

## Request for Records Disposition Authority

Records Schedule Number      DAA-NU-2015-0004

Schedule Status      Approved

Agency or Establishment      Department of the Navy

Record Group / Scheduling Group      Navy Undifferentiated

Records Schedule applies to      Agency-wide

Schedule Subject      Logistics

Internal agency concurrences will  
be provided      No

Background Information      Department of the Navy Records Schedule 2015 revision - Chapter 4

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
47	8	39	0

GAO Approval

## Outline of Records Schedule Items for DAA-NU-2015-0004

Sequence Number	
1	Chapter 4 - Logistics
1.1	4000-1 Policy, Strategy, and Planning Disposition Authority Number: DAA-NU-2015-0004-0001
1.2	4000-2 Security Assistance Office Strategy, Planning and Policy Disposition Authority Number: DAA-NU-2015-0004-0002
1.3	4000-3 Military Sealift Command Strategy, Planning, and Policy Disposition Authority Number: DAA-NU-2015-0004-0003
1.4	4000-6 Ship and Craft Inspection Disposition Authority Number: DAA-NU-2015-0004-0004
1.5	4000-7 Logistics and Acquisitions Publications Disposition Authority Number: DAA-NU-2015-0004-0005
1.6	4000-8 Construction, Alteration, Overhaul, Repair, and Maintenance - Ships Case Files (Class-Type) Disposition Authority Number: DAA-NU-2015-0004-0006
1.7	4000-9 Loans and Gifts to or by Navy Activities Disposition Authority Number: DAA-NU-2015-0004-0007
1.8	4000-10 Equipment and Allowance Tables (permanent) Disposition Authority Number: DAA-NU-2015-0004-0008
1.9	4000-11 Official Personnel Files - Non-appropriated Funds Disposition Authority Number: DAA-NU-2015-0004-0009
1.10	4000-12 Repairs to Nuclear-Powered Vessels Disposition Authority Number: DAA-NU-2015-0004-0010
1.11	4000-13 Overhaul/Alteration of DON Vessels Disposition Authority Number: DAA-NU-2015-0004-0011
1.12	4000-14 Transportation and Calibration Policy Disposition Authority Number: DAA-NU-2015-0004-0012
1.13	4000-15 Inspection Reports and Certifications - Military Sealift Command Disposition Authority Number: DAA-NU-2015-0004-0013
1.14	4000-16 Engineering - Military Sealift Command Disposition Authority Number: DAA-NU-2015-0004-0014
1.15	4000-17 Construction, Alteration, Overhaul, Repair, and Maintenance - Ships Case Files (non-Class-Type) Disposition Authority Number: DAA-NU-2015-0004-0015
1.16	4000-18 Nuclear-Powered Vessel Refueling Disposition Authority Number: DAA-NU-2015-0004-0016

1.17	4000-19 Program Oversight (Logistics) Disposition Authority Number: DAA-NU-2015-0004-0017
1.18	4000-20 Security Assistance Program Case Files - Accepted Disposition Authority Number: DAA-NU-2015-0004-0018
1.19	4000-21 Research and Development Budget – U.S. Marine Corps Life Cycle Cost Model (LCCM) Disposition Authority Number: DAA-NU-2015-0004-0019
1.20	4000-22 Unclaimed Property – Deceased Person(s) Disposition Authority Number: DAA-NU-2015-0004-0020
1.21	4000-23 Logistics Personnel and Training Disposition Authority Number: DAA-NU-2015-0004-0021
1.22	4000-25 Program Management (Logistics) Disposition Authority Number: DAA-NU-2015-0004-0022
1.23	4000-26 Navy Exchange Program Reports Disposition Authority Number: DAA-NU-2015-0004-0023
1.24	4000-27 Military Sealift Command Program Operations Disposition Authority Number: DAA-NU-2015-0004-0024
1.25	4000-28 Specifications and Standards or Design Disposition Authority Number: DAA-NU-2015-0004-0025
1.26	4000-29 Inventory Control - Discrepancies Disposition Authority Number: DAA-NU-2015-0004-0026
1.27	4000-30 Controlled, Uncontrolled and Critical Materials Disposition Authority Number: DAA-NU-2015-0004-0027
1.28	4000-31 General Operations of Logistics Programs Disposition Authority Number: DAA-NU-2015-0004-0028
1.29	4000-32 General Operations of Navy Exchanges and Non-Appropriated Funds Activities Disposition Authority Number: DAA-NU-2015-0004-0029
1.30	4000-33 General Operations of Military Sealift Command Disposition Authority Number: DAA-NU-2015-0004-0030
1.31	4000-34 Department of the Navy Surplus Property Disposition Authority Number: DAA-NU-2015-0004-0031
1.32	4000-35 Security Assistance Case Files - Canceled or Transferred to Another Agency Disposition Authority Number: DAA-NU-2015-0004-0032
1.33	4000-36 Inventory Control Disposition Authority Number: DAA-NU-2015-0004-0033
1.34	4000-37 Transient Records (Logistics) Disposition Authority Number: DAA-NU-2015-0004-0034

1.35	4000-38 Subordinate Command Plans and Policies (Logistics) Disposition Authority Number: DAA-NU-2015-0004-0035
1.36	4000-39 Contract Files - Indemnification Disposition Authority Number: DAA-NU-2015-0004-0036
1.37	4000-40 Military Sealift Command - Support Information Disposition Authority Number: DAA-NU-2015-0004-0037
1.38	4000-41 Military Sealift Command - Vessels Disposition Authority Number: DAA-NU-2015-0004-0038
1.39	4000-42 Naval Fleet Auxiliary Force / Scientific Support Ships Disposition Authority Number: DAA-NU-2015-0004-0039
1.40	4000-43 Maintenance and Construction - Reference Disposition Authority Number: DAA-NU-2015-0004-0040
1.41	4000-44 Equipment Maintenance Logs and Reports Disposition Authority Number: DAA-NU-2015-0004-0041
1.42	4000-45 Tool Manufacture and Repair Disposition Authority Number: DAA-NU-2015-0004-0042
1.43	4000-46 Cataloging, Material ID, and Classification Disposition Authority Number: DAA-NU-2015-0004-0043
1.44	4000-47 Storage Planning and Control Disposition Authority Number: DAA-NU-2015-0004-0044
1.45	4000-48 Routing Records Disposition Authority Number: DAA-NU-2015-0004-0045
1.46	4000-49 Out-Leases and Easements - Revocable Disposition Authority Number: DAA-NU-2015-0004-0046
1.47	4000-50 Loan or Transfer of Navy Property Disposition Authority Number: DAA-NU-2015-0004-0047

## Records Schedule Items

Sequence Number					
1	<p><b>Chapter 4 - Logistics</b></p> <p>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 Foreign Military Assistance (Mutual Security and Military Sales). These records are accumulated by departmental and field supply, procurement, or other logistical activities or offices, or other organizational units.</p>				
1.1	<p><b>4000-1 Policy, Strategy, and Planning</b></p> <p>Disposition Authority Number      <b>DAA-NU-2015-0004-0001</b></p> <p>Information relating to the development, implementation, interpretation and overall administration of Navy and Marine Corps-wide policies, procedures, strategy and planning for programs pertaining to logistics and acquisition matters. This disposition is limited to information accumulated in offices responsible for the establishment and/or administration of Navy and Marine Corps logistics policies and programs such as the Chief of Naval Operations (CNO), Naval Supply Systems Command (NAVSUP), Headquarters, U.S. Marine Corps (HQMC), USMC I&amp;L, MCICOM, LOGCOM, USMC P&amp;R, Assistant Secretary of the Navy (Installations and Environment) (ASN (I&amp;E)), Assistant Secretary of the Navy (Research, Development and Acquisition (ASN (RD&amp;A))), Navy International Programs Office (Navy IPO), NAVSUP Weapon Systems Support (WSS), and other systems command headquarters.</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</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>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <table border="1" data-bbox="370 1830 1513 1934"> <tr> <th data-bbox="370 1830 938 1872">Manual Citation</th><th data-bbox="946 1830 1513 1872">Manual Title</th></tr> <tr> <td data-bbox="370 1883 938 1934">1000-1</td><td data-bbox="946 1883 1513 1934">SECNAV M-5210.1</td></tr> </table>	Manual Citation	Manual Title	1000-1	SECNAV M-5210.1
Manual Citation	Manual Title				
1000-1	SECNAV M-5210.1				

GRS or Superseded Authority  
Citation

N1-NU-86-4 / 4000/1  
N1-NU-86-4 / 4001/1  
N1-NU-86-4 / 4020/1  
N1-NU-86-4 / 4080/1  
N1-NU-86-4 / 4470/1/A  
N1-NU-86-4 / 4470/1/B  
N1-NU-86-4 / 4500/1/A  
N1-NU-86-4 / 4500/1/B  
N1-NU-86-4 / 4630/1  
N1-NU-86-4 / 4640/1  
N1-NU-86-4 / 4670/1  
N1-NU-86-4 / 4680/1  
N1-NU-86-4 / 4730/1/A  
N1-NU-86-4 / 4790/1  
N1-NU-86-4 / 4800/1  
N1-NU-86-4 / 4920/1  
N1-NU-86-4 / 4920/2

Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives 25 year(s) after  
cutoff

Additional Information

What will be the date span of the  
initial transfer of records to the  
National Archives?

Unknown  
This schedule revision supersedes various Navy  
schedules.

How frequently will your agency  
transfer these records to the  
National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	1 GB
Paper	333 Cubic feet	13 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

**4000-2 Security Assistance Office Strategy, Planning and Policy**

Disposition Authority Number **DAA-NU-2015-0004-0002**

Information 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.

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? **No**

Manual Citation	Manual Title
<b>4000-2</b>	<b>SECNAV M-5210.1</b>

GRS or Superseded Authority Citation  
**N1-NU-86-4 / 4900/2/A**  
**N1-NU-86-4 / 4900/2/B**  
**N1-NU-86-4 / 4900/2/C**  
**N1-NU-86-4 / 4900/2/E**  
**N1-NU-86-4 / 4900/2/K/1**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**This schedule revision supersedes various Navy schedules. Initial transfer under new schedule is undetermined.**

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>1 GB</b>	<b>1 GB</b>

Paper	30 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.3

**4000-3 Military Sealift Command Strategy, Planning, and Policy**

Disposition Authority Number **DAA-NU-2015-0004-0003**

Information relating to the development, implementation, interpretation and overall administration of Military Sealift Command policies, procedures, strategy and planning. Includes, but not limited to, command-level correspondence and reports, information regarding congressional liaison and public affairs, and annual financial analysis and statistical reports.

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? **No**

Manual Citation	Manual Title
<b>4000-3</b>	<b>SECNAV M-5210.1</b>

GRS or Superseded Authority Citation **N1-NU-86-4 / 4620/1/A  
N1-NU-86-4 / 4620/1/B  
N1-NU-86-4 / 4620/14/D/1**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of Calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

**Additional Information**



What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
This schedule revision supersedes various Navy schedules. Initial transfer under new schedule is unknown.

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	195 Cubic feet	4 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.4

#### 4000-6 Ship and Craft Inspection

Disposition Authority Number **DAA-NU-2015-0004-0004**

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.

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**

Manual Citation	Manual Title
4000-6	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-86-4 / 4730/1/B**

Disposition Instruction

Cutoff Instruction Cutoff at end of the calendar year when ship or craft is stricken.

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? Unknown  
This schedule revision supersedes various Navy schedules. Initial transfer is undetermined.

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	136 Cubic feet	3 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.5

**4000-7 Logistics and Acquisitions Publications**

Disposition Authority Number DAA-NU-2015-0004-0005

Publications that contain description and instructions for installation, operation, maintenance, and overhaul of major items of equipment and shipboard systems.

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

Manual Citation	Manual Title
1000-7	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-4 / 4160/1

N1-NU-86-4 / 4160/4/A

**Disposition Instruction**

Cutoff Instruction

Cutoff at end of calendar year.

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives 20 year(s) after  
cutoff

**Additional Information**

What will be the date span of the  
initial transfer of records to the  
National Archives?

Unknown

This schedule revision supersedes various Navy  
schedules. Initial transfer is undetermined.

How frequently will your agency  
transfer these records to the  
National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	25 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.6

**4000-8 Construction, Alteration, Overhaul, Repair, and Maintenance - Ships Case  
Files (Class-Type)**

Disposition Authority Number

DAA-NU-2015-0004-0006

Information regarding design and construction of new class-type ships from  
concept formulation through delivery to fleet. Information 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.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered  
by this item currently exist in

Yes

electronic format(s) other than e-mail and word processing?

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

Manual Citation	Manual Title
4000-8	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-86-4 / 4700/1/C/1/A/1  
N1-NU-86-4 / 4700/1/C/3/A**

#### Disposition Instruction

Cutoff Instruction **Cutoff at end of calendar year.**

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

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
This schedule revision supersedes various Navy schedules. Initial transfer is undetermined.**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	1 GB
Paper	1400 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.7

#### 4000-9 Loans and Gifts to or by Navy Activities

Disposition Authority Number **DAA-NU-2015-0004-0007**

Information that pertains 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. Includes, but not limited to the 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. For records pertaining to the loan or gift of items to Navy and Marine Corps archives and museums, please use schedule item 5000-5, "Historical Matters" or 5000-94, "Navy and Marine Corps History - Donations and Loans."

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

Manual Citation	Manual Title
4000-9	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-4 / 4002/1

#### Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown  
This schedule revision supersedes various Navy schedules. Initial transfer is undetermined.

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	1 GB
Paper	15 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.8

**4000-10 Equipment and Allowance Tables (permanent)**

Disposition Authority Number      **DAA-NU-2015-0004-0008**

**Master copies of Tables of Equipment and Tables of Allowance**

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**

Manual Citation	Manual Title
<b>1000-10</b>	<b>SECNAV M-5210.1</b>

GRS or Superseded Authority      **N1-NU-86-4 / 4015/1/A**  
Citation

**Disposition Instruction**

Cutoff Instruction      **Cutoff at calendar year.**

Transfer to the National Archives      **Transfer to the National Archives 20 year(s) after**  
for Accessioning      **cutoff**

**Additional Information**

What will be the date span of the      **Unknown**  
initial transfer of records to the      **This schedule revision supersedes various Navy**  
National Archives?      **schedules. Initial transfer is undetermined.**

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

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>10 Cubic feet</b>	<b>1 Cubic feet</b>
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

1.9

**4000-11 Official Personnel Files - Non-appropriated Funds**

Disposition Authority Number      **DAA-NU-2015-0004-0009**

**Official Personnel Files of Employees of Activities Operated with Non Appropriated Funds.**

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
4000-11	SECNAV M-5210.1

**Disposition Instruction**

Retention Period                      **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.**

**Additional Information**

GAO Approval                          **Not Required**

1.10

**4000-12 Repairs to Nuclear-Powered Vessels**

Disposition Authority Number      **DAA-NU-2015-0004-0010**

**Information relating to overhaul repair work on nuclear-powered vessels. Includes welding, shielding, piping, SUBSAFE program repairs, mechanical joints, propulsion plant tests, propulsion plant certification inspection, repair personnel qualifications, overhaul report, and radiological records required by NAVSEA Manual 389-0288 and NAVSEA Manual 389-0153.**

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**

1.11

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

Manual Citation	Manual Title
4000-12	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-90-1 / 1  
N1-NU-95-1 / 2  
N1-NU-95-1 / 3

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year  
Retention Period Destroy 75 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**4000-13 Overhaul/Alteration of DON Vessels**

Disposition Authority Number DAA-NU-2015-0004-0011

Files relating to the major alteration of individual vessels or craft.

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
4000-13	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-90-1 / 2

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year.  
Retention Period Destroy 50 year(s) after cutoff



1.12

**Additional Information**

GAO Approval Not Required

**4000-14 Transportation and Calibration Policy**

Disposition Authority Number DAA-NU-2015-0004-0012

Information 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, terminal transportation and procedures for the transportation of naval material and the shipment of military and civilian household goods, terminal transportation operations (land, sea, and air), and the Navy calibration program.

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? No

Manual Citation	Manual Title
4000-14	SECNAV M-5210.1

GRS or Superseded Authority Citation  
N1-NU-86-4 / 4600/1/A  
N1-NU-86-4 / 4600/1/B  
N1-NU-86-4 / 4600/2  
N1-NU-86-4 / 4733/1  
N1-NU-86-4 / 4734/1

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 20 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

1.13

**4000-15 Inspection Reports and Certifications - Military Sealift Command**

Disposition Authority Number DAA-NU-2015-0004-0013

American Bureau of Shipping and U.S. Coast Guard Inspection Reports and Certifications and Copies of Related Documents

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? No

Manual Citation	Manual Title
4000-15	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-4 / 4620/11/D

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 20 year(s) after cutoff.

Additional Information

GAO Approval Not Required

4000-16 Engineering - Military Sealift Command

Disposition Authority Number DAA-NU-2015-0004-0014

Information relating to the repair or alteration of Military Sealift Command ships. Includes, but not limited to, vessel case files, repair planning and progress control, and American Bureau of Shipping approvals of technical machinery and structural plans for ships.

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
4000-16	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-4 / 4620/12/F  
N1-NU-86-4 / 4620/20/A

1.14

1.15	<b>N1-NU-86-4 / 4620/20/D</b>	
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at end of calendar year
	Retention Period	Destroy 30 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>4000-17 Construction, Alteration, Overhaul, Repair, and Maintenance - Ships Case Files (non-Class-Type)</b>	
	Disposition Authority Number	DAA-NU-2015-0004-0015
	Information regarding design and construction of non-class-type ships from concept formulation through delivery to fleet. Information 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.	
	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
4000-17	SECNAV M-5210.1

GRS or Superseded Authority Citation	NC1-NU-84-6 / 1 NC1-NU-84-6 / 4 NC1-NU-85-4 / 1
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<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff at end of calendar year.
Retention Period	Destroy 30 year(s) after cutoff.
<b>Additional Information</b>	

1.16

GAO Approval Not Required

**4000-18 Nuclear-Powered Vessel Refueling**

Disposition Authority Number DAA-NU-2015-0004-0016

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.

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
4000-18	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-95-1 / 1

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 30 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

1.17

**4000-19 Program Oversight (Logistics)**

Disposition Authority Number DAA-NU-2015-0004-0017

Information relating to the oversight of the execution of plans; policies, programs, and procedures relating to the commands assigned mission. Includes Military Sealift Command subject files; correspondence and reports of the DoD Defense

**Materials System, Defense Priorities System Program; correspondence and reports of the Military Urgencies System; and reports from the Marine Corps Food Management Information System (MCFMIS).**

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? No

Manual Citation	Manual Title
4000-19	SECNAV M-5210.1

GRS or Superseded Authority Citation  
N1-NU-86-4 / 4620/1/C  
N1-NU-86-4 / 4830/1  
N1-NU-86-4 / 4857/1/A  
N1-NU-07-14-1  
N1-NU-07-14-2  
N1-NU-07-13-2

**Disposition Instruction**

Cutoff Instruction Cutoff at calendar year.

Retention Period Destroy 10 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

**4000-20 Security Assistance Program Case Files - Accepted**

Disposition Authority Number DAA-NU-2015-0004-0018

**Case files 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, NAVSUP WSS, and Systems Commands.**

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

1.18

1.19	electronic format(s) other than e-mail and word processing?	
	Manual Citation	Manual Title
	4000-20	SECNAV M-5210.1
	GRS or Superseded Authority Citation	N1-NU-02-4 / 5
	Disposition Instruction	
	Cutoff Instruction	Cutoff at case closure.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	4000-21 Research and Development Budget – U.S. Marine Corps Life Cycle Cost Model (LCCM)	
	Disposition Authority Number	DAA-NU-2015-0004-0019
	Information 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. These records are associated with the USMC Life Cycle Cost Model (LCCM).	
	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	
4000-21	SECNAV M-5210.1	
GRS or Superseded Authority Citation	N1-NU-86-4 / 4140/1	
Disposition Instruction		
Cutoff Instruction	Cutoff when item removed from the inventory	

1.20	Retention Period	Destroy 10 year(s) after cutoff.			
	Additional Information				
	GAO Approval	Not Required			
	4000-22 Unclaimed Property – Deceased Person(s)				
	Disposition Authority Number	DAA-NU-2015-0004-0020			
	Information 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.				
	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?	No			
<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>4000-22</td> <td>SECNAV M-5210.1</td> </tr> </table>		Manual Citation	Manual Title	4000-22	SECNAV M-5210.1
Manual Citation	Manual Title				
4000-22	SECNAV M-5210.1				
1.21	GRS or Superseded Authority Citation	N1-NU-86-4 / 4050/3/C			
	Disposition Instruction				
	Cutoff Instruction	Cutoff at date of death or upon determination that missing person is deceased			
	Retention Period	Destroy 10 year(s) after cutoff			
	Additional Information				
	GAO Approval	Not Required			
	4000-23 Logistics Personnel and Training				
	Disposition Authority Number	DAA-NU-2015-0004-0021			
	Information relating to the management of logistics personnel. Includes, but not limited to, Military Sealift Command crew lists and security assistance office training records.				
	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
4000-23	SECNAV M-5210.1

GRS or Superseded Authority  
Citation **N1-NU-86-4 / 4620/21/C  
N1-NU-90-4 / 1**

**Disposition Instruction**

Cutoff Instruction **Cutoff at completion of training or personnel  
separation.**

Retention Period **Destroy 10 year(s) after cutoff.**

**Additional Information**

GAO Approval **Not Required**

**4000-25 Program Management (Logistics)**

Disposition Authority Number **DAA-NU-2015-0004-0022**

Information relating to the execution of plans, policies, programs, and procedures relating to the commands assigned mission maintained by activities, departments, divisions, and other organizational units. Records created and maintained by program supervisors, project managers, and personnel performing budgeting and financial oversight of logistics programs.

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
4000-25	SECNAV M-5210.1

1.22



1.23	GRS or Superseded Authority Citation	N1-NU-86-4 / 4015/2 N1-NU-86-4 / 4020/3/A N1-NU-86-4 / 4040/1 N1-NU-86-4 / 4045/2 N1-NU-86-4 / 4045/3 N1-NU-07-14-0 N1-NU-07-14-4 N1-NU-07-14-6 N1-NU-86-4 / 4066/1/A/2 N1-NU-86-4 / 4066/1/B N1-NU-07-13-1 N1-NU-07-13-4 N1-NU-00-1 / 2 N1-NU-00-1 / 4 N1-NU-86-4 / 4400/7/E/2 N1-NU-92-6 / 1 N1-NU-86-4 / 4733/2 N1-NU-86-4 / 4733/3 N1-NU-86-4 / 4734/2 N1-NU-86-4 / 4734/3 N1-NU-86-4 / 4812/1 N1-NU-86-4 / 4813/1/B N1-NU-86-4 / 4814 N1-NU-86-4 / 4840/1/A N1-NU-92-7 / 4858/2/B N1-NU-92-7 / 4858/3 N1-NU-86-4 / 4871/1 N1-NU-86-4 / 4880/1 N1-NU-86-4 / 4900/2/G N1-NU-86-4 / 4900/2/H N1-NU-02-4 / 2 N1-NU-02-4 / 4 N1-NU-86-4 / 4920/8 N1-NU-86-4 / 4950/5 NC1-NU-84-1 / 10130/2
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year.
	Retention Period	Destroy 7 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	4000-26 Navy Exchange Program Reports	

Disposition Authority Number      **DAA-NU-2015-0004-0023**  
**Information relating to sales, cash control, and disbursements of exchange operations.**

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?      **No**

Manual Citation	Manual Title
<b>4000-26</b>	<b>SECNAV M-5210.1</b>

GRS or Superseded Authority      **N1-NU-86-4 / 4066/7/C/1**  
Citation      **N1-NU-86-4 / 4066/8/C**

**Disposition Instruction**

Cutoff Instruction      **Cutoff at end of calendar year.**

Retention Period      **Destroy 5 year(s) after cutoff.**

**Additional Information**

GAO Approval      **Not Required**

**4000-27 Military Sealift Command Program Operations**

Disposition Authority Number      **DAA-NU-2015-0004-0024**

**Information relating to the administration of Military Sealift Command shore stations and ships. Includes, but not limited to, contracting office files, cargo ship assignments and reports, maintenance and repair orders, maintenance and repair surveys, passenger lists, and ship itineraries and movements.**

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?      **No**

Manual Citation	Manual Title
<b>4000-27</b>	<b>SECNAV M-5210.1</b>

1.24

1.25

GRS or Superseded Authority Citation  
N1-NU-86-4 / 4620/7  
N1-NU-86-4 / 4620/8/A  
N1-NU-86-4 / 4620/8/B/2  
N1-NU-86-4 / 4620/9/A  
N1-NU-86-4 / 4620/9/E/1  
N1-NU-86-4 / 4620/11/B  
N1-NU-86-4 / 4620/11/C  
N1-NU-86-4 / 4620/12/C/2  
N1-NU-86-4 / 4620/12/D  
N1-NU-86-4 / 4620/16/A  
N1-NU-86-4 / 4620/20/G  
N1-NU-86-4 / 4620/22/C  
N1-NU-86-4 / 4621/1/A  
N1-NU-86-4 / 4622/5

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 5 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

**4000-28 Specifications and Standards or Design**

Disposition Authority Number DAA-NU-2015-0004-0025

Case 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.

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? No

Manual Citation	Manual Title
4000-28	SECNAV M-5210.1

1.26

GRS or Superseded Authority Citation      N1-NU-86-4 / 4121/2/A/4

Disposition Instruction

Cutoff Instruction      Cutoff when item becomes obsolete.

Retention Period      Destroy 5 year(s) after cutoff

**Additional Information**

GAO Approval      Not Required

**4000-29 Inventory Control - Discrepancies**

Disposition Authority Number      DAA-NU-2015-0004-0026

**Information relating to discrepancies of inventory control reports.**

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?      No

Manual Citation	Manual Title
4000-29	SECNAV M-5210.1

GRS or Superseded Authority Citation      N1-NU-03-2 / 7

**Disposition Instruction**

Cutoff Instruction      Cutoff when discrepancy resolved.

Retention Period      Destroy 4 year(s) after cutoff.

**Additional Information**

GAO Approval      Not Required

**4000-30 Controlled, Uncontrolled and Critical Materials**

Disposition Authority Number      DAA-NU-2015-0004-0027

**Information 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**

1.27

performance awards, records on current requirements, material and product classification, and product expediting.

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? No

Manual Citation	Manual Title
4000-30	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-4 / 4832/1

#### Disposition Instruction

Cutoff Instruction Cutoff end of calendar year.

Retention Period Destroy 5 year(s) after cutoff.

#### Additional Information

GAO Approval Not Required

#### 4000-31 General Operations of Logistics Programs

Disposition Authority Number DAA-NU-2015-0004-0028

Information relating to the day-to-day administration and operation of logistics programs. This includes but is not limited to activity reports; documentation of gifts to the Department; property disposal; laundry, commissary, and ships stores receipts and sales reports; schedules; bulletins; equipment rental/issue; work history logs; preliminary drafts or designs of specifications and standards; item identification lists; stock and inventory control logs; copies of reports submitted to a higher authority; technical data and informational papers; stock and inventory reports; stock on hand reports; storage and warehouse facility permits, leases, and cross-servicing agreements; material requisitions, service requests, and invoices; shipment schedules; route orders; transportation and travel data, studies and proposals; civilian travel and accommodation arrangements; passport authorizations; cargo tonnage and handling reports; construction, maintenance, and repair schedules; quality assurance reports; and working papers.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

1.28

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
4000-31	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-86-4 / 4000/3  
N1-NU-86-4 / 4001/2  
N1-NU-86-4 / 4020/2  
N1-NU-86-4 / 4020/2  
N1-NU-86-4 / 4045/1  
N1-NU-86-4 / 4061/1/A  
N1-NU-86-4 / 4061/1/B  
N1-NU-07-14-0  
N1-NU-07-14-3  
N1-NU-07-14-7  
N1-NU-07-14-8  
N1-NU-86-4 / 4064/1  
N1-NU-86-4 / 4069/2  
N1-NU-86-4 / 4069/3/A  
N1-NU-86-4 / 4069/4  
N1-NU-86-4 / 4069/5  
N1-NU-86-4 / 4080/3  
N1-NU-86-4 / 4100/1  
N1-NU-86-4 / 4100/2  
N1-NU-86-4 / 4110/1  
N1-NU-86-4 / 4110/2  
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N1-NU-86-4 / 4120/2  
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N1-NU-86-4 / 4121/3  
N1-NU-86-4 / 4123/1  
N1-NU-86-4 / 4130/1  
N1-NU-86-4 / 4160/2  
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N1-NU-86-4 / 4400/2/A  
N1-NU-86-4 / 4400/2/B  
N1-NU-86-4 / 4400/3  
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N1-NU-86-4 / 4400/6  
N1-NU-86-4 / 4400/7/B

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N1-NU-00-1 / 2  
N1-NU-86-4 / 4406/5  
N1-NU-86-4 / 4406/6  
N1-NU-86-4 / 4406/7  
N1-NU-86-4 / 4406/8  
N1-NU-86-4 / 4406/9/A  
N1-NU-86-4 / 4406/9/B  
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N1-NU-86-4 / 4410/2/A  
N1-NU-86-4 / 4410/5/B  
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N1-NU-86-4 / 4422/1  
N1-NU-86-4 / 4422/2  
N1-NU-86-4 / 4424/1  
N1-NU-86-4 / 4430/1/A  
N1-NU-86-4 / 4430/2  
N1-NU-86-4 / 4430/4  
N1-NU-86-4 / 4430/5  
N1-NU-03-2 / 5  
N1-NU-86-4 / 4440/2  
N1-NU-86-4 / 4440/3  
N1-NU-86-4 / 4440/3  
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N1-NU-86-4 / 4440/8/A  
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N1-NU-86-4 / 4440/22/B  
N1-NU-86-4 / 4443/1  
N1-NU-86-4 / 4443/2  
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N1-NU-86-4 / 4450/1/C  
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N1-NU-86-4 / 4480/1  
N1-NU-86-4 / 4490/1  
N1-NU-86-4 / 4491/1  
N1-NU-86-4 / 4491/2  
N1-NU-86-4 / 4491/3  
N1-NU-86-4 / 4600/4  
N1-NU-86-4 / 4610/3  
N1-NU-86-4 / 4612/2/A  
N1-NU-86-4 / 4612/2/B  
N1-NU-86-4 / 4612/3

N1-NU-86-4 / 4615/1  
N1-NU-86-4 / 4615/2  
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N1-NU-86-4 / 4624/1  
N1-NU-86-4 / 4650/1  
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N1-NU-86-4 / 4650/3/D  
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N1-NU-86-4 / 4660/3  
N1-NU-86-4 / 4670/2  
N1-NU-86-4 / 4670/3  
NC1-NU-84-6 / 1  
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N1-NU-86-4 / 4700/1/H  
N1-NU-86-4 / 4700/1/I  
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N1-NU-86-4 / 4740/1  
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N1-NU-86-4 / 4850/2/B  
N1-NU-86-4 / 4850/3  
N1-NU-86-4 / 4850/4  
N1-NU-86-4 / 4853/1  
N1-NU-86-4 / 4855/1  
N1-NU-86-4 / 4857/1/B



1.29	N1-NU-92-7 / 4858/2/A				
	N1-NU-92-7 / 4858/4				
	N1-NU-86-4 / 4860/1				
	N1-NU-86-4 / 4861/1/D				
	N1-NU-86-4 / 4861/3				
	N1-NU-86-4 / 4870/1				
	N1-NU-86-4 / 4890/1				
	N1-NU-86-4 / 4900/2/F				
	N1-NU-86-4 / 4900/2/I				
	N1-NU-86-4 / 4950/2				
	<b>Disposition Instruction</b>				
	Cutoff Instruction	Cutoff at end of calendar year.			
	Retention Period	Destroy 3 year(s) after cutoff.			
	<b>Additional Information</b>				
	GAO Approval	Not Required			
<b>4000-32 General Operations of Navy Exchanges and Non-Appropriated Funds Activities</b>					
Disposition Authority Number	DAA-NU-2015-0004-0029				
Information relating to the day-to-day administration and operation of Navy Exchanges. This includes but is not limited to payroll; merchandise inventory; stock and inventory control; shipment sale reports; sales tallies and sales slips; maintenance reports; insurance claims; loss reports; auto service and repair orders; non-appropriated funds activities financial transaction records; non-appropriated funds procurement records; and Exchange accounting files.					
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				
<table border="1"> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> <tr> <td>4000-32</td> <td>SECNAV M-5210.1</td> </tr> </table>		Manual Citation	Manual Title	4000-32	SECNAV M-5210.1
Manual Citation	Manual Title				
4000-32	SECNAV M-5210.1				
GRS or Superseded Authority Citation	N1-NU-86-4 / 4066/1/D N1-NU-86-4 / 4066/1/E				

1.30		N1-NU-86-4 / 4066/1/F
		N1-NU-86-4 / 4066/1/G
		N1-NU-86-4 / 4066/2/C/2
		N1-NU-86-4 / 4067/2
		N1-NU-86-4 / 4066/1/C
		N1-NU-86-4 / 4066/2/C/1
		N1-NU-86-4 / 4066/7/D
		N1-NU-86-4 / 4066/13/A
		N1-NU-86-4 / 4066/13/B
		N1-NU-86-4 / 4066/13/C/2
		N1-NU-86-4 / 4066/13/D/2
		N1-NU-86-4 / 4066/2/B
		N1-NU-86-4 / 4066/6/B
		N1-NU-86-4 / 4066/8/A
		N1-NU-86-4 / 4066/11/A/1
		N1-NU-86-4 / 4066/13/C/1
		N1-NU-86-4 / 4066/13/D/1
		N1-NU-86-4 / 4066/13/F
		N1-NU-86-4 / 4066/1/A/1
		N1-NU-86-4 / 4066/5
		N1-NU-86-4 / 4066/6/A
		N1-NU-86-4 / 4066/7/A
		N1-NU-86-4 / 4066/7/B
		N1-NU-86-4 / 4066/8/B
		N1-NU-86-4 / 4066/8/D
		N1-NU-86-4 / 4066/9/A
		N1-NU-86-4 / 4066/9/B
		N1-NU-86-4 / 4066/10
		N1-NU-86-4 / 4066/11/A/2
		N1-NU-86-4 / 4066/11/B
		N1-NU-86-4 / 4066/11/C
		N1-NU-86-4 / 4066/12
		N1-NU-86-4 / 4066/13/C/3
		N1-NU-86-4 / 4066/13/D/3
		N1-NU-86-4 / 4066/13/E
		N1-NU-86-4 / 4066/13/G
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year.
	Retention Period	Destroy between 1 year(s) and 3 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
	4000-33 General Operations of Military Sealift Command	

Disposition Authority Number DAA-NU-2015-0004-0030

Information relating to the day-to-day administration and operation of Military Sealift Command ships and shore stations. This includes but is not limited to cargo and ship activity reports; cargo transportation space requirements; vessel schedules; ship case files; tanker operations schedules; cargo manifests; commercial expense reports; statistical tables or lists; locator files; ocean manifests; pre-voyage vessel condition reports; personnel rosters; cargo preplanning files; condition surveys; and quartermaster's notebooks.

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
4000-33	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-86-4 / 4920/5/B  
N1-NU-86-4 / 4620/8/B/1  
N1-NU-86-4 / 4620/8/C  
N1-NU-86-4 / 4620/9/C  
N1-NU-86-4 / 4620/9/D  
N1-NU-86-4 / 4620/9/E/2  
N1-NU-86-4 / 4620/9/G  
N1-NU-86-4 / 4620/10/A  
N1-NU-86-4 / 4620/10/B/2  
N1-NU-86-4 / 4620/11/A  
N1-NU-86-4 / 4620/12/B  
N1-NU-86-4 / 4620/12/E  
N1-NU-86-4 / 4620/12/G/1  
N1-NU-86-4 / 4620/12/G/2  
N1-NU-86-4 / 4620/12/H  
N1-NU-86-4 / 4620/14/A  
N1-NU-86-4 / 4620/14/B  
N1-NU-86-4 / 4620/14/C  
N1-NU-86-4 / 4620/14/E  
N1-NU-86-4 / 4620/15  
N1-NU-86-4 / 4620/17  
N1-NU-86-4 / 4620/18/A

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N1-NU-86-4 / 4620/19/A  
N1-NU-86-4 / 4620/19/B  
N1-NU-86-4 / 4620/19/C  
N1-NU-86-4 / 4620/20/B  
N1-NU-86-4 / 4620/20/C  
N1-NU-86-4 / 4620/21/A  
N1-NU-86-4 / 4620/16/b/1  
N1-NU-86-4 / 4620/21/B  
N1-NU-86-4 / 4620/22/E  
N1-NU-86-4 / 4620/22/F/1  
N1-NU-86-4 / 4620/22/F/2  
N1-NU-86-4 / 4620/22/H  
N1-NU-86-4 / 4620/22/I  
N1-NU-86-4 / 4620/22/J  
N1-NU-86-4 / 4620/22/H  
N1-NU-86-4 / 4620/22/O  
N1-NU-86-4 / 4620/22/P

**Disposition Instruction**

**Cutoff Instruction**

Cutoff at end of calendar year.

**Retention Period**

Destroy 3 year(s) after cutoff.

**Additional Information**

**GAO Approval**

Not Required

**4000-34 Department of the Navy Surplus Property**

**Disposition Authority Number**

DAA-NU-2015-0004-0031

Information relating to the sale of surplus property including case files; program correspondence; invitations, bids and acceptances; and reports.

**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?**

No

Manual Citation	Manual Title
4000-34	SECNAV M-5210.1

**GRS or Superseded Authority Citation**

N1-NU-86-4 / 4050/3/A  
N1-NU-86-4 / 4570/2  
N1-NU-86-4 / 4570/4

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**Disposition Instruction**

Cutoff Instruction Cutoff at end of fiscal year.  
Retention Period Destroy 3 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

**4000-35 Security Assistance Case Files - Canceled or Transferred to Another Agency**

Disposition Authority Number DAA-NU-2015-0004-0032

Security Assistance Program case files canceled, refused by purchaser, or transferred to another agency. This series includes agreements with other DoD components for Exchange of Administrative Services.

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? No

Manual Citation	Manual Title
4000-35	SECNAV M-5210.1

GRS or Superseded Authority Citation  
N1-NU-02-4 / 6  
N1-NU-02-4 / 7  
N1-NU-02-4 / 10  
N1-NU-02-4 / 11  
N1-NU-86-4 / 4920/6

**Disposition Instruction**

Cutoff Instruction Cutoff at case closure or termination of agreement  
Retention Period Destroy 3 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

1.33

**4000-36 Inventory Control**

Disposition Authority Number DAA-NU-2015-0004-0033

Information used to track the status of inventory and shipments. Includes slips, receipts, transaction cards, tallies, registers, and similar records.

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? No

Manual Citation	Manual Title
4000-36	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-86-4 / 4400/4  
N1-NU-86-4 / 4440/7  
N1-NU-86-4 / 4440/8/B  
N1-NU-86-4 / 4440/9  
N1-NU-86-4 / 4440/10  
N1-NU-86-4 / 4440/11  
N1-NU-86-4 / 4440/12  
N1-NU-86-4 / 4440/13  
N1-NU-86-4 / 4440/14/B  
N1-NU-86-4 / 4440/14/C  
N1-NU-86-4 / 4440/15  
N1-NU-86-4 / 4440/16  
N1-NU-86-4 / 4440/17  
N1-NU-86-4 / 4440/19/A  
N1-NU-86-4 / 4440/19/B  
N1-NU-86-4 / 4440/19/C  
N1-NU-86-4 / 4440/19/D  
N1-NU-86-4 / 4440/19/E  
N1-NU-86-4 / 4440/20/A/2  
N1-NU-86-4 / 4440/20/A/3  
N1-NU-86-4 / 4440/20/A/4  
N1-NU-86-4 / 4440/20/A/5  
N1-NU-86-4 / 4440/20/B/2  
N1-NU-86-4 / 4440/20/B/4  
N1-NU-86-4 / 4440/20/B/5  
N1-NU-86-4 / 4440/20/C/1  
N1-NU-86-4 / 4440/20/C/2/B  
N1-NU-86-4 / 4440/21  
N1-NU-86-4 / 4440/22/C

Disposition Instruction

1.34

Retention Period Destroy when 6 months old

**Additional Information**

GAO Approval Not Required

**4000-37 Transient Records (Logistics)**

Disposition Authority Number DAA-NU-2015-0004-0034

Information related to logistics and acquisition that has minimal or no documentary or evidential value.

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? No

Manual Citation	Manual Title
4000-37	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-07-13-3  
N1-NU-86-4 / 4020/4  
N1-NU-86-4 / 4030/2  
N1-NU-07-14-5  
N1-NU-86-4 / 4068/3/B  
N1-NU-86-4 / 4406/3/B  
N1-NU-86-4 / 4406/3/B  
N1-NU-86-4 / 4406/4/A  
N1-NU-86-4 / 4406/4/B  
N1-NU-86-4 / 4420/2  
N1-NU-86-4 / 4423/1  
N1-NU-86-4 / 4430/3  
N1-NU-86-4 / 4431/1  
N1-NU-86-4 / 4440/8/C  
N1-NU-86-4 / 4440/18  
N1-NU-86-4 / 4440/20/C/2/A  
N1-NU-86-4 / 4440/20/C/2/C/1  
N1-NU-86-4 / 4440/20/C/2/C/2  
N1-NU-86-4 / 4442/1  
N1-NU-86-4 / 4442/2  
N1-NU-86-4 / 4443/4  
N1-NU-86-4 / 4443/3  
N1-NU-86-4 / 4443/5/B/1  
N1-NU-86-4 / 4443/5/B/2

1.35	N1-NU-86-4 / 4443/5/C	
	N1-NU-86-4 / 4450/4	
	N1-NU-86-4 / 4460/2	
	N1-NU-86-4 / 5610/4	
	N1-NU-86-4 / 4620/6/B	
	N1-NU-86-4 / 4620/8/D	
	N1-NU-86-4 / 4620/10/B/1	
	N1-NU-86-4 / 4620/22/D	
	N1-NU-86-4 / 4620/22/L	
	N1-NU-86-4 / 4620/22/M	
	N1-NU-86-4 / 4621/1/B	
	N1-NU-86-4 / 4624/2	
	N1-NU-86-4 / 4701/2/A	
	N1-NU-86-4 / 4701/3/B	
	N1-NU-86-4 / 4730/1/E	
	N1-NU-86-4 / 4730/3	
	N1-NU-86-4 / 4731	
	N1-NU-86-4 / 4790/3/B	
	N1-NU-86-4 / 4790/5	
	N1-NU-86-4 / 4858/1/A	
	N1-NU-86-4 / 4870/2	
	N1-NU-86-4 / 4900/2/J	
	N1-NU-86-4 / 4950/1/A	
	N1-NU-86-4 / 4950/6	
	Disposition Instruction	
Retention Period		Destroy when 6 months old
Additional Information		
GAO Approval		Not Required
4000-38 Subordinate Command Plans and Policies (Logistics)		
Disposition Authority Number		DAA-NU-2015-0004-0035
Implementing directives and instructions issued or maintained by subordinate commands.		
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?		No
Manual Citation		Manual Title



4000-38	SECNAV M-5210.1
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GRS or Superseded Authority Citation  
N1-NU-86-4 / 4015/1/B  
N1-NU-86-4 / 4081/1  
N1-NU-86-4 / 4082/1  
N1-NU-86-4 / 4100/3  
N1-NU-86-4 / 4160/3  
N1-NU-86-4 / 4160/4/B  
N1-NU-86-4 / 4441/1  
N1-NU-86-4 / 4620/1/D  
N1-NU-86-4 / 4620/4  
N1-NU-86-4 / 4840/1/B  
N1-NU-86-4 / 4858/1/B  
N1-NU-86-4 / 4900/2/L

**Disposition Instruction**

Cutoff Instruction Cutoff when canceled or superseded.

Retention Period Destroy immediately after cutoff.

**Additional Information**

GAO Approval Not Required

**4000-39 Contract Files - Indemnification**

Disposition Authority Number DAA-NU-2015-0004-0036

Information relating to contracts and other transactions containing provisions whereby the contractor indemnifies the Government against damage, loss, malfunction, personal injury, or any other condition.

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? No

Manual Citation	Manual Title
4000-39	SECNAV M-5210.1

GRS or Superseded Authority Citation  
N1-NU-86-4 / 4200/1/B/1/C

**Disposition Instruction**

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Cutoff Instruction Cutoff at end of the fiscal year.

Transfer to Inactive Storage Retire to federal records center at cutoff.

Retention Period Destroy immediately after end of the period of indemnification.

Additional Information

GAO Approval Not Required

4000-40 Military Sealift Command - Support Information

Disposition Authority Number DAA-NU-2015-0004-0037

Information relating to Military Sealift Command operations used for reference.

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? No

Manual Citation	Manual Title
4000-40	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-86-4 / 4620/6/A

N1-NU-86-4 / 4620/9/B

N1-NU-86-4 / 4620 / 9/F

N1-NU-86-4 / 4620/10/C

N1-NU-86-4 / 4620/11/E

N1-NU-86-4 / 4620/11/F

N1-NU-86-4 / 4620/14/F

N1-NU-86-4 / 4620/14/G

N1-NU-86-4 / 4620/16/B/2

N1-NU-86-4 / 4620/18/B

Disposition Instruction

Cutoff Instruction Cutoff when no longer needed.

Retention Period Destroy immediately after cutoff

Additional Information

GAO Approval Not Required

4000-41 Military Sealift Command - Vessels

1.38

Disposition Authority Number DAA-NU-2015-0004-0038

Information relating to engineering, maintenance and repair, and registration of MSC vessels. Includes, but not limited to, American Bureau of Shipping and U.S. Coast Guard certificates, docking reports and propeller data, ships characteristics data, equipment lists, and conversion plans.

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? No

Manual Citation	Manual Title
4000-41	SECNAV M-5210.1

GRS or Superseded Authority Citation  
 N1-NU-86-4 / 4620/12/A  
 N1-NU-86-4 / 4620/12/A  
 N1-NU-86-4 / 4620/13  
 N1-NU-86-4 / 4620/20/E  
 N1-NU-86-4 / 4620/20/F  
 N1-NU-86-4 / 4620/22/B  
 N1-NU-86-4 / 4620/22/G  
 N1-NU-86-4 / 4622/2  
 N1-NU-86-4 / 4622/3  
 N1-NU-86-4 / 4730/1/C  
 N1-NU-86-4 / 4730/4/B

Disposition Instruction

Retention Period Destroy immediately after vessel is removed from MSC control.

Additional Information

GAO Approval Not Required

4000-42 Naval Fleet Auxiliary Force / Scientific Support Ships

Disposition Authority Number DAA-NU-2015-0004-0039

Information relating to Naval Fleet Auxiliary Force. Includes, but not limited to, 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

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utilization of all other ships not readily identified with the routine point-to-point transportation of personnel, dry cargo, and POL.

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? No

Manual Citation	Manual Title
4000-42	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-4 / 4623/1/B  
N1-NU-86-4 / 4624/3  
N1-NU-86-4 / 4660/4

Disposition Instruction

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

Additional Information

GAO Approval Not Required

4000-43 Maintenance and Construction - Reference

Disposition Authority Number DAA-NU-2015-0004-0040

Information maintained for reference relating to upkeep, maintenance, repair, construction, or alteration work. Located at Naval Activities, Departments, Divisions, or other Organizational Units.

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
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<b>4000-43</b>	<b>SECNAV M-5210.1</b>
GRS or Superseded Authority Citation	N1-NU-86-4 / 4700/1/D N1-NU-86-4 / 4700/1/E N1-NU-86-4 / 4700/1/K N1-NU-86-4 / 4700/1/L
<b>Disposition Instruction</b>	
Retention Period	Destroy when superseded, obsolete, or no longer needed for reference.
<b>Additional Information</b>	
GAO Approval	Not Required
<b>4000-44 Equipment Maintenance Logs and Reports</b>	
Disposition Authority Number	DAA-NU-2015-0004-0041
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.	
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
<b>Manual Citation</b>	<b>Manual Title</b>
<b>4000-44</b>	<b>SECNAV M-5210.1</b>
GRS or Superseded Authority Citation	N1-NU-86-4 / 4730/4/A N1-NU-86-4 / 4732/1 N1-NU-86-4 / 4750/1
<b>Disposition Instruction</b>	
Retention Period	Destroy after next inspection and test of equipment.
<b>Additional Information</b>	

1.42	<p>GAO Approval Not Required</p> <p><b>4000-45 Tool Manufacture and Repair</b></p> <p>Disposition Authority Number DAA-NU-2015-0004-0042</p> <p>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.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-NU-86-4 / 4870/3 N1-NU-86-4 / 4870/4/A/2 N1-NU-86-4 / 4870/4/B</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when superseded, obsolete or manufacture of item discontinued.</p> <p>Additional Information</p>
1.43	<p>GAO Approval Not Required</p> <p><b>4000-46 Cataloging, Material ID, and Classification</b></p> <p>Disposition Authority Number DAA-NU-2015-0004-0043</p> <p>Information relating to cataloging, material identification and classification. Includes, but not limited to, 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.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p>

1.44	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-NU-86-4 / 4410/2/B N1-NU-86-4 / 4410/3/A N1-NU-86-4 / 4410/4 N1-NU-86-4 / 4410/5/A N1-NU-86-4 / 4422/3
	Disposition Instruction	
	Retention Period	Destroy when superseded, cancelled, or upon completion of action.
	Additional Information	
	GAO Approval	Not Required
	4000-47 Storage Planning and Control	
	Disposition Authority Number	DAA-NU-2015-0004-0044
	Information relating to storage of supplies and equipment including those relating to storage operations, storage standards and procedures.	
	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
1.45	GRS or Superseded Authority Citation	N1-NU-86-4 / 4450/1/A N1-NU-86-4 / 4450/2 N1-NU-86-4 / 4450/3 N1-NU-86-4 / 4450/5
	Disposition Instruction	
	Retention Period	Destroy when superseded or obsolete.
	Additional Information	
	GAO Approval	Not Required
	4000-48 Routing Records	

	<b>Disposition Authority Number</b> DAA-NU-2015-0004-0045
	<b>Section 22 of the Interstate Commerce Act Quotations Files and Tariff Files.</b>
	<b>Final Disposition</b> Temporary
	<b>Item Status</b> Active
	<b>Is this item media neutral?</b> Yes
	<b>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>GRS or Superseded Authority Citation</b> N1-NU-86-4 / 4615/3
	<b>Disposition Instruction</b>
	<b>Retention Period</b> Destroy when cancelled or superseded.
	<b>Additional Information</b>
	<b>GAO Approval</b> Not Required
1.46	<b>4000-49 Out-Leases and Easements - Revocable</b>
	<b>Disposition Authority Number</b> DAA-NU-2015-0004-0046
	<b>Records consist of a right, now revocable at will, to use real property of the Government for a limited purpose.</b>
	<b>Final Disposition</b> Temporary
	<b>Item Status</b> Active
	<b>Is this item media neutral?</b> Yes
	<b>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>GRS or Superseded Authority Citation</b> N1-NU-86-4 / 4535/2
	<b>Disposition Instruction</b>
	<b>Retention Period</b> Destroy when right is revoked.
	<b>Additional Information</b>
	<b>GAO Approval</b> Not Required
1.47	<b>4000-50 Loan or Transfer of Navy Property</b>
	<b>Disposition Authority Number</b> DAA-NU-2015-0004-0047



Information relating to loans to or by Department of the Navy activities for all property items other than those included under Series 4000-9. Files include correspondence, receipts, loan agreements, etc. For records regarding the loan or donation of property to Navy and Marine Corps Archives and Museums please use schedule item 5000-94, "Navy and Marine Corps History - Donations and Loans."

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? No

GRS or Superseded Authority Citation N1-NU-86-4 / 4002/2

**Disposition Instruction**

Cutoff Instruction Cutoff when property is returned to lending activity or property disposed

Retention Period Destroy 3 year(s) after cutoff

**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
12/28/2016	Certify	Maurice King	Supervisory Management Analyst	Assistant for Administration - Directives and Records Management Division
08/29/2017	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/08/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
4000	Logistics:	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 Foreign Military Assistance (Mutual Security and Military Sales). These records are accumulated by departmental and field supply, procurement, or other logistical activities or offices, or other organizational units.	N/A	N/A	x	N/A	N/A
4000-1	Policy, Strategy, and Planning (Logistics):	Information relating to the development, implementation, interpretation and overall administration of Navy and Marine Corps-wide policies, procedures, strategy and planning for programs pertaining to logistics and acquisition matters. This disposition is limited to information accumulated in offices responsible for the establishment and/or administration of Navy and Marine Corps logistics policies and programs such as the Chief of Naval Operations (CNO), Naval Supply Systems Command (NAVSUP), Headquarters, U.S. Marine Corps (HQMC), USMC I&L, MCICOM, LOGCOM, USMC P&R, 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), NAVSUP Weapon Systems Support (WSS), and other systems command headquarters.		PERMANENT: Cutoff at CY. Transfer to the National Archives 25 years after cutoff.	x		
4000.1	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), Headquarters, 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.	Permanent	N1-NU-86-4 / 4000/1	
4001.1	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 10 United States Code (U.S.C.) 2601.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-86-4 / 4001/1	
4020.1	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.	Permanent	N1-NU-86-4 / 4020/1	
4080.1	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.	Permanent	N1-NU-86-4 / 4080/1	
4470.1a	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.	Permanent	N1-NU-86-4 / 4470/1/A	

4470.1b	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 (J&E), CNO, HQMC, Systems Commands, and single manager agents under the operational control of DON b. MARCORPS.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-86-4 / 4470/1/B	
4500.1a	GENERAL REDISTRIBUTION AND DISPOSAL OF PROPERTY RECORDS	1. Primary Program Records. Records of HQMC, NAVSUPSYSCOM, NAVFACENCOM, 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.	Permanent	N1-NU-86-4 / 4500/1/A	
4500.1b	GENERAL REDISTRIBUTION AND DISPOSAL OF PROPERTY RECORDS	1. Primary Program Records. Records of HQMC, NAVSUPSYSCOM, NAVFACENCOM, and other second echelon commands responsible for the development, establishment, and implementation of property redistribution and disposal policies, programs, and procedures. b. MARCORPS.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-86-4 / 4500/1/B	
4630.1	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 ASN (J&E) and NAVSUPSYSCOM.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-86-4 / 4630/1	
4640.1	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 ASN (J&E) AND NAVSUPSYSCOM.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-86-4 / 4640/1	
4670.1	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 ASN (J&E), NAVSUPSYSCOM, and HQMC.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-86-4 / 4670/1	
4680.1	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 ASN (J&E).		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-86-4 / 4680/1	
4730.1a	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.	Permanent	N1-NU-86-4 / 4730/1/A	
4790.1	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 ASN (J&E) and HQMC.		Permanent. Retire to WNRC when 4 years old. Offer to NARA when 20 years old.	Permanent	N1-NU-86-4 / 4790/1	
4800.1	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.	Permanent	N1-NU-86-4 / 4800/1	
4920.1	SECURITY ASSISTANCE PROGRAM RECORDS LOCATED 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.	Permanent	N1-NU-86-4 / 4920/1	
4920.2	SECURITY ASSISTANCE PROGRAM RECORDS LOCATED AT DON ELEMENTS	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.	Permanent	N1-NU-86-4 / 4920/2	
4000-2	Security Assistance Office Strategy, Planning and Policy:	Information 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: Cutoff at CY. Transfer to the National Archives 25 years after cutoff.	x		

4900.2a	RECORDS OF SECURITY ASSISTANCE OFFICES (SAOs)	2. Records of SAOs under the Executive Control of the DON a. Primary program (Operational) Records. Files of the Office, 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.	Permanent	N1-NU-86-4 / 4900/2/A	
4900.2b	RECORDS OF SECURITY ASSISTANCE OFFICES (SAOs)	2. Records of SAOs under the Executive Control of the DON 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.	Permanent	N1-NU-86-4 / 4900/2/B	
4900.2c	RECORDS OF SECURITY ASSISTANCE OFFICES (SAOs)	2. Records of SAOs under the Executive Control of the DON. 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.	Permanent	N1-NU-86-4 / 4900/2/C	
4900.2e	RECORDS OF SECURITY ASSISTANCE OFFICES (SAOs)	2. Records of SAOs under the Executive Control of the DON. 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.	Permanent	N1-NU-86-4 / 4900/2/E	
4900.2h(1)	RECORDS OF SECURITY ASSISTANCE OFFICES (SAOs)	2. Records of SAOs under the Executive Control of the DON. h. 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.	Permanent	N1-NU-86-4 / 4900/2/H/1	

4000-3	Military Sealift Command Strategy, Planning, and Policy:	Information relating to the development, implementation, interpretation and overall administration of Military Sealift Command policies, procedures, strategy and planning. Includes, but not limited to, command-level correspondence and reports, information regarding congressional liaison and public affairs, and annual financial analysis and statistical reports.		PERMANENT: Cutoff at CY. Transfer to the National Archives 25 years after cutoff.	x		
4620.1a	SEA TRANSPORTATION RECORDS	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.	Permanent	N1-NU-86-4 / 4620/1/A	
4620.1b	SEA TRANSPORTATION RECORDS	1. Primary Program Records. 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.	Permanent	N1-NU-86-4 / 4620/1/B	
4620.14d(1)	SEA TRANSPORTATION RECORDS	14. Revenue, Lift, and Analysis Records. d. Financial and Statistical Annual Reports. Reports prepared for external distribution, such as MSC Report 7700-2. 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.	Permanent	N1-NU-86-4 / 4620/14/D/1	

4000-6	Ship and Craft Inspection:	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: Cutoff at end of the calendar year when ship or craft is stricken. Transfer to the National Archives 20 years after cutoff.	x		
4730.1b	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	1. Board Of Inspection And Survey, Washington, DC, Records. 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.	Permanent	N1-NU-86-4 / 4730/1/B	

4000-7	Logistics and Acquisitions Publications:	Publications that contain description and instructions for installation, operation, maintenance, and overhaul of major items of equipment and shipboard systems.		PERMANENT: Cutoff at CY. Transfer to the National Archives 20 years after cutoff.	x		
4160.1	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.	Permanent	N1-NU-86-4 / 4160/1	
4160.4a	TECHNICAL MANUAL PROGRAM	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 NAVSEASYS COM Central Technical Manual Management Activity, Naval Ship Missile System Engineering Station, Port Huemame, CA.		Permanent. Retire to WNRC when obsolete or no longer needed for reference. Transfer to NARA when 20 years old.	Permanent	N1-NU-86-4 / 4160/4/A	
4000-8	Construction, Alteration, Overhaul, Repair, and Maintenance - Ships Case Files (Class-Type):	Information regarding design and construction of new class-type ships from concept formulation through delivery to fleet. Information 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		PERMANENT: Cutoff at CY. Transfer to the National Archives 30 years after cutoff.	x		
4700.1c(1)(a)1	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.) c. Ships Case Files. Files for submarines, non-combatant submarines and support ships, boats and craft, carriers, amphibious and auxiliary, 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.	Permanent	N1-NU-86-4 / 4700/1/C/1/A/1	
4700.1c(3)(a)	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.) c. Ships Case Files. Files for submarines, non-combatant submarines and support ships, boats and craft, carriers, amphibious and auxiliary, battleships, destroyers, cruisers, and service craft. (3) Records documenting the overhaul, modernization, repair, activation, deactivation, maintenance, and logistics support of naval ships maintained by the office of the NAVSEASYS COM logistics manager. (a) Class-type ship.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	Permanent	N1-NU-86-4 / 4700/1/C/3/A	
4000-9	Loans and Gifts to or by Navy Activities:	Information that pertains 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. Includes, but not limited to the 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. For records pertaining to the loan or gift of items to Navy and Marine Corps archives and museums, please use schedule item 5000-5, "Historical Matters" or 5000-94, "Navy and Marine Corps History - Donations and Loans."		PERMANENT: Cutoff at CY. Transfer to the National Archives 20 years after cutoff.	x		
4002.1	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 FRC when 2 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-86-4 / 4002/1	
4000-10	Equipment and Allowance Tables (permanent):	Tables of Equipment and Tables of Allowance		PERMANENT: Cutoff at CY. Transfer to the National Archives 20 years after cutoff.	x		

4015.1a	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. Return to WNRC 5 years after issuance of new tables of allowance and equipment. Transfer to NARA when 20 years old.	Permanent	N1-NU-86-4 / 4015/1/A	
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4000-11	Official Personnel Files - Non-appropriated Funds:	Official Personnel Files of Employees of Activities Operated with Non Appropriated Funds.		TEMPORARY: 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.	x		[#] Duplicative with personnel series in ch. 12. Recommend combine with series in ch. 12 or add this series to ch. 12 and remove from ch. 4
4060.3	PERSONAL SERVICES RECORDS	3. Official Personnel Files of Employees of Activities Operated with Non Appropriated Funds: Less employees of the Navy Reserve System retired under SSC 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.	75	N1-330-80-3 / 1	
4066.2a	EXCHANGES RECORDS	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.	7	N1-330-80-3 / 1	

4000-12	Repairs to Nuclear-Powered Vessels:	Information relating to overhaul repair work on nuclear-powered vessels. Includes welding, shielding, piping, SUBSAFE program repairs, mechanical joints, propulsion plant tests, propulsion plant certification inspection, repair personnel qualifications, overhaul report, and radiological records required by NAVSEA Manual 280.0120 and NAVSEA Manual 280.0152		TEMPORARY: Cutoff at CY. Destroy when 75 years old.	x		
4710.5a	OVERHAUL/REWORK RECORDS	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.	75	N1-NU-95-1 / 2	
4710.5b	OVERHAUL/REWORK RECORDS	5. Overhaul Repair Work on Nuclear Powered Vessels. 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.	75	N1-NU-95-1 / 2	
4710.5c	OVERHAUL/REWORK RECORDS	5. Overhaul Repair Work on Nuclear Powered Vessels. 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.	75	N1-NU-95-1 / 2	
4710.5d	OVERHAUL/REWORK RECORDS	5. Overhaul Repair Work on Nuclear Powered Vessels. 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.	75	N1-NU-95-1 / 2	
4710.5e	OVERHAUL/REWORK RECORDS	5. Overhaul Repair Work on Nuclear Powered Vessels. e. Mechanical and Braze Joint Records. Mechanical joint records for any mechanical joint in a Level I system or Level III system, which is inaccessible during reactor operations; and any reactor plant braze 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.	75	N1-NU-95-1 / 2	
4710.5f	OVERHAUL/REWORK RECORDS	5. Overhaul Repair Work on Nuclear Powered Vessels. 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.	75	N1-NU-95-1 / 2	

4710.5g	OVERHAUL/REWORK RECORDS	5. Overhaul Repair Work on Nuclear Powered Vessels 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.	75	N1-NU-90-1 / 1	
4710.5h	OVERHAUL/REWORK RECORDS	5. Overhaul Repair Work on Nuclear Powered Vessels 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.	75	N1-NU-90-1 / 1	
4710.5i	OVERHAUL/REWORK RECORDS	5. Overhaul Repair Work on Nuclear Powered Vessels. 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.	75	N1-NU-90-1 / 1	
4710.5j	OVERHAUL/REWORK RECORDS	5. Overhaul Repair Work on Nuclear Powered Vessels 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.	75	N1-NU-95-1 / 2	
4710.5k	OVERHAUL/REWORK RECORDS	5. Overhaul Repair Work on Nuclear Powered Vessels. 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.	75	N1-NU-95-1 / 3	

4000-13	Overhaul/Alteration of DON Vessels:	Information relating to the major alteration of individual vessels or craft.		TEMPORARY: Cutoff at CY. Destroy when 50 years old.	x		
4720.2	ALTERATIONS AND IMPROVEMENTS RECORDS	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.	75	N1-NU-90-1 / 2	

4000-14	Transportation and Calibration Policy:	Information 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, terminal transportation and procedures for the transportation of naval material and the shipment of military and civilian household goods, terminal transportation operations (land, sea, and air), and the Navy calibration program.		TEMPORARY: Cutoff at CY. Destroy 20 years after cutoff.	x		
4600.1a	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	30	N1-NU-86-4 / 4600/1/A	
4600.1b	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.) b. MARCORPS.		Retire to WNRC when 5 years old Destroy when 20 years old	30	N1-NU-86-4 / 4600/1/B	
4600.2	GENERAL TRAVEL AND TRANSPORTATION RECORDS	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.	30	N1-NU-86-4 / 4600/2	
4733.1	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 headquarters' 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.	30	N1-NU-86-4 / 4733/1	
4734.1	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 headquarters' central files or in officially authorized decentralized offices. (Exclude primary program correspondence filed under SSIC 4000, paragraph 1a.)		Retire to WNRC when 4 years old. Destroy when 20 years old.	30	N1-NU-86-4 / 4734/1	



4000-15	Inspection Reports and Certifications - Military Sealift Command:	American Bureau of Shipping and U.S. Coast Guard Inspection Reports and Certifications and Copies of Related Documents		TEMPORARY: Cutoff at CY. Destroy 20 years after cutoff.	x		
4620.11d	SEA TRANSPORTATION RECORDS	11. Maintenance And Repair Records 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.	30	N1-HU-86-4 / 4620/11/D	
4000-16	Engineering - Military Sealift Command:	Information relating to the repair or alteration of Military Sealift Command ships. Includes, but not limited to, vessel case files, repair planning and progress control, and American Bureau of Shipping approvals of technical machinery and structural plans for ships.		TEMPORARY: Cutoff at CY. Destroy 30 years after cutoff.	x		
4620.12f	SEA TRANSPORTATION RECORDS	12. Engineering Records. f. American Bureau of Shipping Approvals of Technical Machinery and Structural Plans for Ships.		Retire to WHRC when 3 years old. Destroy when 20 years old.	30	N1-HU-86-4 / 4620/12/F	
4620.20a	SEA TRANSPORTATION RECORDS	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 WHRC when 4 years old. Destroy when 30 years old.	30	N1-HU-86-4 / 4620/20/A	
4620.20d	SEA TRANSPORTATION RECORDS	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.) d. Decommissioning Inventories.		Destroy when 25 years old.	30	N1-HU-86-4 / 4620/20/D	
4000-17	Construction, Alteration, Overhaul, Repair, and Maintenance - Ships Case Files (non-Class-Type):	Information regarding design and construction of non-class-type ships from concept formulation through delivery to fleet. Information 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.		TEMPORARY: Cutoff at FY. Destroy 30 years after cutoff.	x		
4700.1c(1)(a)2	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 SSC 11013.) c. Ships Case Files. Files for submarines, non-combatant submarines 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. 2. All other ships.		Retire to WHRC when 4 years old. Destroy when 30 years old.	30	NC1-HU-84-6 / 1	
4700.1c(3)(b)	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 SSC 11013.) c. Ships Case Files. Files for submarines, non-combatant submarines and support ships, boats and craft, carriers, amphibious and auxiliaries, battleships, destroyers, cruisers, and service craft. (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. (b) All other ships.		Retire to WHRC when 4 years old. Destroy when 30 years old.	30	NC1-HU-84-6 / 4	

4700.1c(4)(a)	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.) c. Ships Case Files. Files for submarines, non-combatant submarines and support ships, boats and craft, carriers, amphibious and auxiliaries, battleships, destroyers, cruisers, and service craft (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.	30	NC1-NU-85-4 / 1	
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4000-18	Nuclear-Powered Vessel Refueling:	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.		TEMPORARY: Cutoff at CY. Destroy 30 years after cutoff.	x		
4710 4	OVERHAUL/REWORK RECORDS	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.	30	NI-NU-95-1 / 1	

4000-19	Program Oversight (Logistics):	Information relating to the oversight of the execution of plans, policies, programs, and procedures relating to the commands assigned mission. Includes Military Sealift Command subject files; correspondence and reports of the DoD Defense Materials System, Defense Priorities System Program; correspondence and reports of the Military Urgencies System; and reports from the Manne Corps Food Management Information System (MCFMIS).	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy 10 years after cutoff.	x	[§] Common across chapters. Need a common description for each.	
4620 1c	SEA TRANSPORTATION RECORDS	1. Primary Program Records. 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.	10	NI-NU-86-4 / 4620/1/C	
4830.1	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	10	NI-NU-86-4 / 4830/1	
4857.1a	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.	10	NI-NU-86-4 / 4857/1/A	
4061.4	MESSES AND CAFETERIAS RECORDS	4. Manne Corps Food Management Information System (MCFMIS) This electronic system standardizes and automates garrison mess hall procedures for requisitioning, storing, preparing, serving, and accounting for subsistence supplies.		Close files annually at end of fiscal year; destroy when 10 years old or end of current contract whichever is later.	10	NI-NU-07-14-1	

4061.4a(1)	MESSES AND CAFETERIAS RECORDS	4. Marine Corps Food Management Information System (MCFMIS). This electronic system standardizes and automates garrison mess hall procedures for requisitioning, storing, preparing, serving, and accounting for subsistence supplies. a. MCFMIS is an electronic system that allows the Marine Corps to monitor and maintain Headcounts, Master menus, Forecasting Requirements, Inventory controls, Processing Requirements and Meal Production at the various mess halls. (1) Man Fed Per Day Reports (MANDAY FED) account for the number of personnel fed per day maintained by CMC (BL (Media Neutral)		Destroy when 10 years old or end of current contract; whichever is later.	10	N1-NU-07-14-2	
4400.7a(2)	GENERAL SUPPLY/MATERIAL RECORDS	7. Marine Corps Logistics Modernization Program a. Logistics Modernization Monthly Activity Reports. Reports created to apprise HQMC, LP/LPV of the activities of the field LMT and their interaction with supported Fleet Marine Force units regarding the education, training, and implementation of logistics modernization programs. (2) Installation and Logistics Department (LP) copies		Destroy when 10 years old.	10	N1-NU-07-13-2	
4000-20	Security Assistance Program Case Files - Accepted:	Case files 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, NAVSUP WSS, and Systems	Trigger(s)	TEMPORARY: Cutoff at case closure. Destroy 10 years after cutoff.	x		
4920.5a	SECURITY ASSISTANCE PROGRAM RECORDS LOCATED AT DON ELEMENTS	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 7000.14-R, DOD Financial Management Regulation, volume 13, chapter 6 a. Case Files Accepted by Purchaser.		Retire to local FRC when case is closed. Destroy 10 years after transfer to records center	10	N1-NU-02-4 / 5	
4000-21	Research and Development Budget - U.S. Marine Corps Life Cycle Cost Model (LCCM):	Information 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. These records are associated with the USMC Life Cycle Cost Model (LCCM)	Trigger(s)	TEMPORARY: Cutoff when item removed from the inventory. Destroy 10 years after cutoff.	x		[1] (#) Is this still current? Duplicative with Budget Series' in ch. 7?
4140.1	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 Memorandums (POM)/Budget format for the expected life		Retain on board for the life of the item, transfer to WNBC 1 year later. Destroy 10 years after item removed from the inventory.	10	N1-NU-05-4 / 4140/1	
4000-22	Unclaimed Property - Deceased Person(s):	Information 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.	Trigger(s)	TEMPORARY: Cutoff at date of death or upon determination that missing person is deceased. Destroy 10 years after cutoff.	x		
4050.3c	HOUSEHOLD GOODS AND PERSONAL PROPERTY RECORDS	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 c. If Property is Unclaimed Because Person is Deceased or Missing.		Retain on board. Destroy 8 years after date of death or date of determination that missing person is deceased.	10	N1-NU-05-4 / 4050/3/C	
4000-23	Logistics Personnel and Training:	Information relating to the management of logistics personnel. Includes, but not limited to, Military Sealift Command crew lists and security assistance office training records.	Trigger(s)	TEMPORARY: Cutoff at completion of training or personnel separation. Destroy 10 years after cutoff.	x		[#] Duplicative with personnel series in ch. 12. Recommend combine with series in ch. 12 or add this series to ch. 12 and remove from ch. 4.
4620.21c	SEA TRANSPORTATION RECORDS	21. Civilian Marine Personnel Records c. Crew Lists.		Retire to nearest FRC when 2 years old or after pertinent claim settlement, whichever is later. Destroy when 10 years old.	10	N1-NU-05-4 / 4620/21/C	

4900.2d	RECORDS OF SECURITY ASSISTANCE OFFICES (SAOs)	2. Records of SAOs under the Executive Control of the DOR. a. Individual Training Records. Records maintained on trainees. Included are status cards, trainee folders, trainee evaluations, and qualifications report.	Out off file on completion of training. Retire to WNRC when 2 years old. Destroy when 10 years old.	10	N1-NU-90-4 / 1
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4000-25	Program Management (Logistics):	Information relating to the execution of plans, policies, programs, and procedures relating to the commands assigned mission maintained by activities, departments, divisions, and other organizational units. Records created and maintained by program supervisors, project managers, and personnel performing budgeting and financial oversight of logistics programs.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy 7 years after cutoff.	x		(\$) Common across chapters. Need a common description for each.
4015.2	EQUIPPING AND ALLOWANCE DOCUMENTS (MARINE CORPS ONLY) RECORDS	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.	7	N1-NU-86-4 / 4015/2	
4020.3a	PETROLEUM RECORDS	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.	7	N1-NU-86-4 / 4020/3/A	
4040.1	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.)		Retain on board. Destroy when 4 years old.	7	N1-NU-86-4 / 4040/1	
4045.2	NATO COMMON INFRASTRUCTURE PROGRAM/NATO LOGISTICS RECORDS	2. General Correspondence and other Documentation Associated with the Preparation of Proposed Infrastructure Projects. Files include plans, drawings, specifications, work orders, and proposals.		Retain on board. Destroy when 5 years old.	7	N1-NU-86-4 / 4045/2	
4045.3	NATO COMMON INFRASTRUCTURE PROGRAM/NATO LOGISTICS RECORDS	3. Infrastructure Project Accomplishment Files. Contains periodic reports on completion of Navy infrastructure projects and progress toward completion of annual goals.		Retain on board. Destroy when project has been audited and a financial certification has been issued.	wnrc	N1-NU-86-4 / 4045/3	
4061.1c(1)	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. c. Marine Corps. (1) Original and duplicate Quarterly Subsistence Operational Analysis Reports (SOAR) and the Quarterly Subsistence Financial Reports (QSFR) with all supporting documentation.		Apply SSIC 4061.4b(1)	Refers to other SSIC	N1-NU-07-14-0	
4061.4a(3)(a)	MESSES AND CAFETERIAS RECORDS	4. Marine Corps Food Management Information System (MCFMIS). This electronic system standardizes and automates garrison mess hall procedures for requisitioning, storing, preparing, serving, and accounting for subsistence supplies. a. MCFMIS is an electronic system that allows the Marine Corps to monitor and maintain Headcounts, Master menus, Forecasting Requirements, Inventory controls, Processing Requirements and Meal Production at the various mess halls. (3) Output reports include but are not limited to Quarterly Subsistence Operational Analysis Reports (SOAR) Inventories and statistical data (Media Neutral) (a) Original SOAR reports maintained by HQMC (J&L)		Destroy when 7 years old.	7	N1-NU-07-14-4	
4061.4b(1)	MESSES AND CAFETERIAS RECORDS	4. Marine Corps Food Management Information System (MCFMIS). This electronic system standardizes and automates garrison mess hall procedures for requisitioning, storing, preparing, serving, and accounting for subsistence supplies. b. Quarterly Subsistence Financial Reports (QSFR) created by Marine Corps dining facilities while deployed to operational areas, training and exercises. (Media Neutral) (1) Original QSFR reports maintained by HQMC (J&L) Temporary.		Destroy when 7 years old.	7	N1-NU-07-14-6	
4066.1a(2)	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 (SS185) and Sundry Advisory Notice (SS 186). (2) Records documenting the overall administration of the exchange.		Retain on board. Destroy when 4 years old.	7	N1-NU-86-4 / 4066/1/A/2	

4066.1b	EXCHANGES RECORDS	1. Administrative Files. Correspondence, reports, and other records pertaining to the general administration of exchanges. b. Customer Complaint Correspondence.	Retire to nearest FRC when 1 year old. Destroy when 4 years old.	7	N1-NU-86-4 / 4066/1/B	
4400.7a(1)	GENERAL SUPPLY/MATERIAL RECORDS	7. Marine Corps Logistics Modernization Program a. Logistics Modernization Monthly Activity Reports. Reports created to appraise HQMC, LP/LPV of the activities of the field LMT and their interaction with supported Fleet Marine Force units regarding the education, training, and implementation of logistics modernization programs. (1) Logistics Modernization Team (LMT) copies	Destroy when 5 years old.	7	N1-NU-07-13-1	
4400.7b(2)	GENERAL SUPPLY/MATERIAL RECORDS	7. Marine Corps Logistics Modernization Program b. Data Assurance Teams Reports (DAT Reports). Logistics analysis reports used to ensure data accuracy, property control, accountability, and readiness reporting at the using unit level throughout the Marine Corps. (2) LMT/DAT copies	Destroy when 5 years old.	7	N1-NU-07-13-4	
4400.7d(2)	GENERAL SUPPLY/MATERIAL RECORDS	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. d. Comprehensive analysis of FSMAD programs to include critiques, data collected, determination/repeat findings, and clarification/modification findings. (2) FSMAD and CMC (LPP) copies.	Retire to FRC after 2 years and destroy after 5 years.	7	N1-NU-00-1 / 2	
4400.7e(2)	GENERAL SUPPLY/MATERIAL RECORDS	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. e. Degraded Logistics Posture Report and all supporting documentation. (2) FSMAD and CMC (LPP) copies.	Retire to FRC after 2 years and destroy after 5 years.	7	N1-NU-00-1 / 4	
4419.1	REPAIRABLES MANAGEMENT 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 5 years old.	7	N1-NU-86-4 / 4400/7/E/2	
4420.3	MATERIAL SUPPLY COORDINATION RECORDS	3. Diminishing Manufacturing Sources and Material Shortages Program. Transaction histories.	Transfer to FRC when 2 years old. Destroy when 5 years old.	7	N1-NU-92-6 / 1	
4733.2	MARINE CORPS CALIBRATION PROGRAM RECORDS	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.	7	N1-NU-86-4 / 4733/2	
4733.3	MARINE CORPS CALIBRATION PROGRAM RECORDS	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.	Retain on board. Destroy when 5 years old	7	N1-NU-86-4 / 4733/3	
4734.2	NAVY CALIBRATION PROGRAM RECORDS	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.	7	N1-NU-86-4 / 4734/2	
4734.3	NAVY CALIBRATION PROGRAM RECORDS	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.	Retain on board. Destroy when 5 years old.	7	N1-NU-86-4 / 4734/3	
4812.1	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.	7	N1-NU-86-4 / 4812/1	
4813.1b	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. 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.	7	N1-NU-86-4 / 4813/1/B	
4814.	MATERIAL AND PRODUCT CLASSIFICATION RECORDS	MATERIAL AND PRODUCT CLASSIFICATION RECORDS	Destroy when 5 years old.	7	N1-NU-86-4 / 4814	
4840.1a	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.	7	N1-NU-86-4 / 4840/1/A	
4858.2b	VALUE ENGINEERING (VE) RECORDS	2. VE Program Plans And Statistical Summary of Actions. 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.	7	N1-NU-92-7 / 4858/2/B	
4858.3	VALUE ENGINEERING (VE) RECORDS	3. VE Recommendations.	Transfer to FRC when 3 years old. Destroy when 6 years old.	7	N1-NU-92-7 / 4858/3	

4871.1	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	7	N1-NU-86-4 / 4871/1	
4880.1	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.	7	N1-NU-86-4 / 4880/1	
4900.2g	RECORDS OF SECURITY ASSISTANCE OFFICES (SAOs)	2. Records of SAOs under the Executive Control of the DON. 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.	7	N1-NU-86-4 / 4900/2/G	
4900.2h	RECORDS OF SECURITY ASSISTANCE OFFICES (SAOs)	2. Records of SAOs under the Executive Control of the DON. 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.	7	N1-NU-86-4 / 4900/2/H	
4920.4a	SECURITY ASSISTANCE PROGRAM RECORDS LOCATED AT DON ELEMENTS	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 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.	7	N1-NU-02-4 / 2	
4920.4c	SECURITY ASSISTANCE PROGRAM RECORDS LOCATED AT DON ELEMENTS	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 c. Other Security Assistance budgetary documents.		Hold locally and destroy six years, three months after the availability of the funds for obligation.	7	N1-NU-02-4 / 4	
4920.8	SECURITY ASSISTANCE PROGRAM RECORDS LOCATED AT DON ELEMENTS	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 parish states. File contents are applications, internal Navy coordination actions, Navy recommendations and related subject information		Retire to Local FRC after completion of recommendation to State or Commerce Departments. Destroy 7 years after the latest file action.	7	N1-NU-86-4 / 4920/8	
4950.5	TRAINING RECORDS	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.	7	N1-NU-86-4 / 4950/5	
10130.2	SHIPS STORE ITEMS RECORDS	2. Documents Relating To the Overall Administration of Ships Stores.		Destroy when 4 years old	7	NC1-NU-84-1 / 10130/2	moved to ch. 4 from ch. 10 to be with like records series.
4000-26	Navy Exchange Program Reports:	Information relating to sales, cash control, and disbursements of exchange operations.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy 5 years after cutoff.	x		
4066.7c(1)	EXCHANGES RECORDS	7. Operations Files. Records relating to the reporting of planned and actual exchange operations. c. Comparison of Departmental Operations and Comparison of Overall Operations (1) Fiscal year-end copy		Retain on board. Destroy when 5 years old.	7	N1-NU-86-4 / 4066/7/C/1	
4066.8c	EXCHANGES RECORDS	8. Sales and Cash Files. Records relating to sales, cash control, and disbursements of exchange operations 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 K-1 and E-1 departments, men's/women's equipment orders, mailing labels and alteration work tickets.		Retain on board. Destroy when 4 years old	7	N1-NU-86-4 / 4066/8/C	
4000-27	Military Sealift Command Program Operations:	Information relating to the administration of Military Sealift Command shore stations and ships. Includes, but not limited to, contracting office files, cargo ship assignments and reports, maintenance and repair orders, maintenance and repair surveys, passenger lists, and ship itineraries and movements.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy 5 years after cutoff.	x		
4620.7	SEA TRANSPORTATION RECORDS	7. Passenger Operations Records. Summary reports of passengers embarked by MSC. Include related index or control records, such as kardon records of passenger reports received.		Retire to WNRC when 1 year old. Destroy when 5 years old.	7	N1-NU-86-4 / 4620/7	

4620.8a	SEA TRANSPORTATION RECORDS	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.	7	N1-NU-86-4 / 4620/8/A	
4620.8b(2)	SEA TRANSPORTATION RECORDS	8. Cargo Ship Operation Records. 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 USF cargo ships, and cargo and ship activity (message) report (2) All other reports		Destroy when 5 years old	7	N1-NU-86-4 / 4620/8/B/2	
4620.9a	SEA TRANSPORTATION RECORDS	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.	7	N1-NU-86-4 / 4620/9/A	
4620.9c(1)	SEA TRANSPORTATION RECORDS	9. Contracting Office Files c. 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.	7	N1-NU-86-4 / 4620/9/E/1	
4620.11b	SEA TRANSPORTATION RECORDS	11. Maintenance And Repair Records. 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	7	N1-NU-86-4 / 4620/11/B	
4620.11c	SEA TRANSPORTATION RECORDS	11. Maintenance And Repair Records 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.	7	N1-NU-86-4 / 4620/11/C	
4620.12c(2)	SEA TRANSPORTATION RECORDS	12. Engineering Records 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. (2) Other vessel engineering files such as bell books, watch logs, and similar records.		Destroy when 5 years old	7	N1-NU-86-4 / 4620/12/C/2	
4620.12d	SEA TRANSPORTATION RECORDS	12. Engineering Records. d. Technical Progress Reports.		Destroy when 5 years old	7	N1-NU-86-4 / 4620/12/D	
4620.16a	SEA TRANSPORTATION RECORDS	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.	7	N1-NU-86-4 / 4620/16/A	
4620.20g	SEA TRANSPORTATION RECORDS	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.) 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	7	N1-NU-86-4 / 4620/20/G	
4620.22c	SEA TRANSPORTATION RECORDS	22. Operations Division Records. c. Ship Itinerary Cards or Other Records of Vessel Movements		Destroy when 5 years old.	7	N1-NU-86-4 / 4620/22/C	
4621.1a	GOVERNMENT-OWNED SHIPS RECORDS	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.		Retain on board. Destroy when 5 years old.	7	N1-NU-86-4 / 4621/1/A	
4622.5	MERCHANT MARINE (COMMERCIAL OCEAN CARRIERS) RECORDS	5. American Bureau of Shipping Listings with Supplements and Lloyd's Register with Supplements		Retain on board. Destroy when 5 years old	7	N1-NU-86-4 / 4622/5	
4000-28	Specifications and Standards or Design:	Case 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.	Trigger(s)	TEMPORARY: Cutoff when item becomes obsolete. Destroy 5 years after cutoff.	X		

4121 2a(4)	SPECIFICATIONS RECORDS	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 (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.	7	N1-NU-86-4 / 4121/2/A/4	
4000-29	Inventory Control - Discrepancies:	Information relating to discrepancies of inventory control reports.	Trigger(s)	TEMPORARY: Cutoff when discrepancy resolved. Destroy 4 years after cutoff.	x		
4440.1c	INVENTORY CONTROL RECORDS	1. Inventory Reports. Inventory reports and related correspondence. Include inventory control reports, such as annual, change of property book officer, and cyclical reports. Also included are reports of receipt and maintenance of supply items, financial inventory summary reports, stores accounting transactions and semi-annual vouchers/invoice tape printouts, and reports of material surveys. c. When discrepancy is revealed involving AA&E.		Retain on board. Destroy 4 years after discrepancy is resolved.	7	N1-NU-03-2 / 7	
4000-30	Controlled, Uncontrolled and Critical Materials:	Information 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.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy 5 years after cutoff.	x		
4832.1	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.	7	N1-NU-86-4 / 4832/1	
4000-31	General Operations of Logistics Programs:	Information relating to the day-to-day administration and operation of logistics programs. This includes but is not limited to activity reports; documentation of gifts to the Department; property disposal; laundry, commissary, and ships stores receipts and sales reports; schedules; bulletins; equipment rental/issue, work history logs; preliminary drafts or designs of specifications and standards; item identification lists; stock and inventory control logs, copies of reports submitted to a higher authority; technical data and informational papers; stock and inventory reports; stock on hand reports, storage and warehouse facility permits, leases, and cross-servicing agreements; material requisitions, service requests, and invoices; shipment schedules; route orders; transportation and travel data, studies and proposals; civilian travel and accommodation arrangements; passport authorizations; cargo tonnage and handling reports; construction, maintenance, and repair schedules; quality assurance reports; and working papers.	Trigger(s)	TEMPORARY: Cutoff at end of CY. Destroy 3 years after cutoff.	x		
4000.3	GENERAL LOGISTICS RECORDS	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.	3	N1-NU-86-4 / 4000/3	
4001.2	GIFTS TO NAVAL ESTABLISHMENT RECORDS	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. 7212; and acceptance of gifts for the recreation, amusement, and contentment of enlisted members of the naval service authorized by 10 U.S.C. 7220.		Retain on board. Destroy when no longer required for reference or when 3 years old whichever is longer.	3	N1-NU-86-4 / 4001/2	



4020.2	PETROLEUM RECORDS	2. General Correspondence Files. Files and reports relating to the internal operation and administration of petroleum supply.		Destroy when 2 years old.	3	N1-NU-86-4 / 4020/2	
4020.3b	PETROLEUM RECORDS	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 alkylol reports) (Exclude fuel reports filed under SSIC 30340, paragraphs 1 and 3.) b. Activity reports including feeder reports used to prepare summary reports.		Destroy when 2 years old.	3	N1-NU-86-4 / 4020/2	
4045.1	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.	3	N1-NU-86-4 / 4045/1	
4061.1a	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.	3	N1-NU-86-4 / 4061/1/A	
4061.1b	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. b. Ashore Activities.		Destroy when 2 years old.	3	N1-NU-86-4 / 4061/1/B	
4061.1c(2)	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. c. Marine Corps. (2) Subsistence reports and related records not necessary as backup documentation to the SOAR or QSFRL. This includes records concerning requisition, receipt, issue, data, transfer and inventory of subsistence, meal verifications and fed reports.		Apply SSIC 4061.4b(2)	Refers to other SSIC	N1-NU-07-14-0	
4061.4a(2)	MESSES AND CAFETERIAS RECORDS	4. Marine Corps Food Management Information System (MCFMIS). This electronic system standardizes and automates garrison mess hall procedures for requisitioning, storing, preparing, serving, and accounting for subsistence supplies. a. MCFMIS is an electronic system that allows the Marine Corps to monitor and maintain Headcounts, Master menus, Forecasting Requirements, Inventory controls, Processing Requirements and Meal Production at the various mess halls. (2) Copies of MANDAY FED reports maintained by Marine Corps MEF Headquarters, Commands, Bases and Stations. (Media Neutral)		Destroy when 2 years old.	3	N1-NU-07-14-3	
4061.4b(2)	MESSES AND CAFETERIAS RECORDS	4. Marine Corps Food Management Information System (MCFMIS). This electronic system standardizes and automates garrison mess hall procedures for requisitioning, storing, preparing, serving, and accounting for subsistence supplies. b. Quarterly Subsistence Financial Reports (QSFR) created by Marine Corps dining facilities while deployed to operational areas, training and exercises. (Media Neutral) (2) Duplicate QSFR reports maintained by the Marine Corps Commands, Bases and Stations.		Destroy when 2 years old.	3	N1-NU-07-14-7	
4061.4b(3)	MESSES AND CAFETERIAS RECORDS	4. Marine Corps Food Management Information System (MCFMIS). This electronic system standardizes and automates garrison mess hall procedures for requisitioning, storing, preparing, serving, and accounting for subsistence supplies. b. Quarterly Subsistence Financial Reports (QSFR) created by Marine Corps dining facilities while deployed to operational areas, training and exercises. (Media Neutral) (3) QSFR supporting documentation required for current quarter and two previous quarters as backup documentation. This includes records concerning requisitioning, receipt, issue, transfer, inventory records and meal verifications. Records created and maintained by Marine Corps Commands, Bases and Stations. (Media Neutral)		Destroy when 2 years old.	3	N1-NU-07-14-8	

4064.1	LAUNDRY RECORDS	1. Records of Laundry and Dry Cleaning Establishments Operated with Appropriated or Non-Appropriated 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.	3	N1-NU-86-4 / 4064/1	
4069.2	SPECIAL SERVICES RECORDS	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	N1-NU-86-4 / 4069/2	
4069.3a	SPECIAL SERVICES RECORDS	3. Custody Receipts. Receipts pertaining to inventory, checkout, or issue of equipment. a. If Required for Audit/Inventory Purposes.		Destroy when 1 year old.	3	N1-NU-86-4 / 4069/3/A	
4069.4	SPECIAL SERVICES RECORDS	4. Motion Picture Operations Records. Records include logs, inspection, and transfer reports, inventories, and similar records.		Destroy when 1 year old.	3	N1-NU-86-4 / 4069/4	
4069.5	SPECIAL SERVICES RECORDS	5. OTHER REPORTS (not covered elsewhere).		Destroy when 2 years old.	3	N1-NU-86-4 / 4069/5	
4080.3	MOBILIZATION LOGISTICS RECORDS	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 Maternal (PWRSM) Financial Readiness Status Reports; Prepositioned War Reserve Readiness Reports (NAVSUPSYSCOM Report Control Symbol (RCS) 4080-3).		Destroy when 3 years old.	3	N1-NU-86-4 / 4080/3	
4100.1	CONSERVATION AND UTILIZATION OF MATERIAL AND RESOURCES (INCLUDE BASIC MATERIALS) RECORDS	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.	3	N1-NU-86-4 / 4100/1	
4100.2	CONSERVATION AND UTILIZATION OF MATERIAL AND RESOURCES (INCLUDE BASIC MATERIALS) RECORDS	2. Resource Program Records Submitted to Higher Authority.		Destroy when 2 years old	3	N1-NU-86-4 / 4100/2	
4110.1	INTEGRATED MATERIAL MANAGEMENT (IMM) RECORDS	1. General Correspondence Files and Reports. Papers concerning integrated maternal 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 SSC 4000, paragraph 1.)		Destroy when 2 years old.	3	N1-NU-86-4 / 4110/1	
4110.2	INTEGRATED MATERIAL MANAGEMENT (IMM) RECORDS	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.		Retain on board. Destroy when superseded, cancelled, or no longer needed for coordination or reference.	wnln	N1-NU-86-4 / 4110/2	
4120.1	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.	3	N1-NU-86-4 / 4120/1	
4120.2	STANDARDIZATION RECORDS	2. Specification Records. Records used in the preparation and utilization of specifications, standards, qualified products lists, and interchangeability items.		Retain on board. Destroy when superseded or cancelled or no longer needed for reference.	wnln	N1-NU-86-4 / 4120/2	
4121.2c	SPECIFICATIONS RECORDS	2. Specifications and Standards or Design (Case) Files 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	N1-NU-86-4 / 4121/2/C	
4121.3	SPECIFICATIONS RECORDS	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.	3	N1-NU-86-4 / 4121/3	
4123.1	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.		Retain on board. Destroy when superseded, cancelled, or no longer needed for reference.	wnln	N1-NU-86-4 / 4123/1	
4130.1	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 SSC 4000, paragraph 1).		Retain on board. Destroy when superseded, cancelled or no longer needed for reference purposes.	wnln	N1-NU-86-4 / 4130/1	
4160.2	TECHNICAL MANUAL PROGRAM	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.	wnln	N1-NU-86-4 / 4160/2	
4400.1	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.	3	N1-NU-86-4 / 4400/1	

4400.2a	GENERAL SUPPLY/MATERIAL RECORDS	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.	3	N1-NU-86-4 / 4400/2/A	
4400.2b	GENERAL SUPPLY/MATERIAL RECORDS	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 b. Copies Maintained in Other Organizational Units.		Destroy when 1 year old or unit is disestablished, whichever is earlier	3	N1-NU-86-4 / 4400/2/B	
4400.3	GENERAL SUPPLY/MATERIAL RECORDS	3. Stock Custody Records or Equipage Stock Cards.		Retain on board. 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.	3	N1-NU-86-4 / 4400/3	
4400.5	GENERAL SUPPLY/MATERIAL RECORDS	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.	wn/in	N1-NU-86-4 / 4400/5	
4400.6	GENERAL SUPPLY/MATERIAL RECORDS	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.	3	N1-NU-86-4 / 4400/6	
4400.7a	GENERAL SUPPLY/MATERIAL RECORDS	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. 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.	3	N1-NU-86-4 / 4400/7/B	
4400.7d(1)	GENERAL SUPPLY/MATERIAL RECORDS	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 d. Comprehensive analysis of FSMAO programs to include critiques, data collected, determination/repeat findings, and clarification/modification findings. (1) Marine Corps field command copies		Retain locally and destroy after 3 years or until superseded by next analysis.	3	N1-NU-00-1 / 1	
4400.7e(1)	GENERAL SUPPLY/MATERIAL RECORDS	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. e. Degraded Logistics Posture Report and all supporting documentation (1) Marine Corps Field Command copies.		Retain locally and destroy after 3 years or until superseded by next analysis.	3	N1-NU-00-1 / 2	
4406.5	SUPPLY AFLOAT RECORDS	5. Procurement Documents (Ships without ADPE). DOD Single Line Item 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.		Retain on board. Destroy, with receipt documents attached, 1 year after completion.	wn/in	N1-NU-86-4 / 4406/5	
4406.6	SUPPLY AFLOAT RECORDS	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.		Retain on board. Destroy originals 1 year after copies are forwarded to the cognizant type commander, or after the next supply management inspection, whichever is later.	3	N1-NU-86-4 / 4406/6	
4406.7	SUPPLY AFLOAT RECORDS	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.		Retain on board. Destroy when demand frequency qualifies the material to be stocked or after the next SOAP inspection, whichever is earlier.	wn/in	N1-NU-88-4 / 4406/7	
4406.8	SUPPLY AFLOAT RECORDS	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.		Retain on board. Destroy 1 year after completion of the transfer or survey	3	N1-NU-86-4 / 4406/8	
4406.9a	SUPPLY AFLOAT RECORDS	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.	3	N1-NU-86-4 / 4406/9/A	
4406.9b	SUPPLY AFLOAT RECORDS	9. Transactions Files (Ships with ADPE). Transaction ledgers/cumulative transactions ledgers (comprising records identified in SSIC 4406, paragraphs 2 and 6-8) b. Discrepancy Reconciliation Not Required.		Destroy when 1 year old.	3	N1-NU-86-4 / 4406/9/B	

4408.1	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.		Retain on board. Destroy when superseded or cancelled, or aircraft, ship, other craft, or equipment is removed from supply system support.	unlin	N1-NU-86-4 / 4408/1	
4410.1	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 (FIGs) 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.	3	N1-NU-86-4 / 4410/1	
4410.2a	CATALOGING, MATERIAL IDENTIFICATION, AND CLASSIFICATION RECORDS	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.	3	N1-NU-86-4 / 4410/2/A	
4410.5b	CATALOGING, MATERIAL IDENTIFICATION, AND CLASSIFICATION RECORDS	5. MARCORPS Card Records of serial numbers of all weapons (including small arms and crew-served) and binoculars. b. Serial Number Not Entered on Transfer Document.		Destroy 3 years after transfer document number has been entered on card.	3	N1-NU-86-4 / 4410/5/B	
4420.1	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 4000.1)		Destroy when 2 years old.	3	N1-NU-86-4 / 4420/1	
4422.1	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.	3	N1-NU-86-4 / 4422/1	
4422.2	MATERIAL COGNIZANCE ASSIGNMENTS RECORDS	2. Material Cognizance Transfer Reports.		Destroy when 2 years old.	3	N1-NU-86-4 / 4422/2	
4424.1	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.	3	N1-NU-86-4 / 4424/1	
4430.1a	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.	3	N1-NU-86-4 / 4430/1/A	
4430.2	MATERIAL RECEIPT RECORDS	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	N1-NU-86-4 / 4430/2	
4430.4	MATERIAL RECEIPT RECORDS	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.		Retain on board. Destroy 2 years after final payment.	3	N1-NU-86-4 / 4430/4	
4430.5	MATERIAL RECEIPT RECORDS	5. MARCORPS Activity Memoranda Receipts for Custodial Type Items		Destroy 1 year after receipt is closed out, superseded, or when property is returned.	3	N1-NU-86-4 / 4430/5	
4440.1a	INVENTORY CONTROL RECORDS	1. Inventory Reports. Inventory reports and related correspondence. Include inventory control reports, such as annual, change of property book officer, and cyclical reports. Also included are reports of receipt and maintenance of supply items, financial inventory summary reports, stores accounting transactions and semi-annual vouchers/invoice tape printouts, and reports of material surveys a. Marine Corps Activities. Inventories involving sensitive items such as conventional A&BE.		Retain onboard. Destroy after 3 years.	3	N1-NU-03-2 / 5	
4440.2	INVENTORY CONTROL RECORDS	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	N1-NU-86-4 / 4440/2	
4440.3	INVENTORY CONTROL RECORDS	3. Requirement Estimate Files.		Destroy when 1 year old	3	N1-NU-86-4 / 4440/3	
4440.4a	INVENTORY CONTROL RECORDS	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.	3	N1-NU-86-4 / 4440/3	
4440.4b	INVENTORY CONTROL RECORDS	4. Daily (Stock Status) Transaction Ledgers Or Listings. Summaries of daily transactions b. Historical Listing Not Prepared.		Destroy when 3 years old.	3	N1-NU-86-4 / 4440/4/B	
4440.5	INVENTORY CONTROL RECORDS	5. Historical Listings of stock status transactions		Destroy when 3 years old	3	N1-NU-86-4 / 4440/5	
4440.6	INVENTORY CONTROL RECORDS	6. Consolidated (Daily, Monthly, Quarterly, or Other) stock status transaction report records		Destroy when 1 year old	3	N1-NU-86-4 / 4440/6	

4440.8a	INVENTORY CONTROL RECORDS	8. Detail Stock Control (Single Line Item Transaction) Cards such as Stock Balance Card (NAVJUP 801) and DOD Material Adjustment Document (DD 1487). a. Stock Account Copies. Include stock accounts at MARCORPS supply centers.		Destroy when 1 year old.	3	N1-NU-86-4 / 4440/8/A	
4440.14a	INVENTORY CONTROL RECORDS	14 Change Notices. a. Stock Accounting Change Cards.		Destroy 1 year after item is deleted from supply system.	3	N1-NU-86-4 / 4440/14/A	
4440.22a	INVENTORY CONTROL RECORDS	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.	3	N1-NU-86-4 / 4440/22/A	
4440.22b	INVENTORY CONTROL RECORDS	22. Manual (Non-Mechanized) Stock Control Records. Stock control and other records involving inventory accounting status and replenishment. b. Stock Status and Stock Replenishment (Stock Account) Card Records.		Destroy when 1 year old.	3	N1-NU-86-4 / 4440/22/B	
4443.1	FINANCIAL INVENTORY CONTROL RECORDS	1. Summary Reports of Monthly, Quarterly, or other Periodic Financial Inventories and Related Correspondence.		Destroy when 2 years old.	3	N1-NU-86-4 / 4443/1	
4443.2	FINANCIAL INVENTORY CONTROL RECORDS	2. Price Adjustment Forms.		Destroy when 1 year old.	3	N1-NU-86-4 / 4443/2	
4450.1b	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. 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.	3	N1-NU-86-4 / 4450/1/B	
4450.1c	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. 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).		Retain on board. Destroy 1 year after permit, lease, or agreement is terminated.	3	N1-NU-86-4 / 4450/1/C	
4470.3	DISTRIBUTION RECORDS	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.	3	N1-NU-86-4 / 4470/3	
4480.1	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.	3	N1-NU-86-4 / 4480/1	
4490.1	MATERIAL REQUIREMENTS, ADVANCE PLANNING, RECORDS	1. Material (Supply) Requirements Estimate Files.		Destroy when 1 year old or superseded, whichever is later.	3	N1-NU-86-4 / 4490/1	
4491.1	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.	3	N1-NU-86-4 / 4491/1	
4491.2	REQUISITIONS AND OTHER MATERIAL OR SERVICE REQUEST RECORDS	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	N1-NU-86-4 / 4491/2	
4491.3	REQUISITIONS AND OTHER MATERIAL OR SERVICE REQUEST RECORDS	3. Requisition or Order Logs.		Destroy when 1 year old.	3	N1-NU-86-4 / 4491/3	
4600.4	GENERAL TRAVEL AND TRANSPORTATION RECORDS	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.	3	N1-NU-86-4 / 4600/4	
4610.3	SHIPMENTS (CARGO AND FREIGHT) RECORDS	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.	3	N1-NU-86-4 / 4610/3	
4612.2a	SHIPMENT ORDERS RECORDS	2. Shipments Requests and Related Orders Used as Requisitions. a. Navy.		Destroy 2 years after completion or cancellation of requisition.	3	N1-NU-86-4 / 4612/2/A	
4612.2b	SHIPMENT ORDERS RECORDS	2. Shipments Requests and Related Orders Used as Requisitions. b. MARCORPS.		Destroy 1 year after completion or cancellation of requisition.	3	N1-NU-86-4 / 4612/2/B	
4612.3	SHIPMENT ORDERS RECORDS	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.	3	N1-NU-86-4 / 4612/3	
4615.1	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.	3	N1-NU-86-4 / 4615/1	
4615.2	ROUTING RECORDS	2. Ocean Manifests and Related Papers. Records used by freight terminal offices or other similar activities for routing management purposes only. (See SSC 4610 for other copies.)		Destroy when 2 years old.	3	N1-NU-86-4 / 4615/2	
4622.1	MERCHANT MARINE (COMMERCIAL OCEAN CARRIERS) RECORDS	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.	3	N1-NU-86-4 / 4622/1	

4624 1	SCIENTIFIC SUPPORT SHIPS RECORDS	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.	3	N1-NU-86-4 / 4624/1	
4650 1	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	3	N1-NU-86-4 / 4650/1	
4650.2	PASSENGER TRANSPORTATION/TRAVEL RECORDS	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	N1-NU-86-4 / 4650/2	
4650 3b	PASSENGER TRANSPORTATION/TRAVEL RECORDS	3. Travel Documents And Records 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.		Retain on board. Destroy 3 years after date of requested travel.	3	N1-NU-86-4 / 4650/3/B	
4650.3c(2)	PASSENGER TRANSPORTATION/TRAVEL RECORDS	3. Travel Documents And Records 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. (2) Obligation copies		Destroy when funds are obligated.	wnin	N1-NU-86-4 / 4650/3/C/2	
4650.3d	PASSENGER TRANSPORTATION/TRAVEL RECORDS	3. Travel Documents And Records 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.	3	N1-NU-86-4 / 4650/3/D	
4650.3e	PASSENGER TRANSPORTATION/TRAVEL RECORDS	3. Travel Documents And Records 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	wnin	N1-NU-86-4 / 4650/3/E	
4650 4	PASSENGER TRANSPORTATION/TRAVEL RECORDS	4. Transportation Accountability Records. Fiscal copies of vouchers and other records covering passenger transportation charters.		Destroy 1 year after all entries are cleared	3	N1-NU-86-4 / 4650/4	
4650.5	PASSENGER TRANSPORTATION/TRAVEL RECORDS	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.	3	N1-NU-86-4 / 4650/5	
4660.3	TERMINAL OPERATIONS RECORDS	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.	3	N1-NU-86-4 / 4660/3	
4670.2	TRANSPORTABILITY RECORDS	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	N1-NU-86-4 / 4670/2	
4670.3	TRANSPORTABILITY RECORDS	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.	3	N1-NU-86-4 / 4670/3	
4700.1c(1)(b)	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 ) c. Ships Case Files. Files for submarines, non-combatant submarines 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. (b) All other offices and activities.		Retain on board. Destroy when 2 years old.	3	NCL-NU-84-6 / 1	

4700.1c(2)(b)	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.) c. Ships Case Files. Files for submarines, non-combatant submarines and support ships, boats and craft, carriers, amphibious and auxiliaries, battleships, destroyers, cruisers, and service craft. (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.) (b) Cognizance of ship is not transferred.		Destroy when 2 years old or no longer needed for reference, whichever is earlier.	3	N1-NU-86-4 / 4700/1/C/2/B	
4700.1g	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.) g. Machinery or Equipment Histories. Cards or other similar records and related documents. Located at Naval Activities, Departments, Divisions, or other Organizational Units.		Retain on board. Destroy 1 year after equipment or machinery becomes obsolete or is scrapped. Destroy when 2 years old.	3	N1-NU-86-4 / 4700/1/G	
4700.1h	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.) 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.	3	N1-NU-86-4 / 4700/1/H	
4700.1i	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.) 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.)		Retain on board. Destroy 2 years after completion of job or project.	3	N1-NU-86-4 / 4700/1/I	
4700.1j	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.) 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.		Retain on board. Destroy when 2 years old, upon completion of related work, obsolete, or no longer needed for reference, whichever is earlier.	3	N1-NU-86-4 / 4700/1/J	
4700.1m	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.) 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, or other Organizational Units. (See also SSIC 4200 for contract case files.)		Retain on board. Destroy 1 year after completion of repair or alteration.	3	N1-NU-86-4 / 4700/1/M	
4700.1o	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.) 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 Activities, Departments, Divisions, or other Organizational Units.		Destroy when 2 years old.	3	N1-NU-86-4 / 4700/1/O	
4701.1	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.	3	N1-NU-86-4 / 4701/1	
4701.2b	SCHEDULING RECORDS	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. b. Equipment Upkeep and Maintenance Schedules		Destroy when 1 year old.	3	N1-NU-86-4 / 4701/2/B	

4701.3a	SCHEDULING RECORDS	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	3	N1-NU-86-4 / 4701/3/A	
4710.1	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	3	N1-NU-86-4 / 4710/1	
4710.3	OVERHAUL/REWORK RECORDS	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.	3	N1-NU-86-4 / 4710/3	
4720.3	ALTERATIONS AND IMPROVEMENTS RECORDS	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	3	N1-NU-86-4 / 4720/3	
4730.2	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	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	N1-NU-86-4 / 4730/2	
4730.5	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	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.)		Retain on board. Destroy when 2 years old, superseded by new report, or material or equipment is disposed of (removed from naval custody), whichever is earlier	3	N1-NU-86-4 / 4730/5	
4740.1	SALVAGE AND TOWING RECORDS	1. Reports of Salvage or of Salvageable Materials. Copies of reports submitted to higher authority.		Destroy when 2 years old	3	N1-NU-86-4 / 4740/1	
4750.2	UPKEEP RECORDS	2. Upkeep and Preventive Maintenance Schedules.		Destroy when 1 year old.	3	N1-NU-86-4 / 4750/2	
4760.1	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	3	N1-NU-86-4 / 4760/1	
4780.1	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 equipment and stores.		Destroy when 1 year old.	3	N1-NU-86-4 / 4780/1	
4810.1	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.	3	N1-NU-86-4 / 4810/1	
4831.2	PREFERENCE RATINGS RECORDS	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	3	N1-NU-86-4 / 4831/2	
4841.2	STOCKPILING RECORDS	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.		Retain on board. Destroy 2 years after final outshipment of national stockpile material	3	N1-NU-86-4 / 4841/2	
4850.1	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.	3	N1-NU-86-4 / 4850/1	
4850.2a	GENERAL PRODUCTION PLANNING, PROGRESSING, EXPEDITING, AND SCHEDULING RECORDS	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	3	N1-NU-86-4 / 4850/2/A	
4850.2b	GENERAL PRODUCTION PLANNING, PROGRESSING, EXPEDITING, AND SCHEDULING RECORDS	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.) b. Local Production or Industrial Status Control Records		Retain on board. Destroy when superseded or obsolete.	when	N1-NU-86-4 / 4850/2/B	



4850.3	GENERAL PRODUCTION PLANNING, PROGRESSING, EXPEDITING, AND SCHEDULING RECORDS	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.	3	N1-NU-86-4 / 4850/3	
4850.4	GENERAL PRODUCTION PLANNING, PROGRESSING, EXPEDITING, AND SCHEDULING RECORDS	4. Job Assignment Control or Progress Records. Card holders, chits, or other documents or records used as an internal assignment or progress control record.		Retain on board. Destroy after completion of job	with	N1-NU-86-4 / 4850/4	
4853.1	PRODUCTION ANALYSIS RECORDS	1. Shop and Departmental Reports Analyzing Labor and Material Expenditures.		Destroy when 2 years old.	3	N1-NU-86-4 / 4853/1	
4855.1	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.	3	N1-NU-86-4 / 4855/1	
4857.1b	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. b. All Other Records. Include correspondence files, staff studies, acquisition documents, feeder reports, and similar documents.		Retain on board. Destroy when 3 years old.	3	N1-NU-86-4 / 4857/1/B	
4858.2a	VALUE ENGINEERING (VE) RECORDS	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	3	N1-NU-92-7 / 4858/2/A	
4858.4	VALUE ENGINEERING (VE) RECORDS	4. Government-Industrial Data Exchange Program (GIDEP) VE Data Base Report. DD 2393.		Destroy when 2 years old.	3	N1-NU-92-7 / 4858/4	
4860.1	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.		Retain on board. Destroy 3 years after completion of project.	3	N1-NU-86-4 / 4860/1	
4861.1d	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 d. All Other Facilities Records.		Destroy when 2 years old.	3	N1-NU-86-4 / 4861/1/D	
4861.3	NAVY AND MARINE CORPS MANUFACTURING FACILITIES RECORDS	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.)		Retain on board. Destroy when material is superseded or item becomes obsolete.	with	N1-NU-86-4 / 4861/3	
4870.1	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.	3	N1-NU-86-4 / 4870/1	
4890.1	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.	3	N1-NU-86-4 / 4890/1	
4900.2f	RECORDS OF SECURITY ASSISTANCE OFFICES (SAOs)	2. Records of SAOs under the Executive Control of the DON. f. Pur Operation Files. Files relating to loading, unloading, departures, and arrivals.		Destroy when 3 years old.	3	N1-NU-86-4 / 4900/2/F	
4900.2i	RECORDS OF SECURITY ASSISTANCE OFFICES (SAOs)	2. Records of SAOs under the Executive Control of the DON. 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.		Retain on board. Destroy when 3 years old.	3	N1-NU-86-4 / 4900/2/I	
4950.2	TRAINING RECORDS	2. Invitational Travel Orders (ITOs) for PMTs. 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	N1-NU-86-4 / 4950/2	

4000-32	General Operations of Navy Exchanges and Non-Appropriated Funds Activities:	Information relating to the day-to-day administration and operation of Navy Exchanges. This includes but is not limited to payroll; merchandise inventory; stock and inventory control; shipment sale reports; sales tallies and sales slips; maintenance reports; insurance claims; loss reports; auto service and repair orders; non-appropriated funds activities financial transaction records; non-appropriated funds procurement records; and Exchange accounting files.	Trigger(s)	TEMPORARY: Cutoff at end of CY. Destroy no earlier than 1 year and no later than 3 years after cutoff. Longer retention is authorized if required for business use.	x		
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4066.1d	EXCHANGES RECORDS	1. Administrative Files. Correspondence, reports, and other records pertaining to the general administration of exchanges. d. Copies of Request for Proposals, and Proposal Contract Amendments, and Various Standard Service 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		Retain on board. Destroy 1 year after completion of action on related contracts.	3	N1-NU-86-4 / 4066/1/D	
4066.1e	EXCHANGES RECORDS	1. Administrative Files. Correspondence, reports, and other records pertaining to the general administration of exchanges. e. Standard Navy Exchange Forms Regulations, Requests for Equipment, and Sign Regulations.		Destroy when 1 year old.	3	N1-NU-86-4 / 4066/1/E	
4066.1f	EXCHANGES RECORDS	1. Administrative Files. Correspondence, reports, and other records pertaining to the general administration of exchanges. 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	3	N1-NU-86-4 / 4066/1/F	
4066.1g	EXCHANGES RECORDS	1. Administrative Files. Correspondence, reports, and other records pertaining to the general administration of exchanges. g. Exchange Security Records. Records include monthly security reports.		Destroy when 2 years old.	3	N1-NU-86-4 / 4066/1/G	
4066.2c(2)	EXCHANGES RECORDS	2. Personnel Files. Correspondence, group insurance forms, and other records relating to exchange employees c. Absence Authorization Slips. (2) If the timecard has not been initiated by the employee		Destroy after GAO audit or when 3 years old, whichever is earlier.	3	N1-NU-86-4 / 4066/2/C/2	
4067.2	SHIPS STORES AFLOAT RECORDS	2. Ships Stores Returns. Returns for each accounting period and summarizing sales and receipt or procurement of supplies		Destroy when 2 years old.	3	N1-NU-86-4 / 4067/2	
4066.1c	EXCHANGES RECORDS	1. Administrative Files. Correspondence, reports, and other records pertaining to the general administration of exchanges. c. Application for Navy Exchange Privileges.		Retain on board. Destroy when files have served their administrative purpose.	wnin	N1-NU-86-4 / 4066/1/C	
4066.2c(1)	EXCHANGES RECORDS	2. Personnel Files. Correspondence, group insurance forms, and other records relating to exchange employees. c. Absence Authorization Slips (1) If the timecard has been initiated by the employee		Destroy at the end of the applicable pay period.	wnin	N1-NU-86-4 / 4066/2/C/1	
4066.7d	EXCHANGES RECORDS	7. Operations Files. Records relating to the reporting of planned and actual exchange operations. d. Operating Budgets and Plans for Retail and Service Departments.		Destroy upon receipt of statements. (DP 1, DP 2, DP3A, and DP3B)	wnin	N1-NU-86-4 / 4066/7/D	
4066.13a	EXCHANGES RECORDS	13. Accounting Files. Records relating to the financial management of Navy and Marine Corps 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	wnin	N1-NU-86-4 / 4066/13/A	
4066.13b	EXCHANGES RECORDS	13. Accounting Files. Records relating to the financial management of Navy and Marine Corps exchange operations consisting of reports, documents, end of voyage returns, and machine record listings. b. Report of Accounting Documents Transmitted		Destroy upon receipt of next SS 311 report.	wnin	N1-NU-86-4 / 4066/13/B	
4066.13c(2)	EXCHANGES RECORDS	13. Accounting Files. Records relating to the financial management of Navy and Marine Corps exchange operations consisting of reports, documents, end of voyage returns, and machine record listings. 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 (SS 100), charge backs (SS 105), credit memos (SS 201, copy 4), merchandise transfers, ledger sheets, detail ledgers, journal vouchers, accrual journal vouchers, advisory notices, analyses 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. (2) Cancellation Notice (SS 102, copy 2).		Destroy when action completed	wnin	N1-NU-86-4 / 4066/13/C/2	
4066.13d(2)	EXCHANGES RECORDS	13. Accounting Files. Records relating to the financial management of Navy and Marine Corps exchange operations consisting of reports, documents, end of voyage returns, and machine record listings. 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. (2) Cancellation Notices (SS 102, copy 2)		Destroy when action completed.	wnin	N1-NU-86-4 / 4066/13/D/2	
4066.2b	EXCHANGES RECORDS	2. Personnel Files. Correspondence, group insurance forms, and other records relating to exchange employees. 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	<1	N1-NU-86-4 / 4066/2/B	

4066.6b	EXCHANGES RECORDS	6. Stock Control Files. Records used by management for the control and procurement of merchandise stores at warehouse and on the sales floor. b. Location Distribution Records.		Destroy when 1 month old or purpose is served, whichever is earlier	<1	N1-NU-86-4 / 4066/6/8	
4066.8a	EXCHANGES RECORDS	B. 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.	<1	N1-NU-86-4 / 4066/8/A	
4066.11a(1)	EXCHANGES RECORDS	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. SSS, copy 3		Destroy when 90 days old.	<1	N1-NU-86-4 / 4066/11/A/1	
4066.13c(1)	EXCHANGES RECORDS	13. Accounting Files. Records relating to the financial management of Navy and Marine Corps exchange operations consisting of reports, documents, end of voyage returns, and machine record listings. 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 (SS 100), charge backs (SS 105), credit memos (SS 201, copy 4), 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.	<1	N1-NU-86-4 / 4066/13/C/1	
4066.13d(1)	EXCHANGES RECORDS	13. Accounting Files. Records relating to the financial management of Navy and Marine Corps exchange operations consisting of reports, documents, end of voyage returns, and machine record listings. 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.	<1	N1-NU-86-4 / 4066/13/D/1	
4066.13f	EXCHANGES RECORDS	13. Accounting Files. Records relating to the financial management of Navy and Marine Corps exchange operations consisting of reports, documents, end of voyage returns, and machine record listings. f. Transfer Delivery Receipts.		Destroy when 3 months old.	<1	N1-NU-86-4 / 4066/13/F	
4066.1a(1)	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 (SS185) and Sundry Advisory Notice (SS 186) (1) Advisory notice filed with related record.		Retain on board. Destroy with related record	Refers to other SSAC	N1-NU-86-4 / 4066/1/A/1	
4066.5	EXCHANGES RECORDS	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	3	N1-NU-86-4 / 4066/5	
4066.6a	EXCHANGES RECORDS	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	3	N1-NU-86-4 / 4066/6/A	
4066.7a	EXCHANGES RECORDS	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.	3	N1-NU-86-4 / 4066/7/A	
4066.7b	EXCHANGES RECORDS	7. Operations Files. Records relating to the reporting of planned and actual exchange operations b. Shipment Sales Reports and Listings of Open Orders.		Destroy when 1 year old.	3	N1-NU-86-4 / 4066/7/B	

4066 8b	EXCHANGES RECORDS	8. Sales and Cash Files. Records relating to sales, cash control, and disbursements of exchange operations. 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.	3	N1-NU-86-4 / 4066/8/B	
4066 8d	EXCHANGES RECORDS	8. Sales and Cash Files. Records relating to sales, cash control, and disbursements of exchange operations d. Copies of Layaway Tickets.		Destroy when 2 years old	3	N1-NU-86-4 / 4066/8/D	
4066 9a	EXCHANGES RECORDS	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	3	N1-NU-86-4 / 4066/9/A	
4066 9b	EXCHANGES RECORDS	9. Maintenance Files. Records pertaining to utilization, operation, and maintenance of automotive vehicles and preventive/corrective maintenance programs, alterations, and authorized construction. b. Exchange Summary of Facility Improvements Project Request Evaluation and Determinations, Project Post Audits, Facility Improvement Requests, and Equipments.		Destroy when 2 years old.	3	N1-NU-86-4 / 4066/9/B	
4066.10	EXCHANGES RECORDS	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	3	N1-NU-86-4 / 4066/10	
4066.11a(2)	EXCHANGES RECORDS	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. (2) All other records		Destroy when 1 year old.	3	N1-NU-86-4 / 4066/11/A/2	
4066.11b	EXCHANGES RECORDS	11. Service Department Operating Files. Records relating to services performed, operating and cost reports, unit and cost control records, and records of personalized services. b. Navy Lodge Registrations.		Destroy when 1 year old	3	N1-NU-86-4 / 4066/11/B	
4066.11c	EXCHANGES RECORDS	11. Service Department Operating Files. Records relating to services performed, operating and cost reports, unit and cost control records, and records of personalized services. c. Copies of Child Care Center Program Records.		See 1754.2.	3	N1-NU-86-4 / 4066/11/C	
4066 12	EXCHANGES RECORDS	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 (\$5 101, 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.	3	N1-NU-86-4 / 4066/12	

4066.13c(3)	EXCHANGES RECORDS	13. Accounting Files. Records relating to the financial management of Navy and Marine Corps exchange operations consisting of reports, documents, end of voyage returns, and machine record listings. 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 (SS 100), charge backs (SS 105), credit memos (SS 201, copy 4), 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. (3) All other records		Destroy when 3 years old.	3	N1-NU-86-4 / 4066/13/C/3	
4066.13d(3)	EXCHANGES RECORDS	13. Accounting Files. Records relating to the financial management of Navy and Marine Corps exchange operations consisting of reports, documents, end of voyage returns, and machine record listings. 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 (3) All other MSC exchange accountability records.		Destroy when 3 years old.	3	N1-NU-86-4 / 4066/13/D/3	
4066.13e	EXCHANGES RECORDS	13. Accounting Files. Records relating to the financial management of Navy and Marine Corps exchange operations consisting of reports, documents, end of voyage returns, and machine record listings. e. Current Fixed Asset Record Cards (SS 107)		Retain on board. Forward with item when it is transferred to another activity. Destroy 1 year after item becomes obsolete or is sold/scrapped.	3	N1-NU-86-4 / 4066/13/E	
4066.13g	EXCHANGES RECORDS	13. Accounting Files. Records relating to the financial management of Navy and Marine Corps exchange operations consisting of reports, documents, end of voyage returns, and machine record listings g. Remittance Correction Requests and Adjustment Records; Uniform and Equipment.		Destroy when 1 year old.	3	N1-NU-86-4 / 4066/13/G	

4000-33	General Operations of Military Sealift Command:	Information relating to the day-to-day administration and operation of Military Sealift Command ships and shore stations. This includes but is not limited to cargo and ship activity reports; cargo transportation space requirements; vessel schedules; ship case files; tanker operations schedules; cargo manifests; commercial expense reports; statistical tables or lists; locator files; ocean manifests; pre-voyage vessel condition reports; personnel rosters; cargo preplanning files; condition surveys; and quartermaster's notebooks.	Trigger(s)	TEMPORARY: Cutoff at end of CY. Destroy 3 years after cutoff.	x		
4620.5b	SEA TRANSPORTATION RECORDS	5. Operational Intelligence Records (Operations Office) 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.	3	N1-NU-86-4 / 4620/5/B	
4620.8b(1)	SEA TRANSPORTATION RECORDS	8. Cargo Ship Operation Records. 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 cluster of USNS and USF cargo ships, and cargo and ship activity (message) report. (1) Cargo and ship activity message reports.		Destroy when 1 year old.	3	N1-NU-86-4 / 4620/8/B/1	
4620.8c	SEA TRANSPORTATION RECORDS	8. Cargo Ship Operation Records. c. Cargo Transportation Space Requirements Reports. Reports received periodically from shipper services.		Destroy when 2 years old.	3	N1-NU-86-4 / 4620/8/C	
4620.9c	SEA TRANSPORTATION RECORDS	9. Contracting Office Files. 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.	3	N1-NU-86-4 / 4620/9/C	
4620.9d	SEA TRANSPORTATION RECORDS	9. Contracting Office Files. d. Vessel Schedules		Destroy when 1 year old.	3	N1-NU-86-4 / 4620/9/D	
4620.9e(2)	SEA TRANSPORTATION RECORDS	9. Contracting Office Files. e. Cargo Activity Reports (Overseas) and Port Activity and Cargo Reports for Continental United States Ports. (2) Overseas reports		Destroy when 1 year old, provided no longer needed for reference or statistical purposes.	3	N1-NU-86-4 / 4620/9/E/2	

4620.9g	SEA TRANSPORTATION RECORDS	9. Contracting Office Files. g. Cargo Distribution and Tonnage Lifting Reports.		Destroy when 1 year old, provided no longer needed for reference or statistical purposes.	3	N1-NU-86-4 / 4620/9/G	
4620.10a	SEA TRANSPORTATION RECORDS	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.	3	N1-NU-86-4 / 4620/10/A	
4620.10b(2)	SEA TRANSPORTATION RECORDS	10. Tanker Operation Records. 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 (2) All other reports		Destroy when 1 year old.	3	N1-NU-86-4 / 4620/10/B/2	
4620.11a	SEA TRANSPORTATION RECORDS	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	3	N1-NU-86-4 / 4620/11/A	
4620.12b	SEA TRANSPORTATION RECORDS	12. Engineering Records. 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.	3	N1-NU-86-4 / 4620/12/B	
4620.12c	SEA TRANSPORTATION RECORDS	12. Engineering Records. c. Engineering Calculations and Related Technical Information Regarding MSC Vessels.		Retain on board Destroy 3 years after data calculations are superseded by later data or when data becomes obsolete, whichever is earlier.	3	N1-NU-86-4 / 4620/12/E	
4620.12g(1)	SEA TRANSPORTATION RECORDS	12. Engineering Records. g. Ship Design Files (1) New design plans for ships created by the technical division.		Destroy 3 years after superseded.	3	N1-NU-86-4 / 4620/12/G/1	
4620.12g(2)	SEA TRANSPORTATION RECORDS	12. Engineering Records. g. Ship Design Files. (2) All other design files.		Destroy when 2 years old or no longer needed for local reference, whichever is earlier.	3	N1-NU-86-4 / 4620/12/G/2	
4620.12h	SEA TRANSPORTATION RECORDS	12. Engineering Records. 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	3	N1-NU-86-4 / 4620/12/H	
4620.14a	SEA TRANSPORTATION RECORDS	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.	3	N1-NU-86-4 / 4620/14/A	
4620.14b	SEA TRANSPORTATION RECORDS	14. Revenue, Lift, and Analysis Records. 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	3	N1-NU-86-4 / 4620/14/B	
4620.14c	SEA TRANSPORTATION RECORDS	14. Revenue, Lift, and Analysis Records. c. Commercial Expense Reports. Reports submitted by area commands and summarized for COMSC analysis.		Destroy when 3 years old.	3	N1-NU-86-4 / 4620/14/C	
4620.14e	SEA TRANSPORTATION RECORDS	14. Revenue, Lift, and Analysis Records. e. Statistical Tables or Lists. Tables or lists prepared primarily for internal analysis or special one time requests.		Destroy when 3 years old.	3	N1-NU-86-4 / 4620/14/E	
4620.15	SEA TRANSPORTATION RECORDS	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.	3	N1-NU-86-4 / 4620/15	
4620.16b(1)	SEA TRANSPORTATION RECORDS	16. Passenger Lists. b. All other Passenger Lists. (1) Comptroller officers of MSC activities.		Destroy accounting copies when 2 years old	3	N1-NU-86-4 / 4620/16/b/1	
4620.17	SEA TRANSPORTATION RECORDS	17. Locator Files (Ship and Personnel).		Destroy when 1 year old	3	N1-NU-86-4 / 4620/17	
4620.18a	SEA TRANSPORTATION RECORDS	18. Ships Availability Reports. a. Operations Divisions of MSC Activities.		Destroy when 2 years old	3	N1-NU-86-4 / 4620/18/A	
4620.19a	SEA TRANSPORTATION RECORDS	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.	3	N1-NU-86-4 / 4620/19/A	
4620.19b	SEA TRANSPORTATION RECORDS	19. Revenue and Lift Records Maintained by Area Commands. 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	3	N1-NU-86-4 / 4620/19/B	

4620.19c	SEA TRANSPORTATION RECORDS	19. Revenue and Lift Records Maintained by Area Commands. c. Data Reported to COMSC. Data such as revenue/lift or commercial expense input.		Destroy when 2 years old.	3	N1-NU-86-4 / 4620/19/C'	
4620.20b	SEA TRANSPORTATION RECORDS	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.) b. Pre-voyage Vessel Condition Reports.		Destroy when 1 year old.	3	N1-NU-86-4 / 4620/20/B	
4620.20c	SEA TRANSPORTATION RECORDS	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.) 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	3	N1-NU-86-4 / 4620/20/C	
4620.21a	SEA TRANSPORTATION RECORDS	21. Civilian Marine Personnel Records. a. Qualification Records		Destroy 1 year after transfer or separation of employee.	3	N1-NU-86-4 / 4620/21/A	
4620.21b	SEA TRANSPORTATION RECORDS	21. Civilian Marine Personnel Records. b. Rosters of Masters and Other Civilian Marine Personnel.		Destroy when 2 years old or superseded, whichever is earlier.	3	N1-NU-86-4 / 4620/21/B	
4620.22e	SEA TRANSPORTATION RECORDS	22. Operations Division Records. 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.	3	N1-NU-86-4 / 4620/22/E	
4620.22f(1)	SEA TRANSPORTATION RECORDS	22. Operations Division Records. 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.	3	N1-NU-86-4 / 4620/22/F/1	
4620.22f(2)	SEA TRANSPORTATION RECORDS	22. Operations Division Records. 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.) (2) After ship bringing in incoming cargo departs the area.		Destroy when 2 years old	3	N1-NU-86-4 / 4620/22/F/2	
4620.22h	SEA TRANSPORTATION RECORDS	22. Operations Division Records. h. Vessel Movement Records. Records including copies of operational orders and movements and supporting documents.		Destroy when 2 years old.	3	N1-NU-86-4 / 4620/22/H	
4620.22i	SEA TRANSPORTATION RECORDS	22. Operations Division Records. 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.	3	N1-NU-86-4 / 4620/22/I	
4620.22j	SEA TRANSPORTATION RECORDS	22. Operations Division Records. 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	3	N1-NU-86-4 / 4620/22/J	
4620.22n	SEA TRANSPORTATION RECORDS	22. Operations Division Records. n. Condition Survey Reports, Arrival and Departure Inspection Reports, and On-hire and Off-hire Inspections.		Destroy when 2 years old.	3	N1-NU-86-4 / 4620/22/N	
4620.22o	SEA TRANSPORTATION RECORDS	22. Operations Division Records. o. Quartermaster's Notebooks Forwarded Annually to Home Ports by Individual MSC Vessels.		Destroy when 3 years old.	3	N1-NU-86-4 / 4620/22/O	
4620.22p	SEA TRANSPORTATION RECORDS	22. Operations Division Records. 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.	3	N1-NU-86-4 / 4620/22/P	

4000-34	Department of the Navy Surplus Property:	Information relating to the sale of surplus property including case files; program correspondence; invitations, bids and acceptances; and reports.	Trigger(s)	TEMPORARY: Cutoff at FY. Destroy 3 years after cutoff.	x		
4050.3a	HOUSEHOLD GOODS AND PERSONAL PROPERTY RECORDS	3. Personal Property Disposal (Case) Files. Records relating to the receipt, storage, and disposal of lost, abandoned, or undclaimed 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.	3	N1-NU-86-4 / 4050/3/A	
4570.2	EXCESS AND SURPLUS PROPERTY RECORDS	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	N1-NU-86-4 / 4570/2	
4570.4	EXCESS AND SURPLUS PROPERTY RECORDS	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 NAVSEASYSKOM activities.		Retain on board. Destroy 2 years after disposal action is completed.	3	N1-NU-86-4 / 4570/4	

4000-35	Security Assistance Case Files - Canceled or Transferred to Another Agency:	Security Assistance Program case files canceled, refused by purchaser, or transferred to another agency. This section includes agreements with other DoD components for Exchange of Administrative Services	Trigger(s)	TEMPORARY: Cutoff at case closure or termination of agreement. Destroy 3 years after cutoff.	x		
4920.5b	SECURITY ASSISTANCE PROGRAM RECORDS LOCATED AT DON ELEMENTS	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 14-R, DOD Financial Management Regulation, volume 15, chapter 6. 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.	3	N1-NU-02-4 / 6	
4920.5c	SECURITY ASSISTANCE PROGRAM RECORDS LOCATED AT DON ELEMENTS	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 14-R, DOD Financial Management Regulation, volume 15, chapter 6. c. "G" 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 (OSCA) 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 OSCA.)		Retain locally until LOA is signed. Close case following LOA signature and subsequent distribution to DFAS and Purchaser. Destroy 2 years after closure	3	N1-NU-02-4 / 7	
4920.6b	SECURITY ASSISTANCE PROGRAM RECORDS LOCATED AT DON ELEMENTS	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 4920.4a and 4920.6b). (Note: Former 4920.4b and 4920.6a, agreements with foreign governments or international organizations, have been moved to SSIC 5710 1.) b. Agreements between Navy and other DOD components for Exchange of Administrative Services.		Destroy 2 year after termination of agreement.	3	N1-NU-02-4 / 10	
4920.6c	SECURITY ASSISTANCE PROGRAM RECORDS LOCATED AT DON ELEMENTS	c. All other Documents.		Destroy 1 year after case closure	3	N1-NU-02-4 / 11	
4920.7	SECURITY ASSISTANCE PROGRAM RECORDS LOCATED AT DON ELEMENTS	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	3	N1-NU-86-4 / 4920/6	

4000-36	Inventory Control:	Information used to track the status of a inventory and shipments. Includes slips, receipts, transaction cards, tallies, registers, and similar records.	Trigger(s)	TEMPORARY: Destroy when 6 months old.	x		
4400.4	GENERAL SUPPLY/MATERIAL RECORDS	4. Records of Stock Locations.		Retain on board. Destroy when record is superseded or upon depletion of stock.	when	N1-NU-86-4 / 4400/4	



4440.7	INVENTORY CONTROL RECORDS	7. Stock Slips.	Destroy after procurement document is prepared and expected receipt is posted to stock record.	w/in	N1-NU-86-4 / 4440/7
4440.8b	INVENTORY CONTROL RECORDS	8. Detail Stock Control (Single Line Item Transaction) Cards such as Stock Balance Card (NAVSUP 801) and DOD Material Adjustment Document (DD 1487). b. Data Processing Installation Copies Copies used to transcribe stock account transactions to supply center or others.	Destroy after monthly transaction register listing of transcribed cards or month end summary of expenditure listing has been prepared.	w/in	N1-NU-86-4 / 4440/8/B
4440.9	INVENTORY CONTROL RECORDS	9. Stock dues (expected receipt) single item transaction cards such as DD 1487.	Destroy upon receipt or cancellation of complete shipment	w/in	N1-NU-86-4 / 4440/9
4440.10	INVENTORY CONTROL RECORDS	10. Receipt Stock Control Records (Header Cards) or equivalent typed record.	Destroy when all stock record accounting actions have been completed and verified	w/in	N1-NU-86-4 / 4440/10
4440.11	INVENTORY CONTROL RECORDS	11. Invoice Header Cards	Retain on board. Destroy when invoices have been verified and distributed	w/in	N1-NU-86-4 / 4440/11
4440.12	INVENTORY CONTROL RECORDS	12. Inventory tallies, inventory control registers, or reports.	Destroy upon completion of next inventory and after all adjustment actions have been taken	w/in	N1-NU-86-4 / 4440/12
4440.13	INVENTORY CONTROL RECORDS	13. Inventory trial balance records (cards or other records)	Destroy after completion of next inventory	w/in	N1-NU-86-4 / 4440/13
4440.14b	INVENTORY CONTROL RECORDS	14. Change Notices b. Price Change Cards.	Destroy when superseded or revised list is received.	w/in	N1-NU-86-4 / 4440/14/B
4440.14c	INVENTORY CONTROL RECORDS	14. Change Notices c. All Others.	Destroy when action is completed.	w/in	N1-NU-86-4 / 4440/14/C
4440.15	INVENTORY CONTROL RECORDS	15. Stock Action Records Card or other record used for such actions and transferring items.	Destroy when action is completed.	w/in	N1-NU-86-4 / 4440/15
4440.16	INVENTORY CONTROL RECORDS	16. Stock Status Recommendation Cards Or Tapes.	Destroy when superseded by new card or tape and report for next reporting period had been prepared and released.	w/in	N1-NU-86-4 / 4440/16
4440.17	INVENTORY CONTROL RECORDS	17. Stock Locator Card.	Destroy when superseded or item is no longer carried in stock.	w/in	N1-NU-86-4 / 4440/17
4440.19a	INVENTORY CONTROL RECORDS	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.	w/in	N1-NU-86-4 / 4440/19/A
4440.19b	INVENTORY CONTROL RECORDS	19. Mechanized stock status or inventory control balance or summary (card) records b. Stock Status and Replenishment Cards	Destroy when data are reproduced for replenishment purposes upon next replenishment cut off.	w/in	N1-NU-86-4 / 4440/19/B
4440.19c	INVENTORY CONTROL RECORDS	19. Mechanized stock status or inventory control balance or summary (card) records. c. Stock Accounting Balance Cards.	Destroy when item is deleted from stock.	w/in	N1-NU-86-4 / 4440/19/C
4440.19d	INVENTORY CONTROL RECORDS	19. Mechanized stock status or inventory control balance or summary (card) records. 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	w/in	N1-NU-86-4 / 4440/19/D
4440.19e	INVENTORY CONTROL RECORDS	19. Mechanized stock status or inventory control balance or summary (card) records. 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.	w/in	N1-NU-86-4 / 4440/19/E
4440.20a(2)	INVENTORY CONTROL RECORDS	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 (2) Master receipt control tapes (other than those with stock status cut off data) and receipt control daily action tapes.	Destroy after preparation of second generation tape (second successive updating).	w/in	N1-NU-86-4 / 4440/20/A/2

4440.20a(3)	INVENTORY CONTROL RECORDS	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. (3) Receipt control total completed action master tapes.	Destroy after successfully merged with total completed action master tape.	w/in	N1-NU-85-4 / 4440/20/A/3
4440.20a(4)	INVENTORY CONTROL RECORDS	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. (4) Procurement action status report tapes.	Destroy after completion and release of next procurement status report.	w/in	N1-NU-86-4 / 4440/20/A/4
4440.20a(5)	INVENTORY CONTROL RECORDS	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 (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.	w/in	N1-NU-85-4 / 4440/20/A/5
4440.20b(2)	INVENTORY CONTROL RECORDS	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.) b. Inventory Updating and Stock Status Report Tapes (2) Transaction reporting tapes.	Destroy when updated and successfully merged with master inventory record.	w/in	N1-NU-86-4 / 4440/20/B/2
4440.20b(4)	INVENTORY CONTROL RECORDS	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.) b. Inventory Updating and Stock Status Report Tapes. (4) Status reporting printing tapes.	Destroy after completion of next subsequent stock status report.	w/in	N1-NU-85-4 / 4440/20/B/4
4440.20b(5)	INVENTORY CONTROL RECORDS	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.) b. Inventory Updating and Stock Status Report Tapes (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.	w/in	N1-NU-86-4 / 4440/20/B/5
4440.20c(1)	INVENTORY CONTROL RECORDS	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.) c. Stores Reporting Tapes. Tapes used by inventory control points and supply centers in the monthly stores reporting process. (3) Year-to-date summary tapes used as next monthly input	Destroy after determination that updating was successful.	w/in	N1-NU-86-4 / 4440/20/C/1
4440.20c(2)(b)	INVENTORY CONTROL RECORDS	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.) c. Stores Reporting Tapes. Tapes used by inventory control points and supply centers in the monthly stores reporting process. (2) Financial transaction summary reporting tapes including MARCORPS east and west tapes. (b) Other tapes used in stores reporting process.	Destroy when updated or superseded and new tapes have been verified.	w/in	N1-NU-86-4 / 4440/20/C/2/B
4440.21	INVENTORY CONTROL RECORDS	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.	w/in	N1-NU-86-4 / 4440/21
4440.22c	INVENTORY CONTROL RECORDS	22. Manual (Non-Mechanized) Stock Control Records. Stock control and other records involving inventory accounting status and replenishment c. Other Stock Record Cards, Lists, or Similar Records.	Destroy when superseded or stock is depleted.	w/in	N1-NU-86-4 / 4440/22/C
4000-37	Transient Records (Logistics):	Information related to logistics and acquisition that has minimal or no documentary or evidential value.	Trigger(s)		TEMPORARY: Destroy when 6 months old.

4400.7b(1)	GENERAL SUPPLY/MATERIAL RECORDS	<p>7 Marine Corps Logistics Modernization Program</p> <p>b. Data Assurance Teams Reports (DAT Reports) Logistics analysis reports used to ensure data accuracy, property control, accountability, and readiness reporting at the using unit level throughout the Marine Corps.</p> <p>(1) Marine Corps field command copies</p>	Destroy when superseded by a subsequent analysis.	w/n	N1-NU-07-13-3	4
4020 4	PETROLEUM RECORDS	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.	Retain on board. Destroy when superseded, cancelled, obsolete, or purpose is served.	w/n	N1-NU-06-4 / 4020/4	
4030 2	GENERAL PACKAGING RECORDS	2 Other Packaging Records.	Retain on board. Destroy when obsolete or purpose is served.	w/n	N1-NU-06-4 / 4030/2	
4061.4a(3)(b)	MESSES AND CAFETERIAS RECORDS	<p>4. Marine Corps Food Management Information System (MCFMIS). This electronic system standardizes and automates garrison mess hall procedures for requisitioning, storing, preparing, serving, and accounting for subsistence supplies.</p> <p>a. MCFMIS is an electronic system that allows the Marine Corps to monitor and maintain Headquarters, Master menus, Forecasting Requirements, Inventory controls, Processing Requirements and Meal Production at the various mess halls.</p> <p>(3) Output reports include but are not limited to Quarterly Subsistence Operational Analysis Reports (SOAR) inventories and statistical data (Media Neutral)</p> <p>(b) Duplicate SOAR reports maintained by the Marine Corps Command's, Bases and Stations.</p>	Destroy when no longer needed for reference purposes.	w/n	N1-NU-07-14-5	
4069 3b	SPECIAL SERVICES RECORDS	3. Custody Receipts. Receipts pertaining to inventory, checkout, or issue of equipment.	Destroy when 3 months old.	<1	N1-NU-06-4 / 4069/3/B	
4406.2	SUPPLY AFLOAT RECORDS	b. If not Required for Audit/Inventory Purposes.				
		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.	w/n	N1-NU-06-4 / 4406/3/B	
4406 3	SUPPLY AFLOAT RECORDS	3 Custody Records. Controlled equipment 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	Retain on board. Destroy when material is transferred or surveyed.	w/n	N1-NU-06-4 / 4406/3/B	
4406.4a	SUPPLY AFLOAT RECORDS	4. Locator/Inventory Records (Ships without ADPE). Afloat/Inventory Record forms or inventory lists which indicate storeroom locations and inventoried quantities of stock material.	Retain on board. Destroy upon completion of the next inventory of the same material.	w/n	N1-NU-06-4 / 4406/4/A	
		a. New Lists.				
4406.4b	SUPPLY AFLOAT RECORDS	4. Locator/Inventory Records (Ships without ADPE). Afloat/Inventory Record forms or inventory lists which indicate storeroom locations and inventoried quantities of stock material	Destroy after the next SOAP inspection.	w/n	N1-NU-06-4 / 4406/4/B	
		b. All Other Lists				
4420.2	MATERIAL SUPPLY COORDINATION RECORDS	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	w/n	N1-NU-06-4 / 4420/2	
4423.1	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 NAVSUPPYSOCOM, 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.	w/n	N1-NU-06-4 / 4423/1	
4430.3	MATERIAL RECEIPT RECORDS	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).	Retain on board. Destroy upon receipt of material, completion or cancellation of requisition, or receipt of notice of shipments, whichever is earlier.	w/n	N1-NU-06-4 / 4430/3	
4431.1	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.	<1	N1-NU-06-4 / 4431/1	
4440.8c	INVENTORY CONTROL RECORDS	8. Detail Stock Control (Single Line Item Transaction) Cards such as Stock Balance Card (NAVSUP 801) and DOD Material Adjustment Document (DD 1407).	Destroy when 3 months old.	<1	N1-NU-06-4 / 4440/8/C	
		c. Supply Centers Data Processing Installation Copies. Copies used to transcribe stock accountant transaction within the complex				
4440.18	INVENTORY CONTROL RECORDS	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.	<1	N1-NU-06-4 / 4440/18	

4440.20c(2)(a)	INVENTORY CONTROL RECORDS	<p>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.)</p> <p>c. Stores Reporting Tapes. Tapes used by inventory control points and supply centers in the monthly stores reporting process.</p> <p>(2) Financial transaction summary reporting tapes including MARCORPS east and west tapes</p> <p>(a) Stores reporting output (printing) tapes and year ending summary tapes.</p>	Destroy 15 days after next monthly return or other reports have been prepared, approved, and distributed, unless otherwise notified by HQMC.	<1	N1-NU-86-4 / 4440/20/C/2/A
4440.20c(2)(c)1	INVENTORY CONTROL RECORDS	<p>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.)</p> <p>c. Stores Reporting Tapes. Tapes used by inventory control points and supply centers in the monthly stores reporting process.</p> <p>(2) Financial transaction summary reporting tapes including MARCORPS east and west tapes.</p> <p>(c) Voucher/invoice and daily inventory and stores processing tapes of supply centers</p> <p>1. Semi-annual voucher/invoice tapes</p>	Destroy when 6 months old provided all required printouts have been prepared and approved.	<1	N1-NU-86-4 / 4440/20/C/2/C/1
4440.20c(2)(c)2	INVENTORY CONTROL RECORDS	<p>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.)</p> <p>c. Stores Reporting Tapes. Tapes used by inventory control points and supply centers in the monthly stores reporting process.</p> <p>(2) Financial transaction summary reporting tapes including MARCORPS east and west tapes.</p> <p>(c) Voucher/invoice and daily inventory and stores processing tapes of supply centers</p> <p>2. Daily stores detail tapes, labor roll/material charges and credit tapes, and material receipts/expenditures tapes.</p>	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.	<1	N1-NU-86-4 / 4440/20/C/2/C/2
4442.1	SUPPLY LEVELS RECORDS	1. Critical Items Listings. Listings maintained by inventory control points	Destroy when 3 months old or action has been taken.	<1	N1-NU-86-4 / 4442/1
4442.2	SUPPLY LEVELS RECORDS	2. Reports Of Critical Stock Levels (Balances). Reports accumulated by supply control activities	Destroy when 3 months old or action has been taken	<1	N1-NU-86-4 / 4442/2
4443.4	FINANCIAL INVENTORY CONTROL RECORDS	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.	<1	N1-NU-86-4 / 4443/4
4443.3	FINANCIAL INVENTORY CONTROL RECORDS	3. Item Price Cards.	Destroy when cancelled or obsolete	unlim	N1-NU-86-4 / 4443/3
4443.5b(1)	FINANCIAL INVENTORY CONTROL RECORDS	<p>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</p> <p>b. Weekly Stores Summary Tapes and Financial Transactions Tapes</p> <p>(1) Master of end of September (end of fiscal year) tapes</p>	Destroy 45 days after submission.	<1	N1-NU-86-4 / 4443/5/B/1
4443.5b(2)	FINANCIAL INVENTORY CONTROL RECORDS	<p>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</p> <p>b. Weekly Stores Summary Tapes and Financial Transactions Tapes.</p> <p>(2) All other tapes.</p>	Destroy after preparation and submission of the next monthly return or report, unless notified to hold longer.	unlim	N1-NU-86-4 / 4443/5/B/2
4443.5c	FINANCIAL INVENTORY CONTROL RECORDS	<p>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</p> <p>c. Other Records Used in Connection with or incidental to Daily or Other Periodic Processing</p>	Destroy when superseded or successfully merged or updated and new tapes are verified, and/or until preparation of next periodic summary listing or report.	unlim	N1-NU-86-4 / 4443/5/C
4450.4	STORAGE RECORDS	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	<1	N1-NU-86-4 / 4450/4
4460.2	MATERIALS HANDLING RECORDS	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.	<1	N1-NU-86-4 / 4460/2
4610.4	SHIPMENTS (CARGO AND FREIGHT) RECORDS	4. Cancelled Bills of Lading.	Destroy when 3 months old.	<1	N1-NU-86-4 / 5610/4

4620 6b	SEA TRANSPORTATION RECORDS	6. Plotting Officer Records. 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.	<1	N1-NU-86-4 / 4620/6/B
4620 8d	SEA TRANSPORTATION RECORDS	8. Cargo Ship Operation Records. d. Movement Report Cards. A continuous record of ship arrivals and departures	Destroy 3 months after end of voyage.	<1	N1-NU-86-4 / 4620/8/D
4620.10b(1)	SEA TRANSPORTATION RECORDS	10. Tanker Operation Records. 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	<1	N1-NU-86-4 / 4620/10/B/1
4620.22d	SEA TRANSPORTATION RECORDS	22. Operations Division Records d. Billet Assignment Aboard Ship Records	Destroy when 6 months old	<1	N1-NU-86-4 / 4620/22/D
4620.22f	SEA TRANSPORTATION RECORDS	22. Operations Division Records. f. Berthing Lists and Bi-weekly and Other On-berth Shipboard Reports.	Destroy when 3 months old	<1	N1-NU-86-4 / 4620/22/F
4620.22m	SEA TRANSPORTATION RECORDS	22. Operations Division Records m. Daily Position Reports (Messages).	Destroy when 6 months old or information has been plotted on position chart or otherwise recorded, whichever is earlier.	<1	N1-NU-86-4 / 4620/22/M
4621.1b	GOVERNMENT-OWNED SHIPS RECORDS	1. Cargo Traffic Division Records. b. Movement Report Cards. Continuous record of ship arrivals and departures.	Retain on board. Destroy when no longer needed for reference.	wnln	N1-NU-86-4 / 4621/1/B
4624.2	SCIENTIFIC SUPPORT SHIPS RECORDS	2. Quarterly Employment Schedules. Schedules for a 3-month period.	Destroy when 6 months old.	<1	N1-NU-86-4 / 4624/2
4701.2a	SCHEDULING RECORDS	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	<1	N1-NU-86-4 / 4701/2/A
4701.3b	SCHEDULING RECORDS	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. b. All Other Records.	Destroy when 6 months old or 6 months after completion of job, project order, or contract, whichever is later.	<1	N1-NU-86-4 / 4701/3/B
4730.1e	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	1. Board Of Inspection And Survey, Washington, DC, Records. e. Message Files. Information copies of message relating to inspections, surveys, alterations, damages and repairs of vessels and craft.	Destroy when 2 months old.	<1	N1-NU-86-4 / 4730/1/E
4730.3	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	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.	Retain on board. Destroy upon final approval and issuance of report.	wnln	N1-NU-86-4 / 4730/3
4731.	EQUIPMENT OIL ANALYSIS RECORDS	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-Wellfed Systems	Retain on board. Destroy when no longer needed for reference.	wnln	N1-NU-86-4 / 4731
4790.3b	MAINTENANCE AND MATERIAL MANAGEMENT RECORDS	3. Maintenance Data Systems 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 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.	wnln	N1-NU-86-4 / 4790/3/B
4790.5	MAINTENANCE AND MATERIAL MANAGEMENT RECORDS	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).	Retain on board. Destroy when superseded, obsolete, or when no longer needed.	wnln	N1-NU-86-4 / 4790/5
4858.1a	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.	Retain on board. Destroy when no longer needed.	wnln	N1-NU-86-4 / 4858/1/A
4870.2	MACHINE TOOLS AND INDUSTRIAL PRODUCTION EQUIPMENT RECORDS	2. Machine Tool Records. Records indicating assignments of tools to responsible individuals.	Retain on board. Destroy 1 month after return of equipment and clearance of individual.	<1	N1-NU-86-4 / 4870/2
4900 2j	RECORDS OF SECURITY ASSISTANCE OFFICES (SAOs)	2. Records of SAOs under the Executive Control of the DON. j. Reference Publications. Publications received from outside sources. (Exclude directives on which action has been taken and made part of the appropriate subject folder.)	Retain on board. Destroy when publication is no longer required for reference use.	wnln	N1-NU-86-4 / 4900/2/J

4950.1a 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 appropriate directives issued by DON claimant.

Retain on board. Destroy when no longer required. wnl N1-NU-85-4 / 4950/1/A

4950.6 TRAINING RECORDS

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.

Retain on board. Destroy when no longer needed. wnl N1-NU-85-4 / 4950/6

4000-3a	Subordinate Command Plans and Policies	Implementing Directives and Instructions Issued or Maintained by Subordinate Command	Notes (b)	TEMPORARY: Destroy when Cancelled or Superseded			(5) Common across chapters. Need a common description for each.
4015.1b	EQUIPPING AND ALLOWANCE DOCUMENTS (MARINE CORPS ONLY) RECORDS	1. Master Copies of Tables of Equipment and Tables of Allowances b. Non-Fleet Marine Force Activities.		Retain on board. Destroy when cancelled or superseded.	wnl	N1-NU-85-4 / 4015/1/B	
4081.1	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 (COOPAN), and emergency plans and duplicate records. (Exclude primary program records maintained by designated program managers under SSC 4080, paragraph 1.)		Retain on board. Destroy when cancelled or superseded.	wnl	N1-NU-85-4 / 4081/1	
4082.1	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 SSC 4080, paragraph 1.)		Retain on board. Destroy when cancelled or superseded.	wnl	N1-NU-85-4 / 4082/1	
4100.3	CONSERVATION AND UTILIZATION OF MATERIAL AND RESOURCES (INCLUDE BASIC MATERIALS) RECORDS	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.).		Retain on board. Destroy when superseded or cancelled.	wnl	N1-NU-85-4 / 4100/3	
4160.3	TECHNICAL MANUAL PROGRAM	3. Directives, Instructions, notices, handbooks, and guidance manuals relating to the publications program.		Destroy when superseded or cancelled.	wnl	N1-NU-85-4 / 4160/3	
4160.4b	TECHNICAL MANUAL PROGRAM	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. b. All other copies.		Destroy when obsolete, cancelled, superseded, or no longer needed for reference.	wnl	N1-NU-85-4 / 4160/4/B	
4441.1	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 SSC 4000, paragraph 1.)		Destroy when superseded, cancelled or no longer needed for reference.	wnl	N1-NU-85-4 / 4441/1	
4620.1d	SEA TRANSPORTATION RECORDS	1. Primary Program Records 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.		Retain on board. Destroy when no longer needed for reference.	wnl	N1-NU-85-4 / 4620/1/D	
4620.4	SEA TRANSPORTATION RECORDS	4. Memorandums of Understanding, Agreements between MSC and shipper services.		Retain on board. Destroy when no longer needed for reference.	wnl	N1-NU-85-4 / 4620/4	
4840.1b	MATERIALS RECORDS	1. General Correspondence Files, Instructions, and Notices on Materials, Plans, and Reports on Acquisition of Material. b. Instructions and Notices.		Retain on board. Destroy when superseded or cancelled.	wnl	N1-NU-85-4 / 4840/1/B	
4858.1b	VALUE ENGINEERING (VE) RECORDS	1. Instructions, Notices, Reports, Studies, and General Correspondence. Records pertaining to value analysis, value control, value improvement, and value management. b. Instructions and Notices.		Retain on board. Destroy when cancelled or superseded.	wnl	N1-NU-85-4 / 4858/1/B	
4900.2i	RECORDS OF SECURITY ASSISTANCE OFFICES (SAOs)	2. Records of SAOs under the Executive Control of the DON. i. Registered or Accountable Publications. Any publication for which receipt or location is registered for security purposes.		Retain on board. Destroy in accordance with issuing office instructions, when superseded, obsolete, or no longer needed.	wnl	N1-NU-85-4 / 4900/2/I	

4000-39	Contract Files Indemnification	Information relating to contracts and other transactions containing provisions whereby the contractor indemnifies the Government against damage, loss, malfunction, personal injury, or any other condition.	Page(s)	TEMPORARY: 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.	x		Please see other contracting records in series (4000-4000-4)
4200.15(1)(c)	GENERAL CONTRACTING RECORDS	<p>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 contracts, 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.</p> <p>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.</p> <p>(1) Procurement or purchase organization copy and related papers.</p> <p>(c) Contracts and other transactions containing provisions whereby the contractor indemnifies the Government against damage, loss, malfunction, personal injury, or any other condition.</p>		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.	wnin	N1-NU-86-4 / 4200/15/1/C	

4000-40	Military Sealift Command Support Information	Information relating to Military Sealift Command operations used for reference.	Page(s)	TEMPORARY: Destroy when no longer needed for reference.	x		
4620.6a	SEA TRANSPORTATION RECORDS	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)		Retain on board. Destroy when no longer needed for reference.	wnin	N1-NU-86-4 / 4620/6/A	
4620.9b	SEA TRANSPORTATION RECORDS	9. Contracting Office Files. b. Ocean Terminal and Tariff Files.		Retain on board. Destroy when no longer needed for reference.	wnin	N1-NU-86-4 / 4620/9/B	
4620.9f	SEA TRANSPORTATION RECORDS	9. Contracting Office Files. f. Company and Commodity Files.		Retain on board. Destroy when no longer needed for reference.	wnin	N1-NU-86-4 / 4620 / 9/F	
4620.10c	SEA TRANSPORTATION RECORDS	10. Tanker Operation Records. 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.	wnin	N1-NU-86-4 / 4620/10/C	
4620.11e	SEA TRANSPORTATION RECORDS	11. Maintenance And Repair Records. e. Ship Alterations (SHIPALTS) and Alteration Approval Records. Includes 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	wnin	N1-NU-86-4 / 4620/11/E	
4620.11f	SEA TRANSPORTATION RECORDS	11. Maintenance And Repair Records f. Tanker Passage Report Files. Copies of voyage abstracts, abstracts of engineering logs, or engineer passage reports, and other similar records.		Retain on board. Destroy when no longer needed for reference.	wnin	N1-NU-86-4 / 4620/11/F	
4620.14f	SEA TRANSPORTATION RECORDS	14. Revenue, Lift, and Analysis Records. f. Monthly Ship Activity Reports and Tanker Voyage Reports Submitted by MSC Ships.		Destroy when no longer needed for reference.	wnin	N1-NU-86-4 / 4620/14/F	
4620.14g	SEA TRANSPORTATION RECORDS	14. Revenue, Lift, and Analysis Records. g. Revenue/Lift and Expense Statistical History Records maintained on magnetic tapes as a basis for special studies.		Retain on board. Destroy when no longer needed for reference.	wnin	N1-NU-86-4 / 4620/14/G	
4620.16b(2)	SEA TRANSPORTATION RECORDS	16. Passenger Lists. b. All other Passenger Lists. (2) All other offices.		Retain on board. Destroy when purpose is served	wnin	N1-NU-86-4 / 4620/16/B/2	
4620.18b	SEA TRANSPORTATION RECORDS	18. Ships Availability Reports. b All Other Divisions and Activities.		Retain on board. Destroy when superseded or cancelled.	wnin	N1-NU-86-4 / 4620/18/B	

4620.12a	SEA TRANSPORTATION RECORDS	12. Engineering Records. a. American Bureau of Shipping and United States Coast Guard Copies of Reports and Certificates for MSC Tankers, Transports, etc.		Retain on board. Destroy when vessel is scrapped (deleted from Register of United States Naval Ships).	wnln	N1-NU-86-4 / 4620/12/A	
4620.12c(1)	SEA TRANSPORTATION RECORDS	12. Engineering Records. 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.	wnln	N1-NU-86-4 / 4620/12/A	
4620.13	SEA TRANSPORTATION RECORDS	13. Material Records. Ship Equipment Data includes copies of trial trip reports, allowance lists, and other basic material data.		Destroy when vessel is stricken	wnln	N1-NU-86-4 / 4620/13	
4620.20e	SEA TRANSPORTATION RECORDS	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.) e. Ships Characteristics Data.		Destroy when superseded or ship is removed from MSC control.	wnln	N1-NU-86-4 / 4620/20/E	
4620.20f	SEA TRANSPORTATION RECORDS	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.) f. Records of Equipment Aboard MSC Vessels.		Destroy when superseded or vessel is removed from MSC control.	wnln	N1-NU-86-4 / 4620/20/F	
4620.22b	SEA TRANSPORTATION RECORDS	22. Operations Division Records. b. Ships Data and Characteristics Records		Destroy when superseded or vessel is removed from MSC control.	wnln	N1-NU-86-4 / 4620/22/B	
4620.22g	SEA TRANSPORTATION RECORDS	22. Operations Division Records. g. Berthing Plans for MSC Passenger Vessels.		Retain on board. Destroy when superseded or vessel is stricken from register.	wnln	N1-NU-86-4 / 4620/22/G	
4622.2	MERCHANT MARINE (COMMERCIAL OCEAN CARRIERS) RECORDS	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 indexed records of merchant marine vessels.		Retain on board. 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.	wnln	N1-NU-86-4 / 4622/2	
4622.3	MERCHANT MARINE (COMMERCIAL OCEAN CARRIERS) RECORDS	3. Merchant Marine Vessel Plans. Plans including conversion plans for ships converted to merchant vessels		Retain on board. Destroy when superseded, obsolete or ship is removed from "effective U.S. control." sold, foreign, sunk, or scrapped.	wnln	N1-NU-86-4 / 4622/3	
4730.1c	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	1. Board Of Inspection And Survey, Washington, DC, Records. 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.		Retain on board. Destroy when ship or craft is stricken.	wnln	N1-NU-86-4 / 4730/1/C	
4730.4b	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	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 SSC 4730, paragraph 1b.) 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.		Retain on board. Destroy when superseded or craft or equipment is removed from naval custody, e.g., sold, scrapped or stricken, whichever is earlier.	wnln	N1-NU-86-4 / 4730/4/B	





4623.1b	NAVAL FLEET AUXILIARY FORCE SHIP RECORDS	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. b. Microfilm Records.		Retain on board. Destroy when superseded, obsolete, or no longer needed for reference.	w/in	N1-NU-86-4 / 4623/1/B	
4624.3	SCIENTIFIC SUPPORT SHIPS RECORDS	3. Ship Location Report/Employment Schedule. Records showing positions, port calls, and departures.		Retain on board. Destroy when no longer needed for reference.	w/in	N1-NU-86-4 / 4624/3	
4660.4	TERMINAL OPERATIONS RECORDS	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.		Retain on board. Destroy when superseded, terminal obsolete, or no longer needed for reference.	w/in	N1-NU-86-4 / 4660/4	

4700.1a	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.) 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.		Retain on board. Destroy when action is completed.	w/in	N1-NU-86-4 / 4700/1/D	
4700.1e	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.) 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. Located at Naval Activities, Departments, Divisions, or other Organizational Units.		Retain on board. Destroy when craft or equipment is disposed of or transferred.	w/in	N1-NU-86-4 / 4700/1/E	
4700.1k	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.) k. Engineering Drawings and Plans Reference Files. Copies used in connection with repair, maintenance, construction, and conversion operations. Located at Naval Activities, Departments, Divisions, or other Organizational Units. (See technical subject series for master files.)		Retain on board. Destroy when superseded, obsolete, or no longer needed for reference.	w/in	N1-NU-86-4 / 4700/1/K	
4700.1l	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.) l. Engineering Instruction Sheets. Information and working copies only. Located at Naval Activities, Departments, Divisions, or other Organizational Units.		Retain on board. Destroy upon completion of job or when no longer needed for local reference.	w/in	N1-NU-86-4 / 4700/1/L	

4730.4a	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	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.		Retain on board. Destroy when superseded by new inspection report.	w/in	N1-NU-86-4 / 4730/4/A	
4732.1	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.		Retain on board. Destroy after next inspection and test of equipment.	w/in	N1-NU-86-4 / 4732/1	
4750.1	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.		Retain on board. Destroy upon completion of next periodic maintenance service or inspection.	w/in	N1-NU-86-4 / 4750/1	

4800.45	Tool Manufacture and Repair	Manufacturing data for special tooling (S.T. Tools, K.T. Indies) used in production. Consist of such material as copies of drawings, sketches, photographs, reproductions, and copies of operation and process sheets prepared by commercial tool and die makers.		TEMPORARY: Destroy when superseded, obsolete, or manufacture of item discontinued.			
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4870.3	MACHINE TOOLS AND INDUSTRIAL PRODUCTION EQUIPMENT RECORDS	3. Tool Repair Records. Records providing the history of repairs made to each tool.		Retain on board. Destroy when tool is disposed of.	wnin	N1-NU-86-4 / 4870/3	
4870.4a(2)	MACHINE TOOLS AND INDUSTRIAL PRODUCTION EQUIPMENT RECORDS	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 SSC 4121 for master specifications files.) a. Microfilmed Records (2) Master negative.		Retain on board. Destroy when superseded, obsolete, or manufacture of item is discontinued.	wnin	N1-NU-86-4 / 4870/4A/2	
4870.4b	MACHINE TOOLS AND INDUSTRIAL PRODUCTION EQUIPMENT RECORDS	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 SSC 4121 for master specifications files.) b. All Other Records.		Retain on board. Destroy when superseded, obsolete, or manufacture of item is discontinued.	wnin	N1-NU-86-4 / 4870/4/B	

4400-46	Cataloging, Material ID, and Classification	Information relating to cataloging, material identification and classification includes, but not limited to, master item (commodity) identification on supply cards, microfilm, and 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.	Tr (P) (S)	TEMPORARY: Destroy when superseded, cancelled, or upon completion of action.			
4410.2b	CATALOGING, MATERIAL IDENTIFICATION, AND CLASSIFICATION RECORDS	b. Specifications and Standards (including Blueprints and Related Card Records) Used for Material Cataloging, Identification, Classification, or Reference Purpose (Drawings, Blueprints, Microfilm, Microfiche, etc.)		Retain on board. Destroy when superseded, cancelled, upon completion of action, or no longer needed for reference.	wnin	N1-NU-86-4 / 4410/2/B	
4410.3a	CATALOGING, MATERIAL IDENTIFICATION, AND CLASSIFICATION RECORDS	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. a. Master Item Identification, History Card, Microfilm, or Other Similar Records.		Retain on board. Destroy when material or equipment is deleted from the supply system.	wnin	N1-NU-86-4 / 4410/3/A	
4410.4	CATALOGING, MATERIAL IDENTIFICATION, AND CLASSIFICATION RECORDS	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.	wnin	N1-NU-86-4 / 4410/4	
4410.5a	CATALOGING, MATERIAL IDENTIFICATION, AND CLASSIFICATION RECORDS	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.	wnin	N1-NU-86-4 / 4410/5/A	
4422.3	MATERIAL COGNIZANCE ASSIGNMENTS RECORDS	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.		Retain on board. Destroy when superseded, cancelled, item cognizance is transferred, or item is deleted from the supply system.	wnin	N1-NU-86-4 / 4422/3	

4400-47	Storage Planning and Control	Information relating to storage of supplies and equipment including those relating to storage operations, storage standards, and procedures, cross-serving agreements, storage space utilization, storage facilities, and storage maintenance.	Tr (P) (S)	TEMPORARY: Destroy when superseded or obsolete.			
4450.1a	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-serving agreements, storage space utilization, storage facilities, and storage maintenance. a. Individual Storage Unit Reports.		Retain on board. Destroy when superseded or revised report is forwarded to NAVSUPSYSCOM.	wnin	N1-NU-86-4 / 4450/1/A	
4450.2	STORAGE RECORDS	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.		Retain on board. Destroy when superseded or obsolete.	wnin	N1-NU-86-4 / 4450/2	
4450.3	STORAGE RECORDS	3. Space Layout or Planning Charts, Illustrations, Or other records. Records relating to storage space utilization, planning or layout.		Retain on board. Destroy when superseded or obsolete.	wnin	N1-NU-86-4 / 4450/3	
4450.5	STORAGE RECORDS	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.		Retain on board. Destroy when superseded or obsolete.	wnin	N1-NU-86-4 / 4450/5	



4000-53	GRS 2.8 - 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.	Trigger(s)	TEMPORARY: Destroy after GAO audit or when 7 years old, whichever is sooner.	x	GRS 2.8 N1-GRS-92-4	(#) Duplicative with payroll series in ch. 7. Recommend combine with series in ch. 7 or add this series to ch. 7 and remove
4066.3b(1)(a)	EXCHANGES RECORDS	3. Payroll Files. Records relating specifically to exchange payrolls. 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 6 years old, whichever is earlier.	7	GRS 2.8	

4000-54	GRS 2.13a - Tax Files (W-4):	Employee withholding allowance certificate such as Internal Revenue Service (IRS) Form W-4 and state equivalents.	Trigger(s)	TEMPORARY: Cutoff at separation of employees. Destroy 4 years after cutoff.	x	GRS 2.13a N1-GRS-92-4-13a	(#) Duplicative with payroll series in ch. 7. Recommend combine with series in ch. 7 or add this series to ch. 7 and remove
4066.3a	EXCHANGES RECORDS	3. Payroll Files. Records relating specifically to exchange payrolls. a. Tax Withholding Exemption Certificates.		Destroy 4 years after superseded or obsolete or upon separation of employee.	7	GRS 2.13a	
4066.3f(1)	EXCHANGES RECORDS	3. Payroll Files. Records relating specifically to exchange payrolls 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 superseded or obsolete or upon separation of employee.	7	GRS 2.13a	

4000-55	GRS 2.14a - Savings Bond Purchase Files:	Authorization for Purchase and Request for Change - U.S. Savings Bonds, SB-2152, or equivalent.	Trigger(s)	TEMPORARY: Destroy when superseded or after separation of employee.	x	GRS 2.14a N1-GRS-92-4-14a	(#) Duplicative with payroll series in ch. 7. Recommend combine with series in ch. 7 or add this series to ch. 7 and remove
4066.3c(1)(a)1	EXCHANGES RECORDS	3. Payroll Files. Records relating specifically to exchange payrolls. 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 1. For U.S. Savings Bond Authorization (Standard Form (SF) 1192) or equivalent.		Destroy when superseded or after separation of employee.	w/in	GRS 2.14a	
4066.3c(1)(b)1	EXCHANGES RECORDS	3. Payroll Files. Records relating specifically to exchange payrolls. 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). (b) If record is not maintained elsewhere. 1. For U.S. Savings Bond Authorization (Standard Form (SF) 1192) or equivalent.		Destroy when superseded or after separation of employee.	w/in	GRS 2.14a	

4000-56	GRS 2.15 - Combined Federal Campaign and Other Allotment Authorizations:	a. Authorization for individual allotment to the Combined Federal Campaign. B. Other authorizations, such as union dues and savings.	Trigger(s)	TEMPORARY: Destroy after GAO audit or when 3 years old, whichever is sooner.	x	GRS 2.15a/b N1-GRS-92-4-15a/b	(#) Duplicative with payroll series in ch. 7. Recommend combine with series in ch. 7 or add this series to ch. 7 and remove
4066.3c(1)(a)2	EXCHANGES RECORDS	3. Payroll Files. Records relating specifically to exchange payrolls. 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. 2. For Combined Federal Campaign (CFC)		Destroy after GAO audit or when 3 years old, whichever is sooner.	3	GRS 2.15a	

4066.3c(1)(b)2	EXCHANGES RECORDS	3. Payroll Files. Records relating specifically to exchange payrolls. 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). (b) If record is not maintained elsewhere. 2. For Combined Federal Campaign (CFC)		Destroy after GAO audit or when 3 years old, whichever is sooner.	3	GRS 2.15a	
4066.3c(2)(a)	EXCHANGES RECORDS	3. Payroll Files. Records relating specifically to exchange payrolls. c. Payroll Savings Authorizations and Machine Listings of Annual Employee Pension Contribution. (2) All other authorizations, including union dues and savings. (a) If record is maintained on earning record card		Destroy after GAO audit or when 3 years old, whichever is earlier.	3	GRS 2.15b	
4066.3c(2)(b)	EXCHANGES RECORDS	3. Payroll Files. Records relating specifically to exchange payrolls. c. Payroll Savings Authorizations and Machine Listings of Annual Employee Pension Contribution. (2) All other authorizations, including union dues and savings. (b) If record is not maintained elsewhere.		Destroy after GAO audit or when 6 years old, whichever is earlier.	7	GRS 2.15b	moved to align with GRS
4000-57	GRS 3.2 - General Correspondence Files (Procurement)	Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in the General Records Schedule.	Trigger(s)	TEMPORARY: Cutoff at end of CY. Destroy 2 years after cutoff.	x	GRS 3.2 NC1-64-77-5-3	
4200.1a(1)	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 contracts, 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 operating procurement units concerning internal operation and administration matters not covered elsewhere under SSAC 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	3	H1-NU-66-4 / 4200/1/A/1	
4000-58	GRS 3.4 - 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 Department of Defense 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).	Trigger(s)	TEMPORARY: Cutoff at end of CY. Destroy 2 years after cutoff.	x	GRS 3.4a/b NC1-64-77-5-5a/b	Rounded up to 2 years to align with retention bands.
4200.3c(1)	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 contracts, 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. 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.	3	GRS 3.4a	

4200.1c(2)	GENERAL CONTRACTING RECORDS	<p>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 contracts, 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.</p> <p>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).</p> <p>(2) Copies in other reporting units and related work papers.</p>		Destroy when 1 year old	3	GRS 3.4b	
4000-59	GRS 3.9a - Inventory Lists:	Information related to inventory reports and lists. Includes inventory control reports, such as annual, change of property book officer, and cyclical reports. Also included are reports of receipt and maintenance of supply items, financial inventory summary reports, stores accounting transactions and semi-annual vouchers/invoice tape printouts, and reports of material surveys; 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.	Trigger(s)	TEMPORARY: Cutoff at end of CY. Destroy 2 years after cutoff.	x	GRS 3.9a NCI-64-77-5-10a	
4440.1b	INVENTORY CONTROL RECORDS	<p>1. Inventory Reports. Inventory reports and related correspondence. Include inventory control reports, such as annual, change of property book officer, and cyclical reports. Also included are reports of receipt and maintenance of supply items, financial inventory summary reports, stores accounting transactions and semi-annual vouchers/invoice tape printouts, and reports of material surveys.</p> <p>b. All other records.</p>		Destroy 2 years from date of list.	3	GRS 3.9a	
4066.4	EXCHANGES RECORDS	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 2 years from date of lists.	3	GRS 3.9a	
4000-60	GRS 4.1 - Property Disposal Correspondence Files:	Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.	Trigger(s)	TEMPORARY: Cutoff at end of CY. Destroy 2 years after cutoff.	x	GRS 4.1 GRS4, 1952, Item A	
4510.1	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.	3	GRS 4.1	
4010.3a	SCRAP AND SALVAGEABLE MATERIALS RECORDS	<p>3. Records Regarding Sales of Scrap and Salvageable Material (Exclude records of sales of real property—see SSC 11011.)</p> <p>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.</p>		Destroy when 2 years old.	3	GRS 4.1	

4520.1	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.	3	GRS 4.1	
4540.1	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.	3	GRS 4.1	
4000-61	GRS 4.2 - Excess Personal Property Reports:	Excess Personal Property Reports.	Trigger(s)	TEMPORARY: Cutoff at end of CY. Destroy 3 years after cutoff.	x	GRS 4.2 GRS 4, 1952, Item 5	
4010 3b	SCRAP AND SALVAGEABLE MATERIALS RECORDS	3. Records Regarding Sales of Scrap and Salvageable Material (Exclude records of sales of real property—see SSIC 11011.) b. Excess Personal Property Reports.		Destroy when 3 years old.	3	GRS 4.2	
4570.1a	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. a. Excess property		Destroy when 3 years old.	3	GRS 4.2	
4570.2a	EXCESS AND SURPLUS PROPERTY RECORDS	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. a. Excess property		Destroy when 3 years old.	3	GRS 4.2	
4000-62	GRS 9.4a - General Travel and Transportation Files:	Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions not covered elsewhere in this schedule.	Trigger(s)	TEMPORARY: Cutoff at end of CY. Destroy 2 years after cutoff.	x	GRS 9.4a N1-GRS-91-3-4a	
4650 3a	PASSENGER TRANSPORTATION/TRAVEL RECORDS	3. Travel Documents And Records a. U.S. Government Transportation Requests (GTR's, SGTR's, ASTR Files), Meal Tickets (MT's), and Travelopes. Records include cancelled copies and documents relating to issuance or sub-custody thereof and related correspondence.		Destroy when 2 years old	3	GRS 9.4a	
4000-63	GRS 23.1 - Office Administrative Files:	Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.	Trigger(s)	TEMPORARY: Cutoff at end of CY. Destroy 2 years after cutoff.	x	GRS 23.1 N1-GRS-98-2-43	
4000.2	GENERAL LOGISTICS RECORDS	2. Activities General Correspondence Files. Files of all supply activities and offices (departmental and field) or departments, divisions, or other organizational units of activities and offices relating to operations. Records are accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps 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	N1-NU-86-4 / 4000/2	
4030 1	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 1 year old. Destroy when 3 years old.	3	N1-NU-86-4 / 4030/1	

4200.1a(2)	GENERAL CONTRACTING RECORDS	<p>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 contracts, 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.</p> <p>a. General Correspondence Files. Correspondence files of operation procurement units concerning internal operation and administration matters not covered elsewhere under SSIC 4200.</p> <p>(2) Routine documents which pertain only to specific contracts.</p>		Destroy when 2 years old	3	N1-NU-86-4 / 4200/1/A/2	
4200.1a(3)	GENERAL CONTRACTING RECORDS	<p>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 contracts, 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.</p> <p>a. General Correspondence Files. Correspondence files of operation procurement units concerning internal operation and administration matters not covered elsewhere under SSIC 4200.</p> <p>(3) Documents not routine in nature, which pertain to specific contracts.</p>		Destroy when 2 years old.	3	N1-NU-86-4 / 4200/1/A/3	
4620.2	SEA TRANSPORTATION RECORDS	<p>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.)</p>		Destroy when 2 years old	3	N1-NU-86-4 / 4620/2	
4620.3	SEA TRANSPORTATION RECORDS	<p>3. Internal Operation Records. General correspondence files of the COMUSC; 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.)</p>		Destroy when 2 years old	3	N1-NU-86-4 / 4620/3	
4623.1a	NAVAL FLEET AUXILIARY FORCE SHIP RECORDS	<p>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.</p> <p>a. Paper Records.</p>		Destroy 2 years after microfilming or after film is verified, whichever is sooner.	3	N1-NU-86-4 / 4623/1/A	
4700.1b	GENERAL MAINTENANCE, CONSTRUCTION AND CONVERSION RECORDS	<p>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.)</p> <p>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.</p>		Destroy when 2 years old.	3	N1-NU-86-4 / 4700/1/B	
4862.1	INDUSTRIAL AND INDUSTRIAL RESERVE FACILITIES RECORDS	<p>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.</p>		Destroy when 3 years old.	3	N1-NU-86-4 / 4862/1	
4060.1a	PERSONAL SERVICES RECORDS	<p>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.)</p> <p>a. Navy</p>		Destroy when 2 years old	3	N1-NU-86-4 / 4060/1/A	
4060.1b	PERSONAL SERVICES RECORDS	<p>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.)</p> <p>b. MARCORPS</p>		Destroy when 3 years old	3	N1-NU-86-4 / 4060/1/B	



4065.1	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.	3	N1-NU-86-4 / 4065/1	
4067.1	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.	3	N1-NU-86-4 / 4067/1	
4069.1	SPECIAL SERVICES RECORDS	1. General Correspondence, Reports, Minutes, Reviews, and Similar Records. Records relating to internal operation and administration.		Destroy when 2 years old.	3	N1-NU-86-4 / 4069/1	
4080.2	MOBILIZATION LOGISTICS RECORDS	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	N1-NU-86-4 / 4080/2	
4400.7c	GENERAL SUPPLY/MATERIAL RECORDS	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. c. Administrative Correspondence. Correspondence pertaining to the performance of administrative functions and transactions in analyzing and reporting effective procedures.		Destroy when 1 year old.	3	N1-NU-86-4 / 4400/7/C	
4402.1	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.	3	N1-NU-86-4 / 4402/1	
4403.1	REPLACEMENT AND EVALUATION (RAE) PROGRAM RECORDS	1. General Correspondence Files. Files consisting of letters, messages, memoranda, and other related material created/maintained by MARCORPS field activities. The MARCORPS RAE 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.		Destroy when 3 years old.	3	N1-NU-86-4 / 4403/1	
4406.1	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.	3	N1-NU-86-4 / 4406/1	
4460.1	MATERIALS HANDLING RECORDS	1. Reports and Related Correspondence. Correspondence concerning material handling operations.		Destroy when 2 years old.	3	N1-NU-86-4 / 4460/1	
4470.2	DISTRIBUTION RECORDS	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	N1-NU-86-4 / 4470/2	
4500.2	GENERAL REDISTRIBUTION AND DISPOSAL OF PROPERTY RECORDS	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.	3	N1-NU-86-4 / 4500/2	
4600.3	GENERAL TRAVEL AND TRANSPORTATION RECORDS	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.	3	N1-NU-86-4 / 4600/3	
4630.2	AIR TRANSPORTATION RECORDS	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	N1-NU-86-4 / 4630/2	
4630.3	AIR TRANSPORTATION RECORDS	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.	3	N1-NU-86-4 / 4630/3	
4640.2	LAND TRANSPORTATION RECORDS	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.		Retain on board. Destroy when 3 years old.	3	N1-NU-86-4 / 4640/2	
4640.3	LAND TRANSPORTATION RECORDS	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.	3	N1-NU-86-4 / 4640/3	
4651.1	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.	3	N1-NU-86-4 / 4651/1	
4660.1	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.	3	N1-NU-86-4 / 4660/1	
4680.2	CONTAINERIZATION RECORDS	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.	3	N1-NU-86-4 / 4680/2	

4770.1	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.	3	GRS 23.1	
4770.2	RESERVE FLEETS AND INACTIVE SHIPS OR AIRCRAFT RECORDS	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.	3	GRS 23.1	
4790.2	MAINTENANCE AND MATERIAL MANAGEMENT RECORDS	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	N1-NU-86-4 / 4790/2	
4800.2	GENERAL CURRENT PRODUCTION AND INDUSTRIAL PREPAREDNESS PLANNING RECORDS	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.	3	N1-NU-86-4 / 4800/2	
4841.1	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.	3	N1-NU-86-4 / 4841/1	
4858.1c	VALUE ENGINEERING (VE) RECORDS	1. Instructions, Notices, Reports, Studies, and General Correspondence. Records pertaining to value analysis, value control, value improvement, and value management. c. Other Records. Such as feeder reports and general correspondence.		Destroy when 3 years old.	3	N1-NU-86-4 / 4858/1/C	
4900.1b	RECORDS OF SECURITY ASSISTANCE OFFICES (SAOs)	1. Records of SAOs Under of the Executive Control of the Department of the Army or Air Force. 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.	3	N1-NU-86-4 / 4900/1/b	
4920.3	SECURITY ASSISTANCE PROGRAM RECORDS LOCATED AT DON ELEMENTS	3. Organization, 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.		Destroy when 2 years old.	3	N1-NU-02-4 / 1	
4950.3	TRAINING RECORDS	3. Correspondence Files on FMTs.		Destroy when 1 year old.	3	N1-NU-86-4 / 4950/3	

4000-64	GRS 1.1 010 - Financial Transaction Records Related to Procuring Goods and Services, Paying Bills, Collecting Debts, and Accounting:	<p>Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting. Many records included in this item are maintained by accountable officers to account for the availability and status of public funds, and are retained to enable GAO, Office of Inspector General, or other authority audit.</p> <p>Financial transaction records include those created in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity, per the following definitions.</p> <p>Procuring goods and services is the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel services to be used by the Federal Government. Paying bills means disbursements of federal funds for goods and services, and fulfilling financial obligations to grant and cooperative agreement recipients. Procurement and payment records include those such as:</p> <ul style="list-style-type: none"> <li>• contracts • requisitions • purchase orders • interagency agreements • Military Interdepartmental Purchase Requests (MIPRs) • printing requisitions to the Government Printing Office • memoranda of agreement specifying a financial obligation • solicitations/requests for bids, quotations or proposals for contracts and competitive grants • proposals, quotations, bids (accepted, rejected, unopened) for contracts and competitive grants • contingent fee justifications • legal and financial instruments such as bond and surety records • data submitted to the Federal Procurement Data System (FPDS) • FAIR Act (A-76) records linked directly to specific procurement actions • credit card/purchase card/charge card statements and supporting documentation • vendor tax exemption records • invoices • leases • recurring financial transactions such as utility and communications invoices • documentation of contractual administrative</li> </ul>	Trigger(s)	TEMPORARY: Destroy 10 years after final payment or cancellation.	x	DAA-GRS-2013-0003-0001	GRS DON has chosen to follow a longer retention for business purposes in support of the DON financial statement audit, per DASN MEMO, "Revised Document Retention Requirements" of 29 Jan 2015
4010.2	SCRAP AND SALVAGEABLE MATERIALS RECORDS	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.		Retain on board. Destroy when 4 years old.	7	N1-NU-86-4 / 4010/2	
4010.3c(1)(a)	SCRAP AND SALVAGEABLE MATERIALS RECORDS	<p>3. Records Regarding Sales of Scrap and Salvageable Material (Exclude records of sales of real property—see SSIC 11011.)</p> <p>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.</p> <p>(1) Transactions subsequent to July 25, 1974, of more than \$10,000, and transactions prior to July 26, 1974, of more than \$2,500.</p> <p>(a) Records on which actions are pending.</p>		Destroy 6 years after final payment. Files on which actions are pending should be brought forward to next year's files	7	GRS 4.3a	
4010.3c(1)(b)	SCRAP AND SALVAGEABLE MATERIALS RECORDS	<p>3. Records Regarding Sales of Scrap and Salvageable Material (Exclude records of sales of real property—see SSIC 11011.)</p> <p>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.</p> <p>(1) Transactions subsequent to July 25, 1974, of more than \$10,000; and transactions prior to July 26, 1974, of more than \$2,500.</p> <p>(b) Records on which no actions are pending.</p>		Place in inactive file on final payment and transfer to FRC 2 years thereafter. Destroy 6 years after final payment.	7	GRS 4.3a	
4010.3c(2)(a)	SCRAP AND SALVAGEABLE MATERIALS RECORDS	<p>3. Records Regarding Sales of Scrap and Salvageable Material (Exclude records of sales of real property—see SSIC 11011.)</p> <p>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.</p> <p>(2) Transactions subsequent to July 25, 1974, of \$10,000 or less; and transactions prior to July 26, 1974, of \$2,500 or less.</p> <p>(a) Records on which actions are pending.</p>		Destroy 3 years after final payment. Bring forward to the next year's files for destruction therewith.	3	GRS 4.3b	moved to align with GRS Transmittal 23

4010.3c(2)(b)	SCRAP AND SALVAGEABLE MATERIALS RECORDS	3. Records Regarding Sales of Scrap and Salvageable Material (Exclude records of sales of real property—see SSIC 11011.) 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. (2) Transactions subsequent to July 25, 1974, of \$10,000 or less; and transactions prior to July 25, 1974, of \$2,500 or less. (b) Records on which no actions are pending.		Close file at the end of each fiscal year. Destroy 3 years after file is closed.	3	GRS 4.3b	moved to align with GRS Transmittal 23
4050.1a	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. Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.		Destroy 3 years after final payment.	3	GRS 3.3a(1)(b)	moved to align with GRS Transmittal 23
4050.1b	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. b. Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.		Destroy 6 years and 3 months after final payment.	7	GRS 3.3a(1)(a)	
4050.1c(1)	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. c. Contracts, purchase orders, procurement, or contract documents. Files other than those covered in SSIC 4050.1a and 4050.1b (1) When maintained for reference (informational) purposes only		Retain on board. Destroy upon completion of contract or when no longer needed.	wnln	N1-NU-86-4 / 4050/1/c/1	moved to align with GRS Transmittal 23
4050.1c(2)	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. c. Contracts, purchase orders, procurement, or contract documents. Files other than those covered in SSIC 4050.1a and 4050.1b (2) When maintained for other than reference purposes		Retain on board. Destroy 1 year after completion of action on related contract, subcontract, or other purchase document	3	N1-NU-86-4 / 4050/1/d	moved to align with GRS Transmittal 23
4050.1d	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. d. Procurement of Contracting Officer's Company Files. Correspondence between contracting officer and companies. Included also are user comments or complaints against contractors.		Retain on board. Destroy when superseded, cancelled or company is removed from qualified bidder's list or other record.	wnln	N1-NU-86-4 / 4050/1/D	
4050.1e(1)	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. 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.		Retain on board. Destroy with related contract files.	Refers to other SSIC	N1-NU-86-4 / 4050/1/E/1	
4050.1e(2)	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. 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. (2) All other records.		Retain on board. Destroy 1 year after completion of all listed contracts.	3	N1-NU-86-4 / 4050/1/E/2	
4050.1f	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 f. U.S. Government Tax Exemption Certificates.		Destroy 3 years after period covered by related accounts	3	GRS 3.12	moved to align with GRS Transmittal 23
4050.3b	HOUSEHOLD GOODS AND PERSONAL PROPERTY RECORDS	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 b. If Property Is Unclaimed.		Retain on board. Destroy 5 years after property is sold or otherwise disposed of.	7	N1-NU-86-4 / 4050/3/B	

4200.1b(1)(a)	GENERAL CONTRACTING RECORDS	<p>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 contracts, 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.</p> <p>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.</p> <p>(1) Procurement or purchase organization copy and related papers</p> <p>(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000. Exclude transactions containing indemnification provisions.</p>		Destroy 6 years and 3 months after final payment	7	GRS 3.3a(1)(a)	
4200.1b(1)(b)	GENERAL CONTRACTING RECORDS	<p>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 contracts, 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.</p> <p>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.</p> <p>(1) Procurement or purchase organization copy and related papers.</p> <p>(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000. Exclude transactions containing indemnification provisions.</p>		Destroy 3 years after final payment	3	GRS 3.3a(1)(b)	moved to align with GRS Transmittal 23
4200.1b(3)	GENERAL CONTRACTING RECORDS	<p>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 contracts, 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.</p> <p>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.</p> <p>(3) Other copies of records described above used by component element of a procurement office for administrative purposes.</p>		Destroy upon termination or completion.	within	GRS 3.3c	moved to align with GRS Transmittal 23
4200.1d(1)	GENERAL CONTRACTING RECORDS	<p>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 contracts, 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.</p> <p>d. Solicited and Unsolicited Bids and Proposals Files</p> <p>(1) Successful bids and proposals.</p>		Destroy with related contract case files.	within	GRS 3.5a	moved to align with GRS Transmittal 23

4200.1d(2)(a)	GENERAL CONTRACTING RECORDS	<p>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 contracts, 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.</p> <p>d. Solicited and Unsolicited Bids and Proposals Files</p> <p>(2) Solicited and unsolicited unsuccessful bids and proposals.</p> <p>(a) When filed separately from contract.</p>		Destroy when related contract files are completed	wnln	GRS 3.5b(2)(a)	moved to align with GRS Transmittal 23
4200.1d(2)(b)	GENERAL CONTRACTING RECORDS	<p>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 contracts, 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.</p> <p>d. Solicited and Unsolicited Bids and Proposals Files</p> <p>(2) Solicited and unsolicited unsuccessful bids and proposals.</p> <p>(b) When filed with contract.</p>		Destroy when related contract case files are completed.	wnln	GRS 3.5b(2)(b)	moved to align with GRS Transmittal 23
4200.1d(3)	GENERAL CONTRACTING RECORDS	<p>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 contracts, 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.</p> <p>d. Solicited and Unsolicited Bids and Proposals Files</p> <p>(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.</p>		Retain on board. Destroy 5 years after date of cancellation.	7	GRS 3.5c(1)	
4530.1	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.		Return to nearest FRC 1 year after closing of transaction. Destroy when 10 years old.	10	N1-NU-86-4 / 4530/1	moved to align with GRS Transmittal 23
4530.2a(1)	SALES RECORDS	<p>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).</p> <p>a. Sales Offices Case Files</p> <p>(1) Transactions of more than \$25,000.</p>		Destroy 6 years after final payment.	7	GRS 4.3a	

4530 2a(2)	SALES RECORDS	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 (2) Transactions of \$25,000 or less.		Destroy 3 years after final payment	3	GRS 4 3b	moved to align with GRS Transmittal 23
4530.3	SALES RECORDS	3. Sales Return Records.		Return to nearest FRC after 1 year Destroy 6 years and 3 months after period covered.	7	N1-NU-86-4 / 4530/3	
4535.1	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.	3	N1-NU-86-4 / 4535/1	
4570.1b(2)	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. b. Surplus property (2). Transactions of \$25,000 or less.		Destroy 3 years after final payment.	3	GRS 4.3b	moved to align with GRS Transmittal 23
4570.2b(2)	EXCESS AND SURPLUS PROPERTY RECORDS	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 b. Surplus property (2). Transactions of \$25,000 or less.		Destroy 3 years after final payment	3	GRS 4.3b	moved to align with GRS Transmittal 23
4570.1b(1)	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. b. Surplus property. (1). Transactions of more than \$25,000		Destroy 6 years after final payment.	7	GRS 4 3a	
4570 2b(1)	EXCESS AND SURPLUS PROPERTY RECORDS	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. b. Surplus property (1). Transactions of more than \$25,000.		Destroy 6 years after final payment.	7	GRS 4 3a	
4610 1c	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 c. Registers and Control Records.		Destroy when 6 years old.	7	GRS 9 1a	
4610 1d	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 d. International Shipments of Household Goods Records Moved by Freight Forwarders.		Destroy 6 years after the period of the account.	7	GRS 9 1a	
4610.1e	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. e. Records covering payment for commercial freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) the voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) the voucher has become involved in litigation, or 6) any other condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period		Destroy when 10 years old.	10	GRS 9.1b	moved to align with GRS Transmittal 23

4610.2c	SHIPMENTS (CARGO AND FREIGHT) RECORDS	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.) c. Registers and Control Records.		Destroy 6 year after the period of account	7	GRS 9.1c	
4610.2d	SHIPMENTS (CARGO AND FREIGHT) RECORDS	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.) 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.	7	GRS 9.1a	
4610.2e	SHIPMENTS (CARGO AND FREIGHT) RECORDS	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.) e. Records covering payment for commercial freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) the voucher contains unbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) the voucher has become involved in litigation, or 6) any other condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period.		Destroy when 10 years old	10	GRS 9.1b	moved to align with GRS Transmittal 23
4650.3c(1)	PASSENGER TRANSPORTATION/TRAVEL RECORDS	3. Travel Documents And Records 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 6 years and 3 months after period covered by account	7	GRS 6.1a	
4650.3f	PASSENGER TRANSPORTATION/TRAVEL RECORDS	3. Travel Documents And Records 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	7	N1-411-86-4 / 4650/3/F	

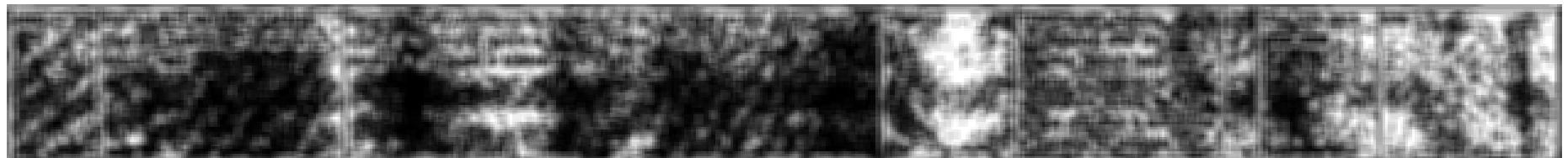
4000-65	GRS 1.1 012 - Bids and proposals neither solicited nor accepted:	Bids and proposals that are both unsolicited and the subject of no further agency action.	Trigger(s)	TEMPORARY: Destroy when no longer required for business use	x	DAA-GRS-2016-0001-0001	GRS
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4000-66	GRS 1.1 013 - Data submitted to the Federal Procurement Data System (FPDS):	Electronic data file maintained by fiscal year, containing unclassified records of procurement information the agency transfers to the FPDS.  Exclusion: This item does not cover data contained in the Federal Procurement Data System, which is scheduled by GSA.	Trigger(s)	TEMPORARY: Destroy when 6 years old, but longer retention is authorized if required for business use.	x	DAA-GRS-2016-0001-0002	GRS
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4000-67	GRS 1.1 040 - Cost Accounting for Stores, Inventory, and Materials:	Records providing accountability for receipt and custody of materials and showing accumulated cost data, including the direct and indirect costs of production, administration, and performance of program functions of the agency; such as:  <ul style="list-style-type: none"> <li>• Invoices or equivalent papers used for inventory accounting purposes</li> <li>• Inventory accounting returns and reports</li> <li>• working files used in accumulating inventory accounting data</li> <li>• plant account cards and ledgers, other than those pertaining to structures</li> <li>• cost accounting reports and data</li> <li>• depreciation lists/costs</li> <li>• contractor cost reports re contractor-held-government-owned materials and parts</li> <li>• receiving inspection and acceptance documentation</li> </ul>	Trigger(s)	TEMPORARY: Destroy when 3 years old, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0003-0012	GRS
4065.2	COMMISSARY STORES RECORDS	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.	3	GRS 8.3	



4000-68	GRS 1.1 050 - Construction contractors' payroll files:	Agency copy of contractors' payrolls for construction contracts submitted in accordance with Department of Labor regulations, with related certifications, anti-kickback and other affidavits, and other related papers.	Trigger(s)	TEMPORARY: Destroy 3 years after completion of contract or conclusion of contract being subject to an enforcement action, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0003-0003	GRS
4000-69	GRS 1.1 060 - Contract Appeals Case Files:	Records of contract appeals arising under the Contracts Dispute Act. Includes: <ul style="list-style-type: none"> <li>• notice of appeal</li> <li>• acknowledgment of notice</li> <li>• correspondence</li> <li>• copies of contracts, plans, specifications, exhibits, change orders, and amendments</li> <li>• hearing transcripts</li> <li>• documents received from concerned parties</li> <li>• final decisions</li> <li>• other related papers</li> </ul>	Trigger(s)	TEMPORARY: Destroy 1 year after final resolution, but longer retention is authorized if required for business use.	x	DAA-GRS-2016-0001-0003	GRS
4200 1a	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 contracts, 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. 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.		Retain on board. Destroy 1 years after final action or decision.	3	GRS 3 15b	
4000-70	GRS 1.1 070 - Vendor and Bidder Information, Records of Suspensions and Debarments for Violation of the Drug-Free Workplace Act:	Documentation of approved, suspended, and debarred vendors and bidders.  Records of suspensions and debarments for violation of the Drug-Free Workplace Act.	Trigger(s)	TEMPORARY: Destroy 5 years after removal from approved status, but longer retention is authorized if required for business use.	x	DAA-GRS-2016-0001-0004	GRS
4000-71	GRS 1.1 071 - Vendor and Bidder Information, Records of All Other Suspensions and Debarments and All Approved Vendors and Bidders:	Documentation of approved, suspended, and debarred vendors and bidders.  Records of all other suspensions and debarments and all approved vendors and bidders.	Trigger(s)	TEMPORARY: Destroy 3 years after removal from approved status, but longer retention is authorized if required for business use.	x	DAA-GRS-2016-0001-0005	GRS



4000.4a	GENERAL LOGISTICS RECORDS	4. Biomedical And Facilities (BIOFAC) & (PESS/SPAS) 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.	Retain on Board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4000/4/A	
4041.1a	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 (ABLIOL) 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 (NAVFACENGCOM) Headquarters. a. Master file and historical data tapes.	Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4041/1/A	
4041.2a	ADVANCED BASE FUNCTIONAL COMPONENT RECORDS	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 ABOL. System maintained at FACSO Port Hueneme, CA. a. Master file and historical data tapes.	Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4041/2/A	
4041.3a	ADVANCED BASE FUNCTIONAL COMPONENT RECORDS	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.	Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4041/3/A	
4061.3a	MESSES AND CAFETERIAS RECORDS	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. (5) the calculation and the list of components for the basic daily food allowance. a. Master file and historical data tapes.	Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4061/3/A	
4082.2a	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 (NAVAVIONICEN), Indianapolis, IN. a. Master file and historical data tapes.	Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4082/2/A	
4082.3a	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 NAVAVIONICEN, Indianapolis, IN. a. Master file and historical data tapes.	Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4082/3/A	
4082.4a	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 (TRAQIS). System maintained by NAVAVIONICEN 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.	Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4082/4/A	
4082.5a	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 (NAB). a. Master file and historical data tapes.	Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4082/5/A	

4082.6a	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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.		Retain on board. Destroy after third system backup.	wmln	N1-MU-86-4 / 4082/6/A	
4082.7a	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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.		Retain on board. Destroy after third system backup.	wmln	N1-MU-86-4 / 4082/7/A	
4082.8a	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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.		Retain on board. Destroy after third system backup.	wmln	N1-MU-86-4 / 4082/8/A	
4082.9a	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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.		Retain on board. Destroy after third system backup.	wmln	N1-MU-86-4 / 4082/9/A	
4082.10a	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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&MR,N); and Research, Development, Test and Evaluation, Navy (RDT&E,N). a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wmln	N1-MU-86-4 / 4082/10/A	
4082.11a	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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.		Retain on board. Destroy after third system backup.	wmln	N1-MU-86-4 / 4082/11/A	
4082.12a	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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.		Retain on board. Destroy after third system backup.	wmln	N1-MU-86-4 / 4082/12/A	
4082.13	LOGISTICS SUPPORT REQUIREMENTS RECORDS	13. Common Logistics Command and Control System (CLC2S) Master Files. Master files include but are not limited to equipment readiness, inventory control, stock management and accountability for individual, unit combat equipment and major end items, and maintenance and repair parts. Logistics Support Management Records. Records containing information regarding logistics support requirements. (Exclude primary program records maintained by designated program managers under SSIC 4080.1).		Retain on Board. Destroy when cancelled or superseded.	wmln	DAA-0127-2014-0005-0001	
4101.1a	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 FACSOPort Hueneme and supports: all NAVFACENCOM Divisions within the Continental United States (CONUS), NAVFACENCOM Pacific Division, Pearl Harbor; NAVFACENCOM Headquarters; and CMC. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wmln	N1-MU-86-4 / 4101/1/A	
4101.2a	ENERGY CONSERVATION RECORDS	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 FACSOPort Hueneme. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wmln	N1-MU-86-4 / 4101/2/A	

