

Request for Records Disposition Authority

Records Schedule Number **DAA-NU-2011-0124**
Schedule Status **Approved**

Agency or Establishment **Department of the Navy**
Record Group / Scheduling Group **Navy Undifferentiated**
Records Schedule applies to **Agency-wide**
Schedule Subject **SSIC 3760 FLIGHT RECORDS AND REPORTS**
Internal agency concurrences will be provided **No**

Background Information

Background

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 are collected in folders or hard binders and labeled as Master Flight Files of (squadron designation) and period covered

The following squadron types are covered by Record Group 313, Navy operational squadrons are designated as, VAQ, VAW, VFA, VQ, VR, VRC, VP, HM, HS, HSC, HSL, and HSM Marine Corps operational squadrons are designated as HMX, HMH, HMLA, HMM, VMM, VMA, VMAQ, VMFA, VMGR, VMU and VMR

The following squadron types are covered by Record Group 181, these are squadrons that do not normally deploy Navy Aircraft assigned to base operations such as the base C-12 aircraft, or designated as VTC, VT, HT and VX Marine Corps squadron designated, HMT, VMFT, VMFAT and VMX

Note Review of schedule conducted by OPNAV/DNS-5, HQMC (ARDB) and Naval Air Systems Command Signature page for all three held at DNS-5 case file

Also NAVAIRPAC and NAVAIRLANT contacted regarding the change of schedule and they concurred that they no longer required these records

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-NU-2011-0124

Sequence Number	
1	SSIC 3760 FLIGHT RECORDS AND REPORTS
1 1	Master Flight Files
1 1 1	Master flight files for units in a combat status Disposition Authority Number DAA-NU-2011-0124-0001

Records Schedule Items

Sequence Number					
1	SSIC 3760 FLIGHT RECORDS AND REPORTS				
1 1	<p>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</p>				
1 1 1	<p>Master flight files for units in a combat status Disposition Authority Number DAA-NU-2011-0124-0001 Combat status is any unit that is involved in operations in a combat zone ***Ensure that the SF-135 accompanying these records are clearly marked as records created while aircraft was in a combat status *** 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? No</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>3760/2/B</td> <td>SEVNAV Manual 5210 1</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-NU-89-5 Item 3760/2/B Disposition Instruction Cutoff Instruction Cut off file at end of calendar year Transfer to the National Archives for Accessioning Transfer to the National Archives 7 year(s) after cut-off</p> <p>Additional Information What will be the date span of the initial transfer of records to the National Archives? From 2004 To 2011</p>	Manual Citation	Manual Title	3760/2/B	SEVNAV Manual 5210 1
Manual Citation	Manual Title				
3760/2/B	SEVNAV Manual 5210 1				

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	39 0 Cubic feet	40 0 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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
04/29/2011	Certify	Charley Barth	Director of Records	Chief of Naval Operations (CNO) - Director Navy Staff (DNS)
10/19/2011	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
10/19/2011	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
10/27/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
10/31/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist