

## Request for Records Disposition Authority

Records Schedule Number            **DAA-0343-2012-0001**  
 Schedule Status                        **Approved**

Agency or Establishment            **Department of the Navy**  
 Record Group / Scheduling Group   **Records of the Naval Air Systems Command**  
 Records Schedule applies to        **Major Subdivision**  
 Major Subdivision                    **Naval Air Systems Command (NAVAIR)**  
 Minor Subdivision                    **Naval Air Technical Data and Engineering Service Center (NATEC)**  
 Schedule Subject                      **SSIC 13000, GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS**

Internal agency concurrences will be provided    **Yes**

Background Information                **The purpose of this record schedule is to request legal disposition of Naval Air Systems Command (NAVAIR) Technical Publications, Technical Directives, and engineering drawings held by Naval Air Technical Data and Engineering Service Center (NATEC) NATEC is the National Repository for NAVAIR Technical Publication, Technical Directives, and Engineering Drawings The records are created by Specific Program Offices having development or design/engineering cognizance of the Naval Aircraft**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>6</b>	<b>4</b>	<b>2</b>	<b>0</b>

GAO Approval

## Records Schedule Items

Sequence Number					
1	<p><b>6 Aeronautical Engineer Drawings and Related Data</b> Consists of engineering documents (i.e., drawings associated lists, accompanying documents, manufacture specifications and standards), or other information prepared by a design activity relating to the design, manufacture, procurement, test, or inspection of items or services. These records are generated and or accumulated by the Naval Air Technical Data and Engineering Service Center (NATEC) and activities having development or design/engineering cognizance of aircraft and astronautical equipment and components</p>				
1 1	<p><b>a Paper records, microfilm copies, aperture cards, and stable based negatives (official record copy not scanned)</b></p> <p>Disposition Authority Number      <b>DAA-0343-2012-0001-0001</b></p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>This item is specifically limited to paper records, microfilm and aperture cards copies of paper records, and stable based negatives of records not previously converted to optical images</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>SSIC 13000 6a</b></td> <td><b>SECNAV M-5210 1, Department of the Navy Records Management Manual</b></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>N1-NU-84-2, SSIC 13000 6c(1) N1-NU-84-2, SSIC 13000 6c(2)</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff when aircraft is stricken from naval inventory</b></p> <p>Transfer to Inactive Storage            <b>Transfer to FRC 4 years after cutoff</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 55 year(s) after the aircraft has been stricken from the naval inventory</b></p>	Manual Citation	Manual Title	<b>SSIC 13000 6a</b>	<b>SECNAV M-5210 1, Department of the Navy Records Management Manual</b>
Manual Citation	Manual Title				
<b>SSIC 13000 6a</b>	<b>SECNAV M-5210 1, Department of the Navy Records Management Manual</b>				

## Outline of Records Schedule Items for DAA-0343-2012-0001

Sequence Number	
1	6 Aeronautical Engineer Drawings and Related Data
1 1	a Paper records, microfilm copies, aperture cards, and stable based negatives (official record copy not scanned) Disposition Authority Number DAA-0343-2012-0001-0001
1 2	b Electronic records (official record copy) Disposition Authority Number DAA-0343-2012-0001-0002
1 3	d Reference/duplicate copies Disposition Authority Number DAA-0343-2012-0001-0004
2	8 NAVAIR Technical Publications
2 1	a Master paper records of publications not scanned Disposition Authority Number DAA-0343-2012-0001-0005
2 2	b Electronic copy of scanned master paper and microfilm publication record Disposition Authority Number DAA-0343-2012-0001-0006
2 3	d Reference/duplicate copies Disposition Authority Number DAA-0343-2012-0001-0008

**Additional Information**

First year of records accumulation **1950**

End year of records accumulation **2008**

What will be the date span of the initial transfer of records to the National Archives? **From 1950 To 1981**

How frequently will your agency transfer these records to the National Archives? **Unknown**  
**Records will be transferred to National Archives within 12 months from when records become eligible**  
**There maybe some years in which there are no aircraft stricken from the naval inventory, therefore, no records would be eligible for transfer**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>		
<b>Microform</b>	<b>560 Linear feet of microfiche Microfilm rolls</b>	
<b>Hardcopy or Analog Special Media</b>	<b>1850</b>	<b>cubic feet of aperture card boxes</b>

1 2

**b Electronic records (official record copy)**

Disposition Authority Number **DAA-0343-2012-0001-0002**

**Records consist of scanned paper records, scanned microfilm, scanned aperture cards, and born digital official record copies of engineering drawings, including documentation**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **This item pertains solely to electronic records**

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? **No**

Manual Citation	Manual Title
<b>SSIC 13000 6b</b>	<b>SECNAV M-5210 1, Department of the Navy Records Management Manual</b>

GRS or Superseded Authority Citation **New**

**Disposition Instruction**

Cutoff Instruction **Cutoff when aircraft is stricken from naval inventory**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning 1 year(s) after aircraft has been stricken from naval inventory**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 30 year(s) after aircraft has been stricken from naval inventory**

**Additional Information**

First year of records accumulation **1950**

What will be the date span of the initial transfer of records to the National Archives? **From 1950 To 1981**

How frequently will your agency transfer these records to the National Archives? **Unknown**  
**Records will be transferred to National Archives within 12 months from when records become eligible**  
**There maybe some years in which there are no aircraft stricken from the naval inventory, therefore, no records would be eligible for transfer**

1 3

**d Reference/duplicate copies**

Disposition Authority Number **DAA-0343-2012-0001-0004**

Final Disposition **Temporary**

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
<b>SSIC 13000 6d</b>	<b>SECNAV M-5210 1, Department of the Navy Records Management Manual</b>

GRS or Superseded Authority Citation      **N1-NU-84-2, SSIC 13000 6b**

**Disposition Instruction**

Retention Period      This items is a change to the title of the record series. It deletes the item description. The disposition instruction as approved by NARA job number N1-NU-84-2 remains valid.

**Additional Information**

GAO Approval      **Not Required**

2

**8 NAVAIR Technical Publications**

Includes both Technical Manuals and Technical Directives used to support naval aviation systems, including but not limited to aircraft, airborne weapons, airborne systems and systems components, aircraft launch, recovery equipment, aviation support equipment and training systems. In addition to master publication, files also include a copy of each formal change, revision or supplement. Technical Manuals contain a description of equipment, weapons, or weapon system(s) with instructions for effective use. Included are one or more of the following sections: instructions covering initial preparation or use, operational instructions, modification instructions, maintenance instructions, parts list or parts breakdown, and related technical information or procedures. Technical Directives consist of configuration changes, or bulletin-directed inspections, and may be in formal, message or letter format.

2 1

**a Master paper records of publications not scanned**

Disposition Authority Number      **DAA-0343-2012-0001-0005**

Final Disposition      **Permanent**

Item Status      **Active**

Is this item media neutral?      **No**

Explanation of limitation      **Contains paper records only**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **No**

Manual Citation	Manual Title
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<b>SSIC 13000 8a</b>	<b>SECNAV M-5210 1, Department of the Navy Records Management Manual</b>
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GRS or Superseded Authority Citation **N1-NU-84-2, SSIC 13000 8a**

**Disposition Instruction**

Cutoff Instruction **Cutoff when aircraft is stricken from naval inventory**

Transfer to Inactive Storage **Transfer to FRC 4 years after cutoff**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 30 year(s) after aircraft has been stricken from naval inventory**

**Additional Information**

First year of records accumulation **1944**

What will be the date span of the initial transfer of records to the National Archives? **From 1944 To 1981**

How frequently will your agency transfer these records to the National Archives? **Unknown  
Records will be transferred to National Archives within 12 months from when records become eligible  
There maybe some years in which there are no aircraft stricken from the naval inventory, therefore, no records would be eligible for transfer**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>5936 Cubic feet</b>	<b>90 Cubic feet</b>
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

2 2

**b Electronic copy of scanned master paper and microfilm publication record**

Disposition Authority Number **DAA-0343-2012-0001-0006**

**Consists of scanned paper, scanned microfilm, and born digital official record copies of technical publications, including documentation**

Final Disposition **Permanent**

Item Status	Active				
Is this item media neutral?	No				
Explanation of limitation	All records are scanned images or born digital documents				
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?	No				
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Manual Citation	Manual Title				
SSIC 13000 8b	SECNAV M-5210 1, Department of the Navy Records Disposition Manual				
GRS or Superseded Authority Citation	N1-NU-84-2, SSIC 13000 8c				
<b>Disposition Instruction</b>					
Cutoff Instruction	Cutoff when aircraft is stricken from naval inventory				
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 1 year(s) after aircraft has been stricken from naval inventory				
Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after aircraft has been stricken from naval inventory				
<b>Additional Information</b>					
First year of records accumulation	1998				
What will be the date span of the initial transfer of records to the National Archives?	From 1998 To 1998				
How frequently will your agency transfer these records to the National Archives?	Unknown Records will be transferred to National Archives within 12 months from when records become eligible There maybe some years in which there were no aircraft stricken from the naval inventory, therefore, no records would be eligible for transfer				
<b>d Reference/duplicate copies</b>					
Disposition Authority Number	DAA-0343-2012-0001-0008				

2 3



Final Disposition **Temporary**  
 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? **No**

Manual Citation	Manual Title
SSIC 13000 8d	SECNAV M-5210 1, Department of the Navy Records Management Manual

GRS or Superseded Authority Citation **N1-NU-84-2, SSIC 13000 8d**

Disposition Instruction

Retention Period **This items is a change to the title of the record series It deletes the item description The disposition instruction as approved by NARA job number N1-NU-84-2 remains valid**

Additional Information

GAO Approval **Not Required**

## 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
01/31/2012	Certify	Charley Barth	Director of Records	Chief of Naval Operations (CNO) - Director Navy Staff (DNS)
08/31/2012	Submit for Concurrency	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
09/10/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/11/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/11/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist