

## Request for Records Disposition Authority

Records Schedule Number DAA-0313-2011-0002

Schedule Status Modified Approved Version

Agency or Establishment Department of the Navy

Record Group / Scheduling Group Records of Naval Operating Forces

Records Schedule applies to Agency-wide

Schedule Subject Ship Deck Logs

Internal agency concurrences will be provided Yes

### Background Information

The Military Sealift Command (MSC) is a United States Navy (USN) organization that controls most of the replenishment and military transport ships of the Navy. It first came into existence on 9 July 1949 when the Military Sea Transportation Service (MSTS) became solely responsible for the Department of Defense's ocean transport needs. The MSTS was renamed the Military Sealift Command in 1970. Four programs comprise Military Sealift Command: Sealift, Naval Fleet Auxiliary Force (NFAF), Special Mission, and Prepositioning. The Sealift program provides the bulk of the MSC's supply-carrying operation and operates tankers for fuel transport and dry-cargo ships that transport equipment, vehicles, helicopters, ammunition, and supplies. The NFAF's role is to directly replenish ships that are underway at sea, enabling them to deploy for long periods of time without having to come to port. NFAF encompasses Ammunition ships, Hospital ships, Dry Cargo ships and more. The Special Mission program operates vessels for unique military and federal government tasks, such as submarine support and missile flight data collection and tracking. The Prepositioning program sustains the U.S. military's forward presence strategy by deploying supply ships in key areas of the ocean before it is actually needed. MSC ships are forward deployed in combat zones along side United States Navy ships in order to complete their mission. Like its United States Navy counter-part each ship maintains an Officer of the Deck Log. These logs are used to document events that occur during the daily operations at sea and in port. Events recorded in these Deck Logs include injuries sustained by crew members, operational situation reports, contact with other sea going vessels, ship navigational data, marine mammal contact, etc.

Unlike their United States Navy counter part, MSC Deck Logs are not currently considered permanent records and are authorized to be destroyed after 50 years. To date, local FRCs currently hold MSC Deck Logs dating back to 1957. MSC Deck Logs account for 2,040 boxes of records currently held by various Federal Record Centers. To align the practices of USN and MSC Ships as well as maintain records for future operational, FOIA, and historical reference, the Department of the Navy (and MSC) request a formal change to the current disposition of their Deck Logs.

\*\*\*This is an update to a legacy schedule\*\*\* Current job order number is (N1-NU-86-4). Request is to change from current disposition of 50 years (temporary) to,

4620 22 Military Sealift Command Operations Division Records

(a) Deck Logs

Original Deck Log maintained by the Officer of the Watch on all MSC vessels.

PERMANENT Commanding Officer forward previous 12 months to WNRC at the end of the calendar year. Transfer to NARA annually when thirty (30) years old.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

## Outline of Records Schedule Items for DAA-0313-2011-0002

Sequence Number	
1	MSC ship deck logs
1 1	MSC Ship Deck Logs Disposition Authority Number DAA-0313-2011-0002-0001

## Records Schedule Items

Sequence Number

1 MSC ship deck logs  
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### MSC Ship Deck Logs

Disposition Authority Number DAA-0313-2011-0002-0001

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Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
SSIC 4620 22	SECNAV Manual 5210 1/Nov 2007

GRS or Superseded Authority Citation N1-NU-86-004 / 4620/22/A

Disposition Instruction

Cutoff Instruction Cut off at end of calendar year in which created

Transfer to Inactive Storage      **Transfer to Washington National Records Center (Suitland, MD) immediately after cutoff**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives 30 year(s) after cutoff**

**Additional Information**

First year of records accumulation      **1957**

What will be the date span of the initial transfer of records to the National Archives?      **From 1957 To 1980**

How frequently will your agency transfer these records to the National Archives?      **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>500 0 MB</b>	<b>100 0 MB</b>
<b>Paper</b>	<b>2040 0 Cubic feet</b>	<b>25 0 Cubic feet</b>
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

### Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

### Signatory Information

Date	Action	By	Title	Organization
12/09/2010	Certify	Charley Barth	Director of Records	Chief of Naval Operations (CNO) - Director Navy Staff (DNS)
12/13/2010	Submit	Steven Rhodes	Archives Specialist	Life Cycle Management Division - N/A
12/14/2010	Approve	Laurence Brewer	Director, NWML	Modern Records Programs - Life Cycle Management Div
12/17/2010	Approve	Julie Hunsaker	Work Group Leader	Modern Records Program - Lifecycle Management Division
04/08/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist