, supporting force assets and methods including fire support and deception operations, summary of advanced force operations, and information related to SEABEE and SEAL operations.

d. Mine Countermeasures. Details of MCM operations including types of mines found, systems used in locating mines, techniques for countering the mine, and underwater obstacle threat.

e. Logistics Operations. Battle Force Logistics Coordinator Log, Amphibious Task Force Logistics Coordinator Log, Material Control Officer's Log, Logistics Units SITREPS, ordnance data including inventories, loadouts, expenditures, and resupply, and merchant ship delivery information.

Transfer to the activity designated to conduct the operations analysis per instructions provided with execution of this part.

2. STUDIES, REPORTS, AND FORMAL RECOMMENDATIONS PRODUCED BY THE DESIGNATED OPERATIONS ANALYSIS ACTIVITY. Printed studies, reports, formal recommendations, and compilations of lessons learned covering the period of armed conflict.

a. One printed copy.
Transfer to the Director of Naval History (DNH).
DNH destroy when no longer required.

b. One printed copy of studies based on Marine Corps operations.

Transfer to the Director of Marine Corps History. Destroy when no longer required.

c. Silver halide microfilm master.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.

d. Diazo microfilm copy.

Destroy when no longer required.

3. PAPER AND PHOTO RECORDS USED IN THE PRODUCTION OF REPORTS BY THE DESIGNATED OPERATIONS ANALYSIS ACTIVITY. Paper and photographic records from operating units used in the production of studies and reports.

a. Silver halide microfilm master.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.

b. Diazo microfilm copy.

Destroy when no longer required.

c. Paper records that are designated as permanent records elsewhere in this instruction.

Retire to WNRC or transfer to NARA as indicated in the appropriate section of this instruction.

d. Paper records that are designated as temporary records elsewhere in this instruction, duplicate copies, and nonrecord material.

Destroy after verification of microfilm. Selected records may be transferred to the Director of Naval History or the Director of Marine Corps History.

4. PAPER RECORDS NOT USED IN THE PRODUCTION OF REPORTS.

Execute the disposition instructions contained elsewhere in this instruction.

5. MOTION PICTURE FILM AND VIDEO TAPE. Motion picture footage, gun camera film, and video tape of combat action received from operating units.

Permanent. Retire to WNRC when studies are completed. Transfer to NARA when 10 years old.

6. DATA BASES AND OTHER ELECTRONIC RECORDS. Data in electronic or optical format received from operating units.

Disposition not authorized. Submit request for disposition authority (SF 115) to NARA.

APPENDIX A

FEDERAL RECORDS CENTERS' TRANSFER PROCEDURES

1. Federal Records Centers (FRCs). The National Archives and Records Administration (NARA) operates a system of FRCs authorized by sections 2903, 2907, and 3102 of Title 44 of the United States Code for the economical storage of noncurrent records of Federal agencies, pending their deposit in the National Archives of the United States or other disposition authorized by law. Non-current records are defined as records that are no longer required to conduct current business. Page A-4 lists the mailing addresses and commercial telephone numbers of the records centers and the geographic areas they service.

2. FRCs Records Transfer Requirements. The FRCs screen all incoming records boxes. If correct transfer procedures are not followed or proper records transfer paperwork is not provided, the entire records shipment will be returned to the transferring command or the immediate supervisor in command (ISIC) for correction. Adhere to the following requirements when preparing records for a records transfer to an FRC:

a. Records must be covered by an authorized records retention standard of this instruction and have a minimum of one year retention period at the FRC.

b. Forward original and one copy of Standard Form (SF) 135, Records Transmittal and Receipt, to the FRC for approval prior to shipping records. Hold one copy for your suspense file.

c. Records must be received by the FRC within 90 days (120 days for overseas locations and ships at sea) of their approving an SF 135.

d. The returned copy of the SF 135 must be placed in box 1 of the accession before the records are sent to the FRC. If boxes or other containers are tightly sealed, place the shipment copy in an envelope taped to the outside of the first container.

e. Shipment of records must be in standard records center cartons marked with appropriate accession and agency box numbers.

f. Records of a given accession number must be covered by the same disposal authority and have the same disposal date.

3. Evaluating Records. Prior to packing boxes for transfer to an FRC, conduct a thorough evaluation of the records using the following guidelines:

a. Remove all duplicate copies and unnecessary material, i.e., notes, drafts, and working papers, or reference material such as instructions, notices, publications, etc.

b. Separate records into series. A series is defined as a block of records having the same disposition authority and the same retention period.

c. Before packing classified records, make every effort to declassify or downgrade them under the provisions of OPNAVINST 5510.1H, Information Security Program Regulations. Those records that cannot be declassified should be carefully inventoried and shipped per security regulations contained in OPNAVINST 5510.1H.

4. Preparing Records Transmittal Document. A separate SF 135 is required for each accession (permanent or temporary) sent to a FRC and a folder title list of box contents. Complete the SF 135 in triplicate following the instructions listed below:

a. Block 1, TO. Fill in the appropriate FRC mailing address of the center servicing your area.

b. Block 2, AGENCY TRANSFER AUTHORIZATION. A signature is mandatory. Administrative or directorate level personnel can sign the authorization.

c. Block 3, AGENCY CONTACT. List the person most knowledgeable about the records being shipped and a commercial or FTS telephone number. FRCs do not have access to DSN. If there is a problem, this is the person the FRC will contact.

d. Block 4, RECORDS CENTER RECEIPT. Leave blank. The FRC will complete this information.

e. Block 5, FROM

(1) Fill in your complete mailing address citing:

Department of the Navy
Major Subdivision
Minor Subdivision
Mailing Address
City, State Zip Code

(2) For decommissioned ships, list the ship's mailing address first and the type commander's address second:

1) USS Decommissioned (XY 33)
(Decommissioned-(Date))
FPO NY 12345-6789

2) Type Commander
Mailing Address
City, State Zip Code

(3) For disestablished shore activities and aviation squadrons, list activity's mailing address first and the host command's address second:

1) Department of the Navy
(Disestablished-(Date))
Major Subdivision
Minor Subdivision
Mailing Address
City, State Zip Code

2) Host Command
Mailing Address
City, State Zip Code

f. Block 6, RECORDS DATA

(1) Column a, RG. List the record group (RG) number assigned for your activity. See page A-6.

(2) Column b, FY. List the last two digits of the fiscal year (FY) in which the records are transferred to the FRC.

(3) Column c, NUMBER

(a) If the records are located at a field activity or on board ship (record groups 181 or 313), the FRC will fill in this number when you submit the SF 135 for approval.

(b) If the records are at the headquarters level, obtain an accession number from the designated records officer for your record group.

(4) Column d, VOLUME. List the total cubic feet of records being shipped. A standard records center carton holds one cubic foot. See Pages A-7-8 for cubic footage equivalents.

(5) Column e, AGENCY BOX NUMBER. List inclusive box numbers for each series of records transferred. Each container of an accession must be numbered sequentially, such as, 1/25, 2/25, 3/25, etc.

(6) Column f, SERIES DESCRIPTION. Describe the records in detail: indicate inclusive dates of records, give organizational component that generated the records, and any other pertinent information that will help to identify the records. Basically, describe what the records are, where they were generated, by whom and when they were created. No description is complete without the closing date (or inclusive dates) of the records. Use series descriptions from records schedules (Part III).

(7) Column g, RESTRICTION CODE. Restrictions are explained on the back of the SF 135. Code "W" should be used for unclassified Privacy Act system records. Explain any special restrictions at the bottom of the page, if necessary.

(8) Column h, DISPOSAL AUTHORITY. Cite the appropriate disposal instruction number, standard subject identification code (SSIC), paragraph and subparagraph number that prescribe the retention standard for the records you are transferring. For example, if the records you want to transfer were military disbursing officer original monthly and daily returns and related reports, you would cite disposal authority, SECNAV Manual 5212 and SECNAVINST/7250/2a.

(9) Column i, DISPOSAL DATE. Calculate the disposal date by guidance given in the disposition paragraph.

(a) A disposition paragraph reads: "Transfer to appropriate FRC when 5 years old. Destroy when 75 years old." If the records are dated February 1984, in February 1989 you would transfer them to the FRC and in February 2059 they would be eligible for destruction. Since disposition is carried out in quarterly cycles at the FRC, the disposal date would advance to the beginning of the next calendar quarter (i.e., January, April, July, or October of a given calendar year). Therefore, the actual disposal date for the records in this example would be April 2059.

(b) A disposition paragraph reads: "Permanent. Transfer to appropriate FRC when 4 years old. Offer to NARA when 20 years old." The disposal date would be last two digits of the year the records are eligible for offer to the National Archives. Place a "P" after the offer year.

After completion, forward the original and one copy of the SF 135 to the FRC. DO NOT SHIP THE RECORDS AT THIS TIME. The FRC will review the SF 135 authorizing shipment of the records.

5. Packing Records

a. Use the proper size records center carton when packing records. For legal- and letter-size material, use standard-size records center cartons. Use half-size or designated specialty boxes only for microfilm, index cards, or other odd-size material. Contact the FRC regarding shipments of odd-sized material (bound volumes, ledgers, maps and charts) that will not fit standard FRC cartons or for fragile items (glass plate negatives) that require special handling. Discuss with the FRC the packing requirements dictated by the size or nature of the records.

Note: Use only standard records center cartons available through General Services Administration. FRCs will reject any shipment of legal- and letter-sized records not in authorized records center-cartons.

b. Pack records in standard FRC cartons preserving the original file arrangement. Leave one inch of space per carton to permit easy withdrawal of folders for reference. Pack letter-size folders upright facing the numbered end, legal-size folders facing the "left" side of the carton. (See Page A-9)

Note: Do not over pack your boxes. Never add additional material on bottom, sides, or on top of the records. Never stack files on top of each other. Do not combine odd-sized and standard-sized records in the same shipment. Computer discs should only be packed in the

special cartons available for them. They need to be packed vertically on their edges, never flat or horizontally, in standard FRC cartons.

c. Attach folder title lists of box contents, or equivalent detailed records descriptions, to SF 135 transmitting: (1) permanent records, (2) scheduled records which have been proposed for permanent retention on a pending SF 115, (3) records from which a sample is to be selected for permanent retention, and (4) records of agencies which routinely fail to screen case files under series with temporary and permanent sub-series. A separate SF 135 must be prepared for each accession of records in these categories. This information will help to ensure that archival records are identified. Place a copy of the FRC approved SF 135 and a folder title list of box contents inside the front of the first carton (agency box number 1, if there is more than one carton in the accession).

6. Marking cartons. Using a permanent black felt-tip marker, write the full accession number (items 6(a), (b), and (c) of the approved SF 135, i.e., 181-87-134) in the front upper left corner of each carton. Also, number the cartons sequentially (i.e., 1/10, 2/10, etc.) in the front upper right corner of each carton. (See Page A-8). For boxes with printed blocks, write the accession number and the box number in the designated printed blocks on each box.

NOTE: Do not use labels to mark cartons. No standard method of affixing labels is effective in long-term FRC storage. Write the accession number and box number directly on the box.

7. Shipping Records

a. Ship the records to the FRC as soon as possible after receipt of the FRC approved SF 135. Records must be received by the FRC within 90 days (120 days for overseas locations and ships at sea) after their approving an SF 135. Delays of more than 90 days (120 days) will result in the FRC canceling the accession number and rejecting any shipments received after 90 days (120 days for overseas locations and ships at sea). In this case, the transferring activity will be required to resubmit the SF 135, obtain approval for shipment, and renumber the cartons with the new accession number.

b. Accessions of more than 500 cubic feet require advance space and manpower planning. In such instances, notify the FRC in writing two weeks prior to planned shipment.

c. After the records have been shelved at the center, the FRC will return a copy of the SF 135 annotated with the location. Keep this copy as a receipt and as your permanent record.

8. Maintaining Record Copy of the FRC Stored Records. Use the FRC-acknowledged copy of the SF 135 as a record of material transferred. This eliminates preparation of separate inventory lists of records stored at the FRC, simplifies getting reference service to the stored records and eases answering various FRC notices. (See Appendix E for sample of notices you may receive from FRCs regarding retired records.)

Note: Attach folder title lists of box contents to the SF 135 for permanent and unscheduled records only. This is not a requirement by the FRC for transferring temporary records.

Note: WHEN TRANSFERRING SECRET AND TOP SECRET RECORDS, OPNAVINST 5510.1H REQUIRES THAT "CRADLE TO GRAVE" ACCOUNTABILITY BE MAINTAINED FOR SECRET AND TOP SECRET INFORMATION AND THAT IT BE TRANSMITTED UNDER A CONTINUOUS CHAIN OF RECEIPTS. TOP SECRET INFORMATION TRANSFERRED WITH IMPROPER RECEIPTS MUST BE RECONCILED WITH THE SENDING COMMAND.

9. Box Stock Numbers

a. Standard Size:

14 3/4" X 12" X 9 1/2"	NSN 8115-00-117-8249
14 3/4" X 12" X 9 1/2"	NSN 8115-00-117-8344
15" X 12" X 10	NSN 8115-00-290-3379

b. Special purpose:

Half-size box	
14 3/4" X 9 1/2" X 4 7/8"	NSN 8115-00-117-8338
Magnetic tape box	
14 3/4" X 11 3/4" X 11 3/4"	NSN 8115-00-117-8347

c. Microfiche:

14 3/4" X 6 1/2" X 4 1/2	NSN 8115-01-025-3254
Microfiche (Archival)	
14 3/4" X 6 1/2" X 5"	NSN 8115-01-132-1923

d. X-ray:

18" X 15" X 5 1/2"	NSN 8115-00-290-3386

e. Other materials:

Filament Tape	NSN 7510-00-159-4450
Felt-tip Marker	NSN 7520-00-973-1059

NATIONAL AND FEDERAL RECORDS CENTERS

AREA SERVED

District of Columbia, Maryland, Virginia and West Virginia, except U.S. Court Records for Maryland, Virginia and West Virginia

WASHINGTON NATIONAL RECORDS CENTER

Washington, DC 20409
(301) 763-7633

Shipping address for records only (do not use for mail)
4205 Suitland Road, Suitland, MD 20746

The entire personnel records of all separated Federal employees; medical and pay records of all Federal employees; designated medical records of Army and Air Force military personnel and their dependents; and records of agencies in the St. Louis area (Missouri only), of Scott AFB, IL, and of the Memphis Service Center, Internal Revenue Service.

National Personnel Records Center
(Civilian Personnel Records)
111 Winnebago Street
St. Louis, MO 63118-4199
(314) 425-5761

Designated records of the Department of Defense and the U.S. Coast Guard

National Personnel Records Center
(Military Personnel Records)
9700 Page Avenue
St. Louis, MO 63132-5100
(314) 538-4141

Area 1
Maine, Vermont, New Hampshire, Massachusetts, Connecticut, and Rhode Island (Classified Record to WNRC).

Federal Records Center - Boston
380 Trapelo Road
Waltham, MA 02154-6399
(617) 647-8110

Area 2
New York, New Jersey, Puerto Rico, Virgin Islands, Panama Canal Zone, Guantanemo Bay, Atlantic Ocean Area

Classified to WNRC
Unclassified to FRC-Kansas City

Area 3
Delaware, Pennsylvania and only U.S. court records for Maryland, Virginia and West Virginia

Federal Records Center - Philadelphia
14700 Townsend Road
Philadelphia, PA 19144-19154
(215) 671-8241

Area 4
North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, Florida and Kentucky

Federal Records Center - Atlanta
1557 St. Joseph Avenue
East Point, GA 30344-2593
(404) 763-7651

Area 5
Illinois, Wisconsin, Minnesota and U.S. court records for Indiana, Michigan and Ohio

Federal Records Center - Chicago
7358 South Pulaski Road
Chicago, IL 60629-5898
(312) 353-0162

Indiana, Michigan and Ohio except U.S. court records

Federal Records Center - Dayton
3150 Springboro Road
Dayton, OH 45439-1883
(513) 225-2853

Area 6
Kansas, Iowa, Nebraska and Missouri except greater St. Louis area

Federal Records Center - Kansas City
2312 East Bannister Road
Kansas City, MO 64131
(816) 926-7271

Greater St. Louis area (Missouri only)

National Personnel Records Center
(Civilian Personnel Records)
111 Winnebago Street
St. Louis, MO 63118-4199
(314) 425-5761

Area 7
Texas, Oklahoma, Arkansas, Louisiana and New Mexico

Federal Records Center - Fort Worth
P.O. Box 6216
Fort Worth, TX 76115-0216
(817) 334-5515

Shipping address for records only
(do not use for mail)
4900 Hemphill Street
Bldg 1, Dock 1
Fort Worth, TX 76115

Area 8
Colorado, Wyoming, Utah, Montana, North Dakota and South Dakota

Federal Records Center - Denver
P.O. Box 25307
Denver, CO 80225-0307

(303) 236-0809

Area 9
American Samoa, California - except southern California and Nevada - except Clark County

Federal Records Center - San Francisco
1000 Commodore Drive
San Bruno, CA 94066-2350
(415) 876-9006

Arizona; Clark County, Nevada; and southern California (counties of San Luis Obispo, Kern, San Bernardino, Santa Barbara, Ventura, Los Angeles, Riverside, Orange, Imperial, Inyo, and San Diego)

Federal Records Center - Los Angeles
24000 Avila Road
Laguna Niguel, CA 92607-6719
(714) 643-4220

Area 10
Washington, Oregon, Idaho, Alaska, Hawaii and Pacific Ocean areas except American Samoa

Federal Records Center - Seattle
6125 Sand Point Way, NE
Seattle, WA 98115-7999
(206) 526-6501

DON RECORD GROUPS

19 Records of the Bureau of ships

24 Records of the Bureau of Naval Personnel

37 Records of the Hydrographic Office

38 Records of the Chief of Naval Operations

45 Naval Records College, Office of Naval Records and Library

52 Records of the Bureau of Medicine and Surgery

71 Records of the Bureau of Yards and Docks

72 Records of the Bureau of Aeronautics

74 Records of the Bureau of Ordnance

78 Records of the Naval Observatory

80 General Records of the Dept. of the Navy 1798-1947

125 Records of the Office of the Judge Advocate General

127 Records of the U.S. Marine Corps

143 Records of the Bureau of Supplies and Accounts

181 Records of Naval Districts and Shore Establishments

225 Records of Joint Army & Navy Boards & Committees

289 Records of the Naval Intelligence Command

298 Records of the Office of Naval Research

313 Records of the Naval Operating Forces

343 Records of the Naval Air Systems Command

344 Records of the Naval Ships Systems Command

345 Records of the Naval Electronics System Command

346 Records of the Naval Ordnance Systems Command

347 Records of the Naval Supply Systems Command

384 Records of the Chief of Naval Material

385 Records of the Naval Facilities Engineering Command

402 Records of the Bureau of Naval Weapons

405 Records of the U.S. Naval Academy

428 General Records of the Department of the Navy 1947-

526 Records of the Naval Criminal Investigative Service

UNIFIED COMMAND RECORD GROUPS

518 Records of the U.S. Central Command

528 Records of the U.S. Atlantic Command

529 Records of the U.S. Pacific Command

530 Records of the U.S. Southern Command

531 Records of the U.S. European Command

532 Records of the U.S. Space Command

533 Records of the U.S. Special Operations Command

534 Records of the U.S. Transportation Command

535 Records of the U.S. Strategic Command

APPENDIX B

REFERENCE SERVICE

1. Request reference service by letter or memorandum enclosing Optional Form (OF) ll, Reference Request-Federal Records Centers. Using this form results in faster service. See sample of the OF ll on page B-2.

2. Include in the request the name of the naval activity; the name, location, and telephone number of the person for whom the request is being made; a full description of the information or records needed; and the box number, the Federal Records Center (FRC) location number, and the accession number. This information is available from the Standard Form (SF) 135, If there are no security restrictions, a small number of records can be returned to the agency by mail or United Parcel Service.

3. All DON personnel visiting a center to examine records, including messengers picking up DON records, should carry appropriate credentials (a letter of authorization whose reference requests are honored at the FRC). In the case of classified documents, the individual must have written authorization to examine the records. Provide the security clearance of the visitor, messenger, or DON personnel to the FRC prior to arrival.

4. When capability exists (i.e., equipment, personnel, etc.), certain records centers will provide reproductions of records unless it is contrary to DON restrictions, security requirements, or statutory limitations. Generally, DON requests for reproduction will be done without charge. An excessive number of requests for copies, however, may require the requesting activity to reimburse the National Archives and Records Administration (NARA). There is also a charge for certified copies. Requests for reimbursable microfilm services and other requests involving extensive use of technical facilities and personnel will be charged to the requesting activity based on a schedule of fees.

5. To enable the National Archives or FRC to restore returned records which were withdrawn on a loan basis:

a. Include a copy of the OF 11 used to withdraw the record(s).

b. Ensure all records remain intact when a box is withdrawn. Return the entire box. If records must be reboxed, mark the outside of the box with the original accession number, location and box number. (See Appendix A, paragraphs 5 and 6.)

c. Note, in pencil, accession number, location and box number on record(s) or file folder(s) when separate record(s) or file folder(s) are withdrawn.

REFERENCE REQUEST—FEDERAL RECORDS CENTERS | **NOTE: Use a separate form for each request.**

SECTION I—TO BE COMPLETED BY REQUESTING AGENCY

ACCESSION NO.	AGENCY BOX NUMBER	RECORDS CENTER LOCATION NUMBER
	OF	

DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED

☐ BOX

☐ FOLDER (include file number and title)

REMARKS

NATURE OF SERVICE

☐ FURNISH COPY OF RECORD(S) ONLY ☐ PERMANENT WITHDRAWAL ☐ TEMPORARY LOAN OF RECORD(S) ☐ REVIEW ☐ OTHER *(Specify)*

SECTION II—FOR USE BY RECORDS CENTER

☐ RECORDS NOT IN CENTER CUSTODY ☐ RECORDS DESTROYED

☐ WRONG ACCESSION NUMBER—PLEASE RECHECK

☐ WRONG BOX NUMBER—PLEASE RECHECK

☐ WRONG CENTER LOCATION—PLEASE RECHECK

☐ ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS REQUESTED

☐ MISSING *(Neither record(s), information nor charge card found in container(s) specified)*

☐ RECORDS PREVIOUSLY CHARGED OUT TO *(Name, agency and date)*:

REMARKS

DATE	SERVICE	TIME REQUIRED	SEARCHER'S INITIALS

SECTION III—TO BE COMPLETED BY REQUESTING AGENCY

NAME OF REQUESTER	TELEPHONE NO. ☐ FTS	DATE	RECEIPT OF RECORDS

NAME AND ADDRESS OF AGENCY *(Include street address, building, room no. and ZIP code)*

Requester please sign, date and return this form, for file item(s) listed above, *ONLY* if the block to right has been checked by the Records Center. ☐

SIGNATURE	DATE

NSN 7540-00-682-6423
5011-108

PREVIOUS EDITION USABLE

OPTIONAL FORM 11 (Rev. 7-87)
NATIONAL ARCHIVES AND *RECORDS ADMINISTRATION*
36 CFR 1228.162

APPENDIX C

GLOSSARY OF TERMS

The definitions and explanations contained in this Appendix apply to terminology or names as used in this instruction.

1. ACCESS. (a) The availability of or the permission to consult records, archives, or manuscripts. (b) The ability and opportunity to obtain classified or administratively controlled information or records.

2. ACCESSIONS. The act and procedures involved in a transfer of legal title and the taking of records or papers into the physical custody of an archival agency or a records center. In records center operations, transfer of legal title may not be involved. The definitions also includes the materials involved in such a transfer of custody.

3. ACCOUNTABLE OFFICERS ACCOUNTS. Specific documents prepared by accountable officers, required by GAO to be maintained for audit. Also known as site audit records.

4. ACCRETION. An accession that is an additional segment of an already accessioned series.

5. ACTION COPY. That copy of a communication directed to a particular agency, office, or individual responsible for action as opposed to an information copy.

6. ACTIVE RECORDS. See CURRENT RECORDS.

7. ADMINISTRATIVE RECORDS. See HOUSEKEEPING RECORDS.

8. ADMINISTRATIVE VALUE. In terms of appraisal, the usefulness of records to the originating or succeeding agency in the conduct of current business. See also INFORMATION VALUE.

9. ADMINISTRATIVELY CONTROLLED INFORMATION. Privileged or other nonsecurity-classified information in records sometimes bearing designations such as "For Official Use Only" or "Limited Official Use" to prevent its unauthorized disclosure. See also CLASSIFIED INFORMATION, CLOSED FILE.

10. APPRAISAL. The process of determining the value and disposition of records based upon their administrative and other uses, their evidential and informational or research value, their arrangement, and their relationship to other records.

11. ARCHITECTURAL DRAWINGS. Graphic and engineering drawings that depict conceptual as well as precise measured information essential for the planning and construction of static structures.

12. ARCHIVAL AGENCY. See ARCHIVES.

13. ARCHIVAL VALUE. The determination by appraisal that records are worthy of permanent preservation by an archival agency. See also HISTORICAL VALUE.

14. ARCHIVES. (a) The noncurrent records of an organization or institution preserved because of their permanent value; also referred to, in this sense, as archival materials or archival holdings. (b) The agency responsible for selecting, preserving, and making available archival materials; also referred to as an archival agency. (c) The building or a part of a building where such materials are located; also referred to as an archival repository or depository.

15. ARCHIVES ADMINISTRATION. The management or direction of the program of an archival agency, including the following basic functions: appraisal, disposition, accessioning, preservation, arrangement, description, reference service, exhibition, and publication.

16. ARCHIVIST. A person responsible for or engaged in one or more of the following activities in an archival repository: appraisal and disposition, accessioning, preservation, arrangement, description, reference service, exhibition, and publication. See also RECORDS MANAGER.

17. ARRANGEMENT. The process and results of organizing archives, records, and manuscripts following accepted archival principles.

18. AUDIOVISUAL RECORDS. Program and information motion pictures, still pictures, sound recordings, video recordings, and related documentation.

19. AUTOMATED DATA PROCESSING. System for recording and processing data on magnetic media.

20. BREAK FILES. See FILE BREAK.

21. CARTOGRAPHIC RECORDS/ARCHIVES. Records and archival material containing aerial photographs, maps, and related textual documentation.

22. CASE FILES. A folder or other file unit containing material relating to a specific action, event, person, place, project, or other subject. Sometimes referred to as a project file or a transaction file. Also a collection of such folders or other file units.

23. CENTRAL FILES. The file of a command or several offices of organizational units physically and/or functionally centralized and supervised in one location.

24. CHRONOLOGICAL FILE. See READING FILE.

25. CLASSIFIED INFORMATION. Records or information requiring, in the interests of national security or for the protection of individuals, safeguards against unauthorized disclosure. See also ADMINISTRATIVELY

CONTROLLED INFORMATION, CLOSED FILE.

26. CLOSED FILE. (a) A file unit or series containing documents on which action has been completed and to which additional documents are not likely to be added. (b) A file unit or series to which access is limited or denied. See also ADMINISTRATIVELY CONTROLLED INFORMATION, CLASSIFIED INFORMATION.

27. COMPREHENSIVE RECORDS CONTROL SCHEDULE. A document describing all records of a command or organizational unit and authorizing, on a continuing basis, the specific disposition of recurring series or records.

28. CONTINGENT DISPOSAL. Destruction of temporary records at a fixed period after a predictable event. Disposal may be based on the likelihood that two or more events in the future affect a series or records.

29. CONVENIENCE FILE. Extra copies of records, personal papers, or publications maintained for ease of access and reference. Sometimes known as personal file.

30. COPY. A reproduction of an original document, usually identified by function or method of creation. Copies identified by function may include action copy, comeback copy, file or record copy, information or reference copy, official copy, and tickler copy. Copies identified by method of creation include carbon copy, mimeograph copy, ribbon copy, and electrostatic copy.

31. CORRESPONDENCE. Letters, postcards, memoranda, notes, telecommunications, and any other form of addressed, written communications sent or received.

32. CUBIC FEET OF RECORD. Records measuring one foot long, one foot wide, and one foot high; used as a yardstick to indicate volume or records on hand, transferred, or destroyed. See Appendix A for table for calculating cubic footage for various physical types of records.

33. CURRENT RECORDS. Records that are necessary for conducting current business and must be maintained in office space and equipment.

34. CUSTODY. The guardianship of records, archives, and manuscripts that, in a strict sense, includes both physical possession (protective responsibility) and legal title (legal responsibility).

35. CUT OFF. See FILE BREAK.

36. DEPARTMENTAL BUREAUS AND OFFICES. All headquarters activities and offices at the Seat of Government, including offices of the Secretary of the Navy, Under Secretary and Assistant Secretaries, offices of the Chief of Naval Operations and the Commandant of the Marine Corps, all independent departmental boards and committees, and Systems Commands, Bureaus, and offices.

37. DISPOSAL. The physical destruction of records by burning, macerating, or other appropriate means such as salvage.

38. DISPOSAL AUTHORITY. The legal authorization for records destruction obtained from the Archivist of the United States.

39. DISPOSAL SCHEDULE. Instructions for disposition of DON records. See DISPOSAL AUTHORITY.

40. DISPOSITION. The destruction, retirement, transfer, or microfilming of records, or their donation to another Federal agency or to non-Federal recipients. It may include two or more of these actions, such as transfer when three years old and destroy when six years old.

41. DOCUMENT. Recorded information regardless of medium or characteristics. Frequently used interchangeably with record.

42. EMERGENCY DESTRUCTION. Eliminating records under abnormal circumstances, as provided by law or regulations.

43. FEDERAL RECORDS CENTER. A records storage facility operated by the National Archives and Records Administration (NARA), for housing and servicing noncurrent records of the Federal Government.

44. FILE. (a) An accumulation of records maintained in a predetermined physical arrangement, (b) documents placed in a predetermined location according to an overall plan of classification. Some examples of what a file can consist of are:

a. Any entire voucher file, arranged numerically by voucher number and consisting of copies of paid vouchers together with attached supporting papers such as purchase orders, receiving reports, invoices, bills of lading, and correspondence. (Each individual voucher together with its supporting papers is a file unit.)

b. A complete official personnel file, arranged alphabetically by name of employee, and consisting of separate personnel folders, each containing records pertaining to an individual employee. (Each separate folder with its contents is a file unit).

c. A purchase order file, arranged numerically by purchase order number or alphabetically by name of vendor, and consisting of copies of all the purchase orders issued or received by the organization. (Each separate purchase order and its supporting paper is a file unit.)

45. FILE BREAK/CUT OFF. Termination of a file at regular intervals to allow continuous disposal or transfer of file series. File cut off periods are normally by calendar or fiscal year.

46. FILE UNIT. A case file or a series of papers documenting a single transaction and comprising part of a file series, such as a voucher with attached supporting papers, a personal history folder with included papers relating to an employee, or an incoming letter with internal comments and official reply attached. See also FILE.

47. FINDING AIDS. The descriptive media or terms, published and unpublished, created by an originating office, an archival agency, or manuscript repository to establish physical or administrative control over records and other holdings. Basic finding aids include guides (general or repository and subject or topical), inventories or registers, location registers, card catalogs, special lists, shelf and box lists, indexes, calendars, and, for machine-readable records, software documentation.

48. FISCAL VALUE. The usefulness of records for information about the financial transactions and obligations of agencies and organizations. See also ADMINISTRATIVE VALUE.

49. GENERAL CORRESPONDENCE FILES. A group of related records accumulated by most activities consisting of correspondence, memoranda, messages, reports, and other records. These files are created in connection with the principal functions the activity performs. Since a variety of material is involved, it is best filed by subject so that relationships may be perceived readily. The use of the Navy-Marine Corps Standard Subject Identification Codes system (contained in SECNAV Instruction 5210.11C) is prescribed for these files. Under this system, numerical subject classification codes are designated for primary subject to fit the need of the individual activity or office. These are subdivided into secondary and tertiary codes, as necessary.

50. GENERAL RECORDS SCHEDULE. A schedule, issued by the National Archives, governing the disposition of specified recurring record series common to several or all Federal agencies. These schedules as they apply to DON records have been incorporated into Parts III and IV of this instruction.

51. HISTORICAL VALUE. The usefulness of records for historical research concerning the DON or for information about persons, places, events, or things. Also known as a staging area.

52. HOLDING AREA. DON space used for the temporary storage of active or semi active records and for records with relatively short retention periods. Also known as a staging area.

53. HOUSEKEEPING AND ADMINISTRATIVE FILES. Records that relate to budget, fiscal, personnel, supply, and similar administrative operation, as distinguished from actual program records which document the activity's/command's primary function.

54. INACTIVE RECORDS. See NONCURRENT RECORDS.

55. INFORMATIONAL VALUE. The value of records that derive from the information they contain on matters with which public agencies deal.

56. LEGAL VALUE. The value of records that contain evidence of legally enforceable rights or obligations of governments and/or private persons.

57. MACHINE-READABLE RECORDS. Records whose informational content is usually in code and has been recorded on media, such as magnetic disks, drums, tapes, punched paper cards, or punched paper tapes, accompanied by finding aids known as software documentation. The coded information is retrievable only by machine.

58. MANUSCRIPT. A handwritten or typed document including a copy. A mechanically produced form completed in handwriting or typescript is also considered a manuscript.

59. MAPS AND CHARTS. Graphic representation at a reduced scale of selected physical and cultural features of the surface of the earth and other planetary bodies. These may include topographical quadrangles, cadastral plans, charts (hydrographic, nautical, weather, and aeronautical), photomaps, cartograms, globes, and relief models.

60. MICROCARD. An opaque card containing miniaturized pages photographically reproduced in a grid pattern by rows (like the numbers of a calendar). Microcards can be printed on one or two sides. They are used primarily for direct reading or when only a few permanent enlargements are needed.

61. MICROFICHE. Miniaturized images arranged in rows that form a grid pattern on card size transparent sheet film.

62. MICROFILM. A negative or a positive microphotograph on film. The term is usually applied to a sheet of film or to a long strip or roll of film that is 16mm, 35mm, 70mm, or 105mm in width and on which there is a series of microphotographs.

63. MICROFORM. Any miniaturized form containing micro images, such as microcards, microfiche, microfilm, and aperture cards.

64. MICROPHOTOGRAPH. A photographic reproduction so much smaller than the object photographed that optical aid is necessary to read or view the image. The usual range of reduction is from 8 the 25 diameters. Also called microcopy.

65. NAVAL ACTIVITIES. Navy and Marine Corps activities.

66. NAVAL RECORDS. Navy and Marine Corps records; in some instances retention and disposal standards specifically designate Navy and/or Marine Crops records, but where "naval" is used it is intended to include both.

67. NAVY RECORDS CENTERS. See RECORDS CENTER.

68. NONCURRENT OR INACTIVE RECORDS. Those files not needed in the conduct of current business and which may be removed from office space and equipment without impairing current operation.

69. NONRECORD (FILES) MATERIAL. Materials not usually included within the definition or records. These are accumulated in the process of producing records, but they never acquire a "record" character and include:

a. stocks of publications and other reproduced documents maintained for supply purposes;

b. materials preserved solely for purposes of reference or exhibition in libraries of museums;

c. duplicate copies of material maintained within the same organization when serving the same functional purpose;

d. copies of reproduced or processed materials when other copies are retained elsewhere for official record purposes;

e. extra copies of papers preserved solely for convenience of reference, e.g., reading files, and "follow-up" or "tickler" or "suspense" copies of materials that may be destroyed after a brief period; abstracts or briefs of material maintained for tickler purposes;

f. privately purchased books and other papers relating to private personal matters and kept in an office only for convenience; and

g. correspondence and other records of transitory value that have no value after action has been completed or that are received for information and require no action. Some examples of this nonrecord category are:

(1) published materials received from other activities or offices requiring no action and not required for documentary purposes;

(2) letters or other transmitting papers that add no significant information to the material submitted;

(3) catalogs, trade journals, and other documents or papers received from other Government agencies, commercial firms, or private institutions, that require no action and are not a part of a case upon which action is taken;

(4) working papers, preliminary or intermediate drafts, reports and related papers, memoranda, preliminary worksheets, or notes and similar materials that are summarized in final or other form and that have no evidential or informational value once action has been completed since they do not relate to significant steps taken in preparing record copies of documents;

(5) reproduction materials such as stencils, hectograph masters, and offset plates;

(6) shorthand notes, stenographic notebooks, and stenotype tapes that have been transcribed;

(7) information copies of correspondence, memoranda, and other papers that require no administrative action;

(8) notices or other papers that are not the basis for official action;

(9) charts, diagrams, and other graphic materials, prepared from source material and used for briefing or training activities;

(10) statistical tabulating aids used incidentally in the documenting process;

(11) routine records used to control or facilitate actions;

(12) personal work papers, such as notes, rough drafts, cards, etc.; and

(13) library material, publications and other materials maintained by libraries exclusively for reference purposes.

(Some activities transfer their "record" copies of publications or research reports to their libraries where they are retained for the activities and may also be used for reference purposes. The fact that these are maintained in libraries rather than in the official files does not change the record character of publications so transferred; these still remain "record" material.)

70. PAPERWORK MANAGEMENT. Collectively, the techniques of managing the creation, maintenance, and disposition of records. See also RECORDS MANAGEMENT.

71. PERMANENT RECORDS. Records that have been appraised as having enduring values--historical, research, legal, scientific, cultural, or other values. Permanent records are those that will protect the DON's interests and that document its primary missions, functions, responsibilities, and significant experiences and accomplishments.

72. PRIMARY PROGRAM FILES. Files of an activity or office having primary responsibility for the establishment and development of general policies, plans, programs, and

procedures in designated functional areas. Activities creating or accumulating these records are formulating and prescribing procedures to be followed by other activities and offices. Most primary program records are accumulated by departmental activities; but Operating Force (Flag/General) commands, and some other major field commands also accumulate primary program files. Primary program files generally are permanent records.

73. PROGRAMMING RECORDS. The process of developing instructions spanning the complete life cycle of a records series from its creation to eventual destruction or preservation.

74. RECORDS. Those documentary materials that may not be destroyed without the approval of the National Archives and the Secretary of the Navy as promulgated in this manual. The statutory definition or records is "All books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, operations, or other activities of the Government or because of the informational value of the data contained therein." Some evidence of information concerning these matters is contained in practically all records. The immediate or future reference needs decide the relative importance of this documentation. Identification of those records that contain sufficient evidence or information to justify continued preservation is a principal part of the records disposal program. Guidance for making this identification is provided in this manual.

75. RECORDS CENTER. A facility equipped for the concentrated economical storage of noncurrent or inactive records and staffed to perform required reference, processing, disposal, and related services.

76. RECORDS DISPOSAL SCHEDULES. The administrative media used by the DON to obtain legal disposal authority for categories of naval records. When authorized by the archivist of the United States, these schedules grant continuing authority to dispose of identifiable categories of naval records that already have accumulated and that will accumulate in the future. This authority is issued to naval activities by this instruction.

77. RECORDS DISPOSITION. See DISPOSITION.

78. RECORDS DISPOSITION OFFICER. The official responsible for operation of a records disposition program.

79. RECORDS MANAGEMENT. That area of general administrative management concerned with achieving economy and efficiency in the creation, use and maintenance, and disposition of records. This includes fulfilling archival requirements and ensuring effective documentation. See also PAPERWORK MANAGEMENT.

80. RECORDS MANAGER. The person responsible for or engaged in a records management program. Sometimes known as a records officer or records administrator. See also ARCHIVIST.

81. RECORDS STORAGE AREA. Space set aside, without specialized equipment or personnel for the economical local storage of relatively inactive noncurrent records that must be retained for an additional period before destruction or transfer to a records center. See also HOLDING AREA.

82. REPOSITORY. A place where archives, records, or manuscripts are kept. The word "depository" is sometimes used as a synonym for repository.

83. RESEARCH VALUE. The usefulness of records for research by the Government, business, and other private organizations, and by scholars in the humanities, social and physical sciences, administration, and other disciplines. See also HISTORICAL VALUE.

84. RETENTION PERIOD. The period of time that records must be kept before they may be destroyed. The period usually is stated in terms of years or months, but is sometimes expressed as contingent upon the occurrence of an action or event. When the retention period is expressed in terms of years or months this period is calculated commencing with the cut off date. A retention period is to be distinguished from a retirement period (see RETIREMENT PERIOD).

85. RETENTION STANDARD. A description of a series of records and their retention period approved by the Secretary of the Navy following current law or regulation. The retention period may be of a temporary or permanent duration.

86. RETIREMENT OF RECORDS. Removal of records from usable office-type space and equipment to local records storage area.

87. RETIREMENT PERIOD. The period of time which records are to be retained before being removed from a current files area to a designated local storage area. A retirement period is to be distinguished from a retention period (see RETENTION PERIOD).

88. SCRATCHING. Process of permanently removing, erasing, or obliterating recorded information from a medium, especially a magnetic tape or disk, which then may be reused. (Sometimes called DELETING or ERASING.)

89. SCREENING. The examination of records to determine the presence of documents eligible for destruction and the removal of such documents from the files prior to disposition of the remaining records.

90. SECURITY CLASSIFIED RECORDS. See CLASSIFIED INFORMATION.

NOTE: DESTRUCTION OF ELECTRONIC RECORDS.
Electronic records may be destroyed only in accordance with a records disposition schedule approved by the Archivist of the United States, including General Records Schedules and this instruction. At a minimum each command shall ensure that:

(a) Electronic records scheduled for destruction are disposed of in a manner that ensures protection of any sensitive, proprietary, or national security information.

(b) Magnetic recording media previously used for electronic records containing sensitive, proprietary, or national security information are not reused if the previously recorded information can be compromised by reuse in any way.

91. SEMI-CURRENT RECORDS. Records required so infrequently in the conduct of current business that they should be moved to a holding area or directly to a records center. See also CURRENT RECORDS, NONCURRENT RECORDS.

92. SERIES. File units or documents arranged following DON's filing system (Standard Subject Identification Codes) or maintained as a unit because they relate to a particular subject or function, results from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use. (Sometimes known as a record series, series of records, or file series.)

93. TEMPORARY RECORDS. Records that need be retained for a specific period of time or until the occurrence of an action or event but that may then be destroyed, provided the destruction is accomplished under the provisions of this instruction. See also CONTINGENT DISPOSAL.

94. TICKLER FILE. A file arranged by date to facilitate selection of records for disposal when they become due.

95. TEXTUAL RECORDS/ARCHIVES. The term usually applied to manuscript materials, as distinct from cartographic, audiovisual, and machine-readable record.

96. TRANSACTION FILE. See CASE FILE.

97. TRANSFER OF RECORDS. Change of custodial responsibility for records by removal and assignment to another activity or office, or to a Federal Records Center, the National Archives, another Federal agency, a non-Government institution, or other non-DON recipient.

98. UNSCHEDULED RECORDS. Records for which no ultimate disposition has been determined. Naval records should not appear in this category.

99. WIDE AREA NETWORK (WAN). A system for linking together computers, terminals, printers, and other equipment that are located in extensively separated offices and buildings.

100. WORD PROCESSING (WP). Creating and modifying documents by using a computer, along with other hardware and related software.

101. WORK FILES. Temporary files in auxiliary computer storage. Sometimes called processing files.

102. WORKING PAPERS. Documents such as rough notes, calculations, or drafts assembled or created and used in the preparation or analysis of other documents.

103. WRITE ONCE READ MANY (WORM). Of or relating to a type of optical disk on which information can be recorded only once but from which it can be retrieved and read many times.

APPENDIX D

REIMBURSABLE MICROFILM SERVICE PROVIDED BY FEDERAL RECORDS CENTERS

1. Services. Federal Records Centers offer a wide range of microfilming services on a cost-reimbursable basis. Services include:

a. Surveys. Micrographic system surveys are conducted to determine the feasibility of microfilm projects, format recommendations, and cost proposals.

b. Auxiliary services. These services include film processing, aperture card mounting, roll-to-roll duplication, microfiche duplication, and film inspection.

c. Security storage. Centers store original silver halide microfiche negatives in environmentally controlled vaults.

2. Requests for Services.

a. The naval activity will be asked to provide instructions, specifying the location of the records to be filmed; the description of the records, including the volume, size, and physical condition; filming arrangement and the nature and frequency of additions, changes, deletions, etc.; the size and the formal of the film to be used and the reduction ratio at which the documents are to be filmed; the type of microfilm reader to be used; and the number and type (silver, diazo, or vesicular) of reference copies.

b. Requests for assistance should be sent to the federal records center servicing the activities' geographic area.

APPENDIX E

RECORDS DISPOSITION NOTICES ISSUED BY FEDERAL RECORDS CENTERS

1. Relocation of Records

a. Occasionally, it becomes necessary to move records within the Federal Records Center. When this happens, activities will be notified of the relocation. NA Form 13016, Notice of Accession Location Change, is mailed the month following the relocation. It is imperative that agency copies of Standard Forms (SF) 135 be annotated to show new location numbers for use in securing reference service.

b. For further information concerning the relocation of records, contact the Appraisal and Disposition Branch of the appropriate records center.

2. Records Disposal

a. Activities are notified of the pending disposal of records on NA Form 13001, Notice of Intent to Destroy Records, which is mailed 90 days prior to scheduled destruction. If there is no objection from the agency during that period, the records will be destroyed as scheduled.

b. Justification for continued retention must be submitted in writing indicating the specific need (audit, legal, or other pertinent issue) and the estimated duration of continued retention of the records.

APPENDIX F

STANDARDS FOR NAVY RECORDS CENTER

1. Facility Standards for Records Center. Navy-owned records centers must comply with the facility standards specified below:

a. General.

(1) The facility should be a single story building, at or above ground level, constructed with noncombustible materials.

(2) A structural engineer shall establish a floor load limit for the records storage area. Post the allowable load limit in a conspicuous place and do not exceed it.

(3) Steel shelving or other open-shelf records storage equipment shall be braced to prevent collapse under full load in accordance with Federal Specifications AS-S-271 or AA-S-1047. The records storage height shall not exceed 15 feet. Navy records centers which have storage height in excess of 15 feet may apply in writing to the Assistant Archivist for Federal Records Center (NC), National Archives and Records Administration, Washington, DC 20408, for an exemption of this requirement. If a request for exemption is denied, agencies will be required to remodel existing centers to meet the 15-foot requirement.

(4) Equip the area occupied by the center with an anti-intrusion alarm system, or equivalent, to protect against unlawful entry after hours.

b. Fire Safety.

(1) All walls separating records areas from each other and from other storage areas in the building shall be 4-hour fire resistant. The records areas shall not exceed 40,000 square feet each. Two-hour-rated firewalls shall be provided between the records storage areas and other auxiliary spaces. Penetrations in the walls shall not reduce the specified fire-resistance ratings.

(2) Openings in firewalls separating records storage areas shall be avoided as far as possible but if openings are necessary they shall be protected by self-closing or automatic Class A fire doors, or equivalent, on each side of the wall openings.

(3) Roof support structures that cross or penetrate firewalls shall be cut and supported independently on each side of the firewall.

(4) If firewalls are erected with expansion joints, the joints shall be protected to their full height with No. 10 iron astragals lapping the opening of each side of the firewall.

(5) Building columns in the records storage areas shall be 2-hour fire resistant from the floor to the point where they meet the ceiling or roof framing system.

(6) Automatic roof vents shall not be designed into new or existing buildings.

(7) Where lightweight steel roof or floor supporting members (e.g., bar joists have top chords with angles 2 by 1 1/2 inches or smaller, 1/4 inch thick or smaller, and 13/16 inch or smaller web) are present, they shall be protected either by applying a 10 minute fire-resistive coating to the top chords of the joists, or by retrofitting the sprinkler system with large drop sprinkler heads. Retrofitting may require modifications to the piping system to ensure that adequate water capacity and pressure are provided in the areas to be protected with these large drop sprinkler heads.

(8) Furnace or boiler rooms shall be separated from records storage areas by 4-hour-rated firewalls, with no openings directly from these rooms to the record storage areas. No open flame (oil or gas) equipment or unit heaters shall be installed or used in any records storage area.

(9) The arrangement of the records storage equipment shall be such that there shall be no dead-end aisles. Equipment rows running perpendicular to the wall shall terminate at least 18 inches from the wall.

(10) No oil-type electrical transformers, regardless of size, except thermally protected devices including fluorescent light ballasts, shall be installed in the records storage areas. All electrical wiring shall be in metal conduit, except that armored cable may be used where flexible connections to light fixtures are required.

(11) All records storage and adjoining areas shall be protected by automatic wet-pipe sprinklers. Automatic sprinklers are specified here because they provide the most effective fire protection for high-piled storage paper records on open-type shelving.

NOTE: Other automatic extinguishing systems or protective measures may provide an acceptable level of fire-loss risk depending upon specific conditions, such as type or importance of the records, the type and stacking height of the storage equipment used; or how the space is designed, controlled, and equipment used; or how the space is designed, controlled, and operated (as well as value). Agencies may elect to use alternate standards, as appropriate to their needs, such as those issued by the National Fire Protection Association (see NFPA 13, NFPA 231C, NFPA 232, and NFPA 232AM). Also agencies may consult the Chief of the Accident and Fire Prevention Branch in the GSA regional office about these or other systems and protective measures.

(12) The sprinkler system shall be rated at 286 degrees Fahrenheit and designed to provide 0.30 gpm per square foot for the most remote 1,500 square feet of floor

area with a minimum flowing pressure of 7.0 psi at the most remote sprinkler head. Installation shall follow Standard Number 13 of the National Fire Protection Association.

(13) Maximum spacing of the sprinkler head shall be on a 10-foot grid and positioning of the heads shall provide complete, unobstructed coverage, with a clearance of no less than 18 inches from the top of the highest stored material.

(14) The sprinkler system shall be equipped with a water-flow alarm connected to a continuously staffed fire department or central station, with responsibility for immediate response.

(15) A manual fire alarm system shall be provided with central station service or other automatic means of notifying the municipal fire department. A manual alarm pull station shall be located adjacent to each exit. supplemental manual alarm stations are permitted within the records storage areas.

(16) All water cutoff valves in the sprinkler system shall be equipped with an automatic closure alarm connected to a continuously staffed station, with responsibility for immediate response.

(17) A dependable water supply free of interruption shall be provided. This normally requires a backup supply system having sufficient pressure and capacity to meet both firehose and sprinkler requirements for two hours.

(18) Interior firehose stations equipped with a 1 1/2 diameter hose shall be provided in the records storage areas, enabling any point in the records storage areas to be reached by a 50-foot hose stream from a 100-foot hose lay. The fire hoses shall not be provided, however, unless training in the handling and use of small hoses, protective gear, and breathing equipment has been given, and those protective items are available for brigade members.

(19) In addition to the designed sprinkler flow demand, 500 gpm shall be provided for hose stream demand. The hose stream demand shall be calculated into the system at the base of the main sprinkler riser.

(20) Fire hydrants should be located within 250 feet of each exterior entrance or other access to the records center that could be used by firefighters. All hydrants should be at least 50 feet away from the building walls and adjacent to a roadway usable by fire apparatus.

(21) Portable water-type fire extinguishers (2 1/2 gallon stored pressure-type) shall be provided at each fire alarm striking station.

(22) Catwalks may be provided in the aisles between the metal stacks in high-activity records storage areas without provision of sprinklers under the walkway. Where provided, the walking surface of the catwalks shall be of expanded metal at least 0.09-inch thickness with a 2-inch mesh length. The surface opening ratio shall be equal to or greater than that outlined in Military Specification (MIL-M-17194C) of March 9, 1955. The sprinkler water demand for protection over bays with catwalks where records are not oriented perpendicular to the aisles shall be calculated hydraulically to give 0.3 gpm per square foot for the most remote 2,000 square feet.

(23) Storage of hazardous cellulose nitrate film requires special facilities not covered by the above standards. (See NFPA 40 and NPA 232).

2. Requests for Authority to Establish or Relocate Records Centers. No Navy Records Center shall be established or relocated from one city to another without the prior written approval of NARA.

a. Exclusions.

(1) Staging areas containing less than 5,000 square feet of space used for the temporary storage of materials preparatory of their transfer to a records center or other disposition, provided no records are held in staging areas in excess of 5 years.

(2) Areas of less than 5,000 square feet used solely for the storage of records to which occasional reference is made but on which no processing activity (screening and microfilming, etc.) is performed.

b. Content of Requests. Requests for authority to established or relocate a Navy Records Center shall be submitted in writing to the Assistant Archivist for Federal Records Centers (NC), National Archives and Records Administration, Washington, DC 20408, via the Navy Directives and Records Management Branch (N09B35), Office of the Chief of Naval Operations. These requests shall specify:

(1) proposed location of the records center,

(2) space to be occupied in gross square feet,

(3) nature and quantity of records to be stored,

(4) total personnel to be employed, and

(5) justification for the proposed center which shall include a comparison between the annual cost per cubic foot to store the records in a Navy Records Centers and the cost to store the same records in a Federal Records Center. Analysis of Federal Records Center space and equipment costs may be obtained from the Office of Federal Records Centers (NC), National Archives and Records Administration, Washington, DC 20408. The justification should also indicate whether the records to be stored in the Navy center have high security classification, require specialized processing or high-cost indexing, or are to be used by technical personnel stationed at the records

center.

c. Approval of Requests. Request for the establishment or relocation of Navy Records Centers should be submitted to Navy Directives and Records Management Branch (N09B35), Office of the Chief of Naval Operations, via the appropriate chain of command. Requests will be approved by NARA when greater economy or efficiency can be achieved through its operation than by the use of a NARA operated Federal Records Center.

APPENDIX G

SSIC QUICK REFERENCE

MILITARY PERSONNEL
1000 - 1999

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MILITARY PERSONNEL RECORDS
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INTELLIGENCE RECORDS
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REDISTRIBUTION AND DISPOSAL OF PROPERTY RECORDS
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TRAVEL AND TRANSPORTATION RECORDS
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MAINTENANCE, CONSTRUCTION, AND CONVERSION RECORDS
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APPENDIX H

DON Vital Records Program

1. Introduction. This Appendix sets forth the objectives and program guidelines of the DON Vital Records Program. The DON must be able to accomplish mission essential functions (MEFs) without unacceptable interruption during a national security emergency, or other emergency or disaster; and also protect the legal and financial rights of the DON and of individuals directly affected by its activities. The DON Vital Records Program is the means by which records needed to support the above are identified, stored, and protected. Management of vital records is an integral part of the Department's Continuity of Operations Program (COOP).

2. Definitions. The definitions in this section are taken from 36 C.F.R. § 1236.14.

a. **Cycle** means the periodic removal of obsolete copies of vital records and their replacement with copies of current vital records. This may occur daily, weekly, quarterly, annually or at other designated intervals.

b. **Disaster** means an unexpected occurrence inflicting widespread destruction and distress and having long-term adverse effects on agency operations. Each agency defines what a long-term adverse effect is in relation to its most critical program activities.

c. **Emergency** means a situation or an occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. This is generally of short duration, for example, an interruption of normal agency operations for a week or less. It may involve electrical failure or minor flooding caused by broken pipes.

d. **Emergency operating records** are that type of vital records essential to the continued functioning or reconstitution of an organization during and after an emergency. Included are emergency plans and directive(s), orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records that assist agency staff in conducting operations under emergency conditions and for resuming normal operations after an emergency.

e. **Legal and financial rights records** are that type of vital records essential to protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, social security records, payroll records, retirement records, and insurance records. These records were formerly defined as "rights-and-interests" records.

f. **National security emergency** means any occurrence, including natural disaster, military attack, technological emergency, or other emergency, that seriously degrades or threatens the national security of the United States, as defined in Executive Order 12656.

g. **Off-site storage** means a facility other than an agency's normal place of business where vital records are stored for protection. This is to ensure that the vital records are not subject to damage or destruction from an emergency or disaster affecting an agency's normal place of business.

h. **Vital records** mean essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

i. **Vital records program** means the policies, plans, and procedures developed and implemented and the resources needed to identify, use, and protect the essential records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions or to protect the Government's rights or those of its citizens. This is a program element of an agency's emergency management function.

3. Program Objectives. The objectives of the DON Vital Records Program are to:

a. Create and maintain current duplicative records at DON relocation sites adequate to support DON emergency actions and MEFs in National security emergencies, in accordance with 36 C.F.R. Part 1236 and DoD Directive 3020.26.

b. Safeguard records essential to the reconstitution of DON organizations and the re-establishment of DON operations once the situation has stabilized.

c. Provide for the preservation of legal and financial rights records of the DON and individuals directly affected by its activities.

d. Standardize vital records selection, labeling, and storage procedures.

e. Ensure all equipment needed to read vital records or copies of vital records will be available in case of emergency or disaster; and for electronic information systems, that system documentation adequate to operate the system and access the records will be available.

f. Encourage the use of information technology solutions to ease the accounting, inventory review, and retrieval of vital records or copies of vital records.

4. Responsibilities.

a. The Chief of Naval Operations (CNO) and the

Commandant of the Marine Corps (CMC) are responsible for establishing and maintaining a robust Vital Records Program in the Navy and Marine Corps respectively, as an integral part of the Continuity of Operations Program (COOP). The Assistant for Administration to the Under Secretary of the Navy (AAUSN) is responsible for ensuring that provisions for the identification and protection of vital records are included in COOP plans and guidance for all organizations within the Office of the Secretary.

b. DON activities need to identify, inventory, protect, store, make accessible, and cycle (update as needed) the copies of vital records required in an emergency, including records that document legal and financial rights. Records Management personnel playa crucial role in providing guidance and assistance in inventorying records and determining appropriate maintenance practices for copies of vital records. Based on contingency planning analysis and identification of both emergency-operating records and those needed to protect legal and financial rights, program managers must determine which records within their physical or legal custody are vital.

c. Program Managers, in consultation with Records Management personnel, should then take steps to ensure that copies of those vital records are properly managed throughout their life, as they are updated, stored, and cycled. In addition, original vital records must be properly maintained until their authorized disposition in accordance with approved disposition schedules contained in Chapters 1 through 13 of this Manual.

5. Vital Records Plan.

a. DON activities should develop a vital records plan. The first part of the plan is a description of records that are vital to continued operations or for the protection of legal and financial rights. The plan also includes specific measures for storing and periodically cycling (updating) copies of those records. The Vital Records Plan should also address recovery of records (regardless of medium) that are damaged in an emergency or disaster.

b. The description of vital records is based on identification and inventorying. The following steps are involved in identifying vital records and records disaster mitigation, and should be performed in conjunction with COOP planning efforts:

(1) Review normal command/organization functions. Identify the categories of records relating to each of these functions. Review existing COOP plans and determine which functions are necessary during a national security emergency. After those functions are identified, earmark specific vital records for safeguarding.

(2) Review emergency functions assigned to command/organization and treat in same manner as outlined in 3.a. above.

(3) Review documentation created for contingency planning and risk assessment phase of emergency preparedness (COOP documents). Such documentation will produce vital records material requiring proper safeguards.

(4) Review current file plans of offices that are responsible for performing mission essential functions.

(5) Review the records manual or records schedule to determine which records series potentially qualify as vital.

(6) Identify which records series or electronic information systems contain information needed to protect the legal and financial rights of the DON and persons directly affected by the organizations.

c. Caution must be exercised in designating records as vital and in conducting the vital records inventory. A review by the National Archives and Records Administration found that from 1 to 7 percent of Federal agency's records might be vital records. Only those records series or electronic information systems (or portions of them) most critical to emergency operations or the preservation of legal or financial rights should be so designated.

d. Records likely to be selected as vital include:

(1) Emergency-Operating records.

(a) Statements of mission in an emergency, and plans and programs for carrying out that mission

(b) Delegations of authority

(c) Orders of succession

(d) Organization and manning documents

(e) Pre-drafted directives or announcements to be issued immediately at the beginning of an emergency

(f) Emergency action programs that may have been drafted in skeleton form

(g) Vital records inventories

(h) Information about DON personnel, property, and activities sufficient to provide basis for damage assessments

(i) System documentation for any electronic information systems designated as emergency operating records

(j) Copies of basic regulations and procedures

(k) Lists of personnel assigned emergency duties, as well as lists of employees' skills that might be useful during and following an emergency.

(l) Industrial records such as engineering drawings, explanation of complex industrial processes, list of suppliers for items and materials not readily available, and similar items

Note: This list is not inclusive.

(2) Legal and Financial Rights Records.

(a) If DON is the statutory office of record for legal rights, it has primary responsibility for records protection.

(b) Fiscal records such as periodic summary of financial status of organization; records of significant amounts of money owed to DON, and records of debt owed by DON

Note: This list is not inclusive.

e. The inventory of vital records should include:

(1) The name of the office responsible for the records series or electronic information system containing vital information.

(2) The title of each records series or information system containing vital information.

(3) Identification of each series or system that contains emergency-operating vital records or vital records relating to rights.

(4) The medium on which the records are recorded.

(5) The physical location for offsite storage of copies of the records series or system.

(6) Classified documents should be labeled correctly. The command security manager must approve special space or equipment before storage of classified records begins.

f. Protection and Storage of Vital Records.

(1) After completion of the inventory, protection methods and storage sites must be chosen for vital records. The former may include using existing duplicates of the records designated as vital or duplicated for this purpose. If performing duplication, it is generally most economical to duplicate the original medium onto the same medium; that is, duplicate microfiche onto microfiche or magnetic tape onto magnetic tape.

(2) Appropriate equipment should be selected to ensure the continued preservation of copies of the vital records until they are cycled. In addition, organizations should ensure proper environmental conditions for storage of copies of vital records, particularly for those recorded on fragile media such as microfilm or magnetic tape or disks, until they are replaced.

(3) Given the importance of vital records, if possible, organizations should arrange for offsite storage of copies in a facility not subject to the same emergency or disaster but still reasonably accessible to personnel. Current duplicative records necessary to support DON MEFs in National security emergencies shall be stored at DON relocation sites. Periodic cycling (updating) of copies of vital records is essential.

6. <u>Training</u>

a. Personnel assigned responsibilities in the Vital Records Program should receive appropriate training. Periodic briefings should be given to senior managers, especially those new to the organization, about the vital records program and its relationship to their records.

b. Appropriate personnel such as records managers or administrative officers should ensure that all personnel within the organization receive training appropriate to their assigned duties. Such training generally focuses on the identification, inventorying, protection, storage, and cycling of copies of the activities vital records. Wherever possible it should be integrated with existing training initiatives, particularly in such areas as records management and continuity of operations (COOP) planning and operations.

7. <u>Reviews and Testing</u>

a. The vital records program should be reviewed at least annually to determine whether vital records are adequately protected, current, and accessible to personnel who would use them.

b. In addition, valuable information for improving the program can be obtained by testing it under simulated emergency or disaster conditions.

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