

Request for Records Disposition Authority

Records Schedule Number DAA-NU-2013-0001
Schedule Status Appraiser Working Version
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 concurrence will be provided No

Background Information Background:

This schedule is being rewritten as response to NARA review of the permanent combat related Master Flight Files. It has been determined that the permanent records that being collected had limited useful information and should not be regarded as a permanent records. Ms. Dawn Sherman at NARA did detailed research regarding these records. It was also noted that in all the years of having the permanent schedule NARA had not collected a single record related to combat master flight files.

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 and ; Navy operational squadrons are designated as, VAQ, VAW, VFA, VQ, VR, VRC, VP, HM, HS, HSC, HSL, and HSM.

Marine Corps operational squadrons Record Group 127 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	0	1	0

GAO Approval

Return Without Action

Outline of Records Schedule Items for DAA-NU-2013-0001

Sequence Number	
1	SSIC 3760 FLIGHT RECORDS AND REPORTS
1.1	Master Flight Files
1.1.1	Master flight files for Combat Operations, routine operations and training flights
	Disposition Authority Number: DAA-NU-2013-0001-0001

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Records Schedule Items

Sequence Number					
1	SSIC 3760 FLIGHT RECORDS AND REPORTS				
1.1	Master Flight Files				
	<p>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	Master flight files for Combat Operations, routine operations and training flights.				
	Disposition Authority Number DAA-NU-2013-0001-0001				
	<p>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>				
	Final Disposition Temporary				
	Item Status Pending				
	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				
	<table border="1" data-bbox="363 1422 1495 1530"> <thead> <tr> <th data-bbox="363 1422 933 1466">Manual Citation</th> <th data-bbox="933 1422 1495 1466">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 1466 933 1530">3760/2</td> <td data-bbox="933 1466 1495 1530">SEVNAV Manual 5210.1</td> </tr> </tbody> </table>	Manual Citation	Manual Title	3760/2	SEVNAV Manual 5210.1
Manual Citation	Manual Title				
3760/2	SEVNAV Manual 5210.1				
	GRS or Superseded Authority Citation N1-NU-89-5 Item and DAA-NU-2011-0124				
	Disposition Instruction				
	Cutoff Instruction Cutoff file annually in November and retire to nearest FRC. Destroy when 7 years old. Units being decommissioned retire files to FRC upon decommissioning. (N1-NU-89-5)				
	Retention Period Destroy 7 year(s) after cutoff				

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Additional Information

GAO Approval

Not Required

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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
07/30/2013	Certify	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division

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