4101.3a	ENERGY CONSERVATION RECORDS	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 Huonema a. Master file and historical data tapes		Retain on board. Destroy after third system backup.	wnln	N1-HU-86-4 / 4101/3/A	
4110.3a	INTEGRATED MATERIAL MANAGEMENT (IMM) RECORDS	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.		Retain on board. Destroy after third system backup.	wnln	N1-HU-86-4 / 4110/3/A	
4330.1a	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.		Retain on board. Destroy after third system backup.	wnln	N1-HU-86-4 / 4330/1/A	"UIC has nothing to do with contacts" -DL
4330.2a	CONTRACT ADMINISTRATION RECORDS	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 (PKSs), and contract closeouts (PKSs) 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.		Retain on board. Destroy after third system backup	wnln	N1-HU-86-4 / 4330/2/A	
4335.1a	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. Question—Should this be NAVFAC or DOD a. Master file and historical data tapes		Retain on board. Destroy after third system backup.	wnln	N1-HU-86-4 / 4335/1/A	
4406.10a	SUPPLY AFLOAT RECORDS	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.		Retain on board. Destroy after third system backup.	wnln	N1-HU-86-4 / 4406/10/A	
4440.23a	INVENTORY CONTROL RECORDS	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.		Retain on board. Destroy after third system backup	wnln	N1-HU-86-4 / 4440/23/A	
4440.24a	INVENTORY CONTROL RECORDS	24. Ship Equipment Configuration Accounting System (SECAS). System provides configuration status accounting for ship equipment for use by the Fleet, Type Commanders, and NAVSEASYS COM. System is maintained at Naval Weapons Station, Concord, CA and supports/links NAVSEASYS COM, Weapons Stations, and Naval Shipyards a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-HU-86-4 / 4440/24/A	
4441.2a	ALLOWANCES RECORDS	2. Aviation Consolidated Allowance List System (AVCALIS). 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.		Retain on board. Destroy after third system backup	wnln	N1-HU-86-4 / 4441/2/A	
4442.3a	SUPPLY LEVELS RECORDS	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 Huonema and supports NAVFACENGCOM Headquarters, NAVSUPSYSCOM program manager, and all CBCL a. Master file and historical data tapes.		Retain on board. Destroy after third system backup	wnln	N1-HU-86-4 / 4442/3/A	
4442.4a	SUPPLY LEVELS RECORDS	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 Huonema, and supports all CBCL a. Master file and historical data tapes		Retain on board. Destroy after third system backup.	wnln	N1-HU-86-4 / 4442/4/A	

4442.5a	SUPPLY LEVELS RECORDS	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 PACSO Port Hueneme and supports NAVFACENGCOM Headquarters and all CBCs. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4442/5/A	
4442.6	SUPPLY LEVELS RECORDS	6. Albany Publication System (APS) Master Files. The Albany Publication System is designed to provide warehouse data on Manne Corps Technical and Non-Technical publications that are stored at Manne Corps Logistics Command. It provides functionality controlling the initial procurement, receipt, storage, inventory, replenishment, distribution, and disposition of Manne Corps Publications. Storage. Data elements include but are not limited to warehouse data on Manne Corps Technical and Non-Technical publications that are stored at Manne Corps Logistics Command.		Destroy after third system backup.	wnln	DAA-0127-2013-0008-0001	
4452.1a	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		Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4452/1/A	
4610.5a	SHIPMENTS (CARGO AND FREIGHT) RECORDS	5. Marine Corps Freight Transportation System. This system produces reports on all transportation control and movement documents for each daily transaction. Transactions are cross referenced to the purchase order file and estimated cost information is used to control fund obligations. Report data is used to provide evidence of appropriate transportation clearance authority and is used by the Port Union WCO to monitor incoming shipments at the military terminal. A weekly report is forwarded to Marine Corps Voucher Certification Branch, Albany GA. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4610/5/A	
4700.2a	GENERAL MAINTENANCE, CONSTRUCTION AND CONVERSION RECORDS	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 NAVSEASYSKOM; Supervisor of Shipbuilding, Conversion and Repair, USN (SUPSHIPS); and all Naval Shipyards a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4700/2/A	
4700.3a	GENERAL MAINTENANCE, CONSTRUCTION AND CONVERSION RECORDS	3. TRIDENT LOGISTICS DATA SYSTEM (LDS). This system, sponsored by CNO (N4) and maintained by Navy Fleet Materiel Support Office, Mechanicsburg, PA; provides maintenance and supply interface for the fleet of Trident submarines. a. Master file and historical data tapes		Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4700/3/A	
4701.4a	SCHEDULING RECORDS	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 data, 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 NAVSEASYSKOM Automated Data Systems Activity, Indian Head, MD and all Naval Shipyards. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4701/4/A	
4701.5a	SCHEDULING RECORDS	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.		Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4701/5/A	
4701.6a	SCHEDULING RECORDS	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 NAVSEASYSKOM-developed software. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4701/6/A	
4730.7a	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	7. Shipyard MIS: Performance Measures System. This system compares actual and planned man-hours 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.		Retain on board. Destroy after third system backup.	wnln	N1-NU-86-4 / 4730/7/A	

4730.8a	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	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.		Retain on board. Destroy after third system backup.	wmln	N1-HU-86-4 / 4730/B/A	
4440.20a(1)	INVENTORY CONTROL RECORDS	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).	wmln	N1-HU-86-4 / 4440/20/A/1	
4440.20b(1)	INVENTORY CONTROL RECORDS	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.) b. Inventory Updating and Stock Status Report Tapes. (1) Master inventory tapes.		Destroy after preparation of third generation tape.	wmln	N1-HU-86-4 / 4440/20/B/1	
4440.20b(3)	INVENTORY CONTROL RECORDS	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.) b. Inventory Updating and Stock Status Report Tapes. (3) Merged transaction reporting tapes.		Destroy after preparation of third generation tape.	wmln	N1-HU-86-4 / 4440/20/B/3	
4440.20c(2)(c)3	INVENTORY CONTROL RECORDS	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.) c. Stores Reporting Tapes. Tapes used by inventory control points and supply centers in the monthly stores reporting process. (2) Financial transaction summary reporting tapes including MARCORPS east and west tapes. (c) Voucher/invoice and daily inventory and stores processing tapes of supply centers. 3. Daily voucher/invoice tapes.		Destroy after third successive updating of the supply center inventory.	wmln	N1-HU-86-4 / 4440/20/C/2/C/3	
4440.20c(2)(c)4	INVENTORY CONTROL RECORDS	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.) c. Stores Reporting Tapes. Tapes used by inventory control points and supply centers in the monthly stores reporting process. (2) Financial transaction summary reporting tapes including MARCORPS east and west tapes. (c) Voucher/invoice and daily inventory and stores processing tapes of supply centers. 4. Inventory tapes.		Destroy after third successive updating	wmln	N1-HU-86-4 / 4440/20/C/2/C/4	
4790.3a	MAINTENANCE AND MATERIAL MANAGEMENT RECORDS	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.	wmln	N1-HU-86-4 / 4790/3/A	
4790.4	MAINTENANCE AND MATERIAL MANAGEMENT RECORDS	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.		Retain on board. Destroy when obsolete or no longer needed.	wmln	N1-HU-86-4 / 4790/4	

4000-73	GRS 4.3 020 - Electronic Input/Source Records	<p>Electronic records used to create, update, or modify records in an electronic recordkeeping system, including:</p> <ul style="list-style-type: none"> <li>• electronic files that duplicate information from a source electronic system for input into another electronic system;</li> <li>• electronic records received from another agency and used as input/ source records by the receiving agency (see exclusions);</li> <li>• computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database;</li> <li>• master data or reference data, in any format, range, or domain specifications, which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations.</li> </ul> <p>Exclusion 1: Original electronic records maintained in the source system.</p> <p>Exclusion 2: Electronic input records required for audit and legal purposes.</p> <p>Exclusion 3: Electronic input records produced by another agency under the terms of an interagency agreement or records created by another agency in response to the specific information needs of the receiving agency.</p> <p>Not media neutral. Applies to electronic records only.</p>	Trigger(s)	TEMPORARY: Destroy immediately after data have been entered or otherwise incorporated into the master file or database and verified, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0001-0004	GRS
4000 4b	GENERAL LOGISTICS RECORDS	<p>4. Biomedical And Facilities (BIOFAC) &amp; (PESS/SPAS) 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.</p> <p>b. Input data tapes and paper record.</p>		Retain on board. Destroy when no longer required.	wnln	N1-NU-86-4 / 4000/4/B	
4041.1b	ADVANCED BASE FUNCTIONAL COMPONENT RECORDS	<p>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 (ABIOI) 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 (NAVFACENGCOM) Headquarters.</p> <p>b. Input data tapes and paper record.</p>		Retain on board. Destroy when no longer required.	wnln	N1-NU-86-4 / 4041/1/B	
4041.2b	ADVANCED BASE FUNCTIONAL COMPONENT RECORDS	<p>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 ABIOI. System maintained at FACSO Port Hueneme, CA.</p> <p>b. Input data tapes and paper record.</p>		Retain on board. Destroy when no longer required.	wnln	N1-NU-86-4 / 4041/2/B	
4041.3b	ADVANCED BASE FUNCTIONAL COMPONENT RECORDS	<p>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.</p> <p>b. Input data tapes and paper record.</p>		Retain on board. Destroy when no longer required.	wnln	N1-NU-86-4 / 4041/3/B	
4061.3b	MESSES AND CAFETERIAS RECORDS	<p>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:</p> <ol style="list-style-type: none"> <li>(1) an audit list/error list of all input transactions;</li> <li>(2) a list of all recipes on the master file;</li> <li>(3) the ingredients for each recipe and the price of each ingredient;</li> <li>(4) the portion per serving and selling price for each recipe/item;</li> <li>(5) the calculation and the list of components for the basic daily food allowance.</li> </ol> <p>b. Input data tapes and paper record.</p>		Retain on board. Destroy when no longer required.	wnln	N1-NU-86-4 / 4061/3/B	

4082.2b	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 (NAVAVIONICEN), Indianapolis, IN. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4082/2/B	
4082.3b	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 NAVAVIONICEN, Indianapolis, IN. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4082/3/B	
4082.4b	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 NAVAVIONICEN 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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4082/4/B	
4082.5b	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 (H88). b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4082/5/B	
4082.6b	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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; NADEP Pensacola, FL; and NADEP Cherry Point, NC. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4082/6/B	
4082.7b	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4082/7/B	
4082.8b	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4082/8/B	
4082.9b	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4082/9/B	
4082.10b	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 (RDTE&N). b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4082/10/B	



4082.11b	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4082/11/B	
4082.12b	LOGISTICS SUPPORT REQUIREMENTS RECORDS	12. Workload Control System (WCS). The major uniform command management information system supporting the six MADEPs in performing the depot maintenance functions for aircraft, engines and their components and accessories, ground support equipment, trainers, and training equipment. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4082/12/B	
4101.1b	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 Hueneume and supports all NAVFACENGCOM Divisions within the Continental United States (CONUS); NAVFACENGCOM Pacific Division, Pearl Harbor; NAVFACENGCOM Headquarters; and CMC b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4101/1/B	
4101.2b	ENERGY CONSERVATION RECORDS	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 Hueneume. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4101/2/B	
4101.3b	ENERGY CONSERVATION RECORDS	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 Hueneume b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4101/3/B	
4110.3b	INTEGRATED MATERIAL MANAGEMENT (IMM) RECORDS	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4110/3/B	
4330.1b	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)). b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4330/1/B	"UIC has nothing to do with contracts" -DL
4330.2b	CONTRACT ADMINISTRATION RECORDS	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 (PKSs), and contract closeouts (PKSs) 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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4330/2/B	
4335.1b	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. Question--Should this be NAVFAC or DOD b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4335/1/B	
4406.10b	SUPPLY AFLOAT RECORDS	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4406/10/B	

4440.23b	INVENTORY CONTROL RECORDS	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4440/23/B	
4440.24b	INVENTORY CONTROL RECORDS	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4440/24/B	
4441.2b	ALLOWANCES RECORDS	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4441/2/B	
4442.3b	SUPPLY LEVELS RECORDS	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4442/3/B	
4442.4b	SUPPLY LEVELS RECORDS	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4442/4/B	
4442.5b	SUPPLY LEVELS RECORDS	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4442/5/B	
4443.5a	FINANCIAL INVENTORY CONTROL RECORDS	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 tapes.	wmln	N1-NU-86-4 / 4443/5/A	
4452.1b	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4452/1/B	
4610.5b	SHIPMENTS (CARGO AND FREIGHT) RECORDS	5. Marine Corps Freight Transportation System. This system produces reports on all transportation control and movement documents for each daily transaction. Transactions are cross referenced to the purchase order file and estimated cost. Information is used to control fund obligations. Report data is used to provide evidence of appropriate transportation clearance authority and is used by the Port Liaison NCO to monitor incoming shipments at the military terminal. A weekly report is forwarded to Marine Corps Voucher Certification Branch, Albany GA. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4610/5/B	
4700.2b	GENERAL MAINTENANCE, CONSTRUCTION AND CONVERSION RECORDS	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4700/2/B	
4700.3b	GENERAL MAINTENANCE, CONSTRUCTION AND CONVERSION RECORDS	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wmln	N1-NU-86-4 / 4700/3/B	

4701.4b	SCHEDULING RECORDS	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 data, 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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wnin	N1-NU-86-4 / 4701/4/8	
4701.5b	SCHEDULING RECORDS	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 vs assigned. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wnin	N1-NU-86-4 / 4701/5/8	
4701.6b	SCHEDULING RECORDS	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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wnin	N1-NU-86-4 / 4701/6/8	
4730.7b	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	7. Shipyard MIS: Performance Measures System. This system compares actual and planned man-hours 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. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wnin	N1-NU-86-4 / 4730/7/8	
4730.8b	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	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 (KEYTOP) status and cumulative status by type of overhaul. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wnin	N1-NU-86-4 / 4730/8/8	

4000-74	GRS 4.3 031: Output Records, Data File Outputs:	<p>Output records are records derived directly from the system master record. Examples include system generated reports (in hardcopy or electronic format), online displays or summary statistical information, or any combination of the above. By contrast, reports created using system information but not created directly from the system itself are not system output records, for example an annual report that agency staff prepares based on reviewing information in the system.</p> <p>Exclusion 1: Query results or electronic reports created for a specific business need such as an established reporting requirement or a response to a formal request from a higher level office of the agency or an entity external to the agency. Such records should be filed with an appropriate related series when applicable. If not applicable, these records must be scheduled.</p> <p>Exclusion 2: Any hard copy records printed directly from the electronic systems that are not described below. Such records should be filed with an appropriate related series when applicable. If not applicable, these records must be scheduled.</p> <p>Data file outputs:</p> <p>Data files or copies of electronic records created from databases or unstructured electronic records for the purpose of information sharing or reference, including:</p> <ul style="list-style-type: none"> <li>• data files consisting of summarized or aggregated information (See exclusions)</li> <li>• electronic files consisting of extracted information (See exclusions)</li> <li>• print file (electronic files extracted from a master file or database without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports)</li> <li>• technical reformatted files (electronic files consisting of copies of a master file or</li> </ul>	Trigger(s)	TEMPORARY: Destroy when business use ceases.	x	DAA-GRS-2013-0001-0006	GRS
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4000.4c	GENERAL LOGISTICS RECORDS	4. Biomedical And Facilities (BIOFAC) & (PESS/SPAS) 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. c. Output data and reports-computer output microfilm (COM) and paper	Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4000/4/C	
4041.1c	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 (NAVFACENGCOM) Headquarters. c. Output data and reports-COM and paper.	Retain on board. Destroy when no longer required for reference	wmln	N1-NU-86-4 / 4041/1/C	
4041.2c	ADVANCED BASE FUNCTIONAL COMPONENT RECORDS	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, CA. c. Output data and reports-COM and paper	Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4041/2/C	
4041.3c	ADVANCED BASE FUNCTIONAL COMPONENT RECORDS	3. Inventory Management Data Base System. System contains 2C org 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. c. Output data and reports-COM and paper.	Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4041/3/C	
4061.3c	MESSES AND CAFETERIAS RECORDS	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. (5) the calculation and the list of components for the basic daily food allowance c. Output data and reports-COM and paper	Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4061/3/C	
4082.2c	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 Aviation Center (NAVAVNLOGCEN), Indianapolis, IN. c. Output data and reports-COM and paper.	Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4082/2/C	
4082.3c	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 NAVAVNLOGCEN, Indianapolis, IN. c. Output data and reports-COM and paper.	Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4082/3/C	
4082.4c	LOGISTICS SUPPORT REQUIREMENTS RECORDS	4. Support Equipment Resources Management Information System (SERMIS). A multi-command and 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 (TBAQS). System maintained by NAVAVNLOGCEN 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. c. Output data and reports-COM and paper.	Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4082/4/C	
4082.5c	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 (NB8). c. Output data and reports-COM and paper.	Retain on board. Destroy when no longer required for reference	wmln	N1-NU-86-4 / 4082/5/C	

4082.6c	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-86-4 / 4082/6/C	
4082.7c	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-86-4 / 4082/7/C	
4082.8c	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-86-4 / 4082/8/C	
4082.9c	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-86-4 / 4082/9/C	
4082.10c	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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&M/N); Operations and Maintenance, Navy, Reserve (O&M/N,R); and Research, Development, Test and Evaluation, Navy (RDT&E,N). c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-86-4 / 4082/10/C	
4082.11c	LOGISTICS SUPPORT REQUIREMENTS RECORDS	11. Transaction Reporting/Assets Query System (TRAQS). An online data base system designed to assist COMNAVAIRANT 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. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-86-4 / 4082/11/C	
4082.12c	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-86-4 / 4082/12/C	
4101.1c	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 NAVFACENGCOC Divisions within the Continental United States (CONUS); NAVFACENGCOC Pacific Division, Pearl Harbor, NAVFACENGCOC Headquarters; and CMC. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-86-4 / 4101/1/C	
4101.2c	ENERGY CONSERVATION RECORDS	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. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-86-4 / 4101/2/C	
4101.3c	ENERGY CONSERVATION RECORDS	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. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-86-4 / 4101/3/C	
4110.3c	INTEGRATED MATERIAL MANAGEMENT (IMM) RECORDS	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. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-86-4 / 4110/3/C	

4330.1c	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)) c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	w/nln	N1-NU-86-4 / 4330/1/C	"UIC has nothing to do with contacts" -DL
4330.2c	CONTRACT ADMINISTRATION RECORDS	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 (PKSs), and contract closeouts (PKSs) 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. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	w/nln	N1-NU-86-4 / 4330/2/C	
4335.1c	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. Question—Should this be NAVFAC or DOD c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	w/nln	N1-NU-86-4 / 4335/1/C	
4406.10c	SUPPLY AFLOAT RECORDS	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. c. Output data and reports-COM and paper		Retain on board. Destroy when no longer required for reference.	w/nln	N1-NU-86-4 / 4406/10/C	
4440.23c	INVENTORY CONTROL RECORDS	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. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	w/nln	N1-NU-86-4 / 4440/23/C	
4440.24c	INVENTORY CONTROL RECORDS	24. Ship Equipment Configuration Accounting System (SECAS) System provides configuration status accounting for ship equipment for use by the Fleet, Type Commanders, and NAVSEASYS-COM. System is maintained at Naval Weapons Station, Concord, CA and supports/links NAVSEASYS-COM, Weapons Stations, and Naval Shipyards. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	w/nln	N1-NU-86-4 / 4440/24/C	
4441.2c	ALLOWANCES RECORDS	2. Aviation Consolidated Allowance List System (AVCALIS). System provides aviation parts information (and funding citations to requisition these parts) necessary to support deploying air squadrons aboard an aircraft carrier c. Output data and reports-COM and paper		Retain on board. Destroy when no longer required for reference.	w/nln	N1-NU-86-4 / 4441/2/C	
4442.3c	SUPPLY LEVELS RECORDS	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. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	w/nln	N1-NU-86-4 / 4442/3/C	
4442.4c	SUPPLY LEVELS RECORDS	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. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	w/nln	N1-NU-86-4 / 4442/4/C	
4442.5c	SUPPLY LEVELS RECORDS	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. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	w/nln	N1-NU-86-4 / 4442/5/C	

4452.1c	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. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4452/1/C	
4610.5c	SHIPMENTS (CARGO AND FREIGHT) RECORDS	5. Marine Corps Freight Transportation System. This system produces reports on all transportation control and movement documents for each daily transaction. Transactions are cross referenced to the purchase order file and estimated cost information is used to control fund obligations. Report data is used to provide evidence of appropriate transportation clearance authority and is used by the Port Liaison NCO to monitor incoming shipments at the military terminal. A weekly report is forwarded to Marine Corps Voucher Certification Branch, Albany GA. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4610/5/C	
4700.2c	GENERAL MAINTENANCE, CONSTRUCTION AND CONVERSION RECORDS	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 NAVSEASYSKOM; Supervisor of Shipbuilding, Conversion and Repair, USN (SUPSHIPS); and all Naval Shipyards. c. Output and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4700/2/C	
4700.3c	GENERAL MAINTENANCE, CONSTRUCTION AND CONVERSION RECORDS	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. c. Output and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4700/3/C	
4701.4c	SCHEDULING RECORDS	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 data, 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 NAVSEASYSKOM Automated Data Systems Activity, Indian Head, MD and all Naval Shipyards. c. Output and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4701/4/C	
4701.5c	SCHEDULING RECORDS	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. c. Output and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4701/5/C	
4701.6c	SCHEDULING RECORDS	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 NAVSEASYSKOM-developed software. c. Output and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4701/6/C	
4730.7c	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	7. Shipyard MIS Performance Measures System. This system compares actual and planned man-hours 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. c. Output and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4730/7/C	
4730.8c	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	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. c. Output and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	wmln	N1-NU-86-4 / 4730/8/C	

4000-75	GRS 3.1 051 - Data Administration Records, All Documentation for Temporary Electronic Records and Documentation not Necessary for Preservation of Permanent Records:	<p>Data Administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.</p> <p>Data administration records and documentation relating to electronic records that are scheduled as temporary in the GRS or in a NARA-approved agency schedule or any types of data administration records not listed as permanent in Item DAA-GRS-2013-0005-0002, including</p> <ul style="list-style-type: none"> <li>• data/database dictionary records</li> <li>• data systems specifications</li> <li>• file specifications</li> <li>• code books</li> <li>• record layouts</li> <li>• metadata</li> <li>• user guides</li> <li>• output specifications</li> </ul> <p>and also the following records for all electronic records whether scheduled as temporary or permanent</p> <ul style="list-style-type: none"> <li>• software operating manuals</li> <li>• data standards</li> <li>• table and dependency descriptions</li> </ul>	Trigger(s)	TEMPORARY: Destroy 5 years after the project / activity / transaction is completed or superseded, or the associated system is terminated, or data is migrated to a successor system, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0005-0003	GRS
4000.4d	GENERAL LOGISTICS RECORDS	<p>4. Biomedical And Facilities (BIOFAC) &amp; (PESS/SPAS) 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.</p> <p>d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</p>		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-85-4 / 4000/4/D	
4041.1d	ADVANCED BASE FUNCTIONAL COMPONENT RECORDS	<p>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 (ABOIL) 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 (NAVFACENGCOM) Headquarters.</p> <p>d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</p>		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-85-4 / 4041/4/D	
4041.2d	ADVANCED BASE FUNCTIONAL COMPONENT RECORDS	<p>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 ABOL. System maintained at FACSO Port Hueneme, CA.</p> <p>d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</p>		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-85-4 / 4041/2/D	
4041.3d	ADVANCED BASE FUNCTIONAL COMPONENT RECORDS	<p>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.</p> <p>d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</p>		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-85-4 / 4041/3/D	



4061.3d	MESSES AND CAFETERIAS RECORDS	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. (5) the calculation and the list of components for the basic daily food allowance. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4061/3/D	
4082.2d	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 (NAVAVLOGCEN) 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 (NAVAVIONICEN), Indianapolis, IN. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4082/2/D	
4082.3d	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 NAVAVIONICEN, Indianapolis, IN. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4082/3/D	
4082.4d	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 NAVAVIONICEN 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 (COMNAVAIRFAC); NAVAVLOGCEN Patuxent River, and Chief of Naval Air Training, Corpus Christi, TX. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4082/4/D	
4082.5d	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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 (NBB). d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4082/5/D	
4082.6d	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4082/6/D	
4082.7d	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4082/7/D	
4082.8d	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4082/8/D	

4082.9d	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4082/9/D	
4082.10d	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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&MNR); and Research, Development, Test and Evaluation, Navy (ADT&EN). d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4082/10/D	
4082.11d	LOGISTICS SUPPORT REQUIREMENTS RECORDS	11. Transaction Reporting/Assets Query System (TRAQS). An online data base system designed to assist COMNAVAIRANT 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. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4082/11/D	
4082.12d	LOGISTICS SUPPORT REQUIREMENTS RECORDS	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. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4082/12/D	
4101.1d	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 FASCO Port Huemano and supports: all NAVFACENCOM Divisions within the Continental United States (CONUS), NAVFACENCOM Pacific Division, Pearl Harbor; NAVFACENCOM Headquarters; and CMC. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4101/1/D	
4101.2d	ENERGY CONSERVATION RECORDS	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 FASCO Port Huemano. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4101/2/D	
4101.3d	ENERGY CONSERVATION RECORDS	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 FASCO Port Huemano. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4101/3/D	
4110.3d	INTEGRATED MATERIAL MANAGEMENT (IMM) RECORDS	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. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4110/3/D	
4330.1d	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)) d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4330/1/D	"UIC has nothing to do with contracts" -DL

4330.2d	CONTRACT ADMINISTRATION RECORDS	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 (PKSs), and contract closeouts (PKSs) 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. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4330/2/D	
4335.1d	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. Question—Should this be NAVFAC or DOD d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4335/1/D	
4406.10d	SUPPLY AFLOAT RECORDS	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. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4406/10/D	
4440.23d	INVENTORY CONTROL RECORDS	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. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4440/23/D	
4440.24d	INVENTORY CONTROL RECORDS	24. Ship Equipment Configuration Accounting System (SECAS). System provides configuration status accounting for ship equipment for use by the Fleet, Type Commanders, and NAVSEASYSYSCOM. System is maintained at Naval Weapons Station, Concord, CA and supports/links NAVSEASYSYSCOM, Weapons Stations, and Naval Shipyards d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4440/24/D	
4441.2d	ALLOWANCES RECORDS	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 d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4441/2/D	
4442.3d	SUPPLY LEVELS RECORDS	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 NAVFACENSGCOM Headquarters, NAVSUPSYSCOM program manager, and all CBCs. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4442/3/D	
4442.4d	SUPPLY LEVELS RECORDS	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 d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4442/4/D	
4442.5d	SUPPLY LEVELS RECORDS	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 NAVFACENSGCOM Headquarters and all CBCs. d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	wnln	N1-NU-86-4 / 4442/5/D	

4452.1d	SPACE CONTROL RECORDS	<p>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.</p> <p>d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</p>		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4452/1/D	
4610.5d	SHIPMENTS (CARGO AND FREIGHT) RECORDS	<p>5. Marine Corps Freight Transportation System. This system produces reports on all transportation control and movement documents for each daily transaction. Transactions are cross referenced to the purchase order file and estimated cost information is used to control fund obligations. Report data is used to provide evidence of appropriate transportation clearance authority and is used by the Port Liaison NCD to monitor incoming shipments at the military terminal. A weekly report is forwarded to Marine Corps Voucher Certification Branch, Albany GA.</p> <p>d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</p>		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4610/5/D	
4700.2d	GENERAL MAINTENANCE, CONSTRUCTION AND CONVERSION RECORDS	<p>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 NAVSEASYS COM, Supervisor of Shipbuilding, Conversion and Repair, USN (SUPSHIPS), and all Naval Shipyards.</p> <p>d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</p>		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4700/2/D	
4700.3d	GENERAL MAINTENANCE, CONSTRUCTION AND CONVERSION RECORDS	<p>3. INCIDENT LOGISTICS DATA SYSTEM (LDS). This system, sponsored by CNO (N4) and maintained by the Fleet Logistics Support Office, tracks and reports on the status of all incidents for the fleet.</p>		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4700/3/D	
4701.4d	SCHEDULING RECORDS	<p>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 NAVSEASYS COM Automated Data Systems Activity, Indian Head, MD and all Naval Shipyards.</p> <p>d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</p>		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4701/4/D	
4701.5d	SCHEDULING RECORDS	<p>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.</p> <p>d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</p>		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4701/5/D	
4701.6d	SCHEDULING RECORDS	<p>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 NAVSEASYS COM-developed software.</p> <p>d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</p>		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4701/6/D	
4730.7d	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	<p>7. Shipyard MIS: Performance Measures System. This system compares actual and planned man-hours 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.</p> <p>d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</p>		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4730/7/D	
4730.8d	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS	<p>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.</p> <p>d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</p>		Retain on board. Destroy when superseded or no longer needed for reference.	wmln	N1-NU-86-4 / 4730/8/D	

11000-X	Naval Facilities and Equipment Construction Program Operations:	Information relating 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.	Trigger(s)	TEMPORARY: Destroy 5 years after cutoff.	x		moved to ch. 11 to align with "facilities management" function
4700.1a(1)	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 4000.1a.) 1) Public works activities		Destroy when 5 years old	7	N1-NU-86-4 / 4700/1/A/1	
4700.1a(2)	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 4000.1a.) (2) All other activities		Destroy when 4 years old	7	N1-NU-86-4 / 4700/1/A/2	
4700.1c(4)(b)	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.) c. Ships Case Files. Files for submarines, non-combatant submarines and support ships, boats and craft, carriers, amphibious and auxiliaries, battleships, destroyers, cruisers, and service craft. (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. (b) All other records		Retain on board. Destroy when 4 years old.	7	NC1-NU-86-4 / 2	