

Request for Records Disposition Authority

Records Schedule Number DAA-NU-2015-0009

Schedule Status Approved

Agency or Establishment Department of the Navy

Record Group / Scheduling Group Navy Undifferentiated

Records Schedule applies to Agency-wide

Schedule Subject Ship Designs and Material

Internal agency concurrences will
be provided No

Background Information Department of the Navy Records Schedule revision - Chapter 9

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
30	9	21	0

GAO Approval

Outline of Records Schedule Items for DAA-NU-2015-0009

Sequence Number	
1	Chapter 9 - Ship Designs and Material
1.1	9000-1 Policy, Strategy, and Planning Disposition Authority Number: DAA-NU-2015-0009-0001
1.2	9000-2 Planning, Policy and Strategy - Nuclear Propulsion Program Disposition Authority Number: DAA-NU-2015-0009-0002
1.3	9000-3 Technical Reports - Master Disposition Authority Number: DAA-NU-2015-0009-0003
1.4	9000-4 Ship Systems Planning Disposition Authority Number: DAA-NU-2015-0009-0004
1.5	9000-5 Ships Drawings - Master Disposition Authority Number: DAA-NU-2015-0009-0005
1.6	9000-6 Ships' Technical Manuals - Master Disposition Authority Number: DAA-NU-2015-0009-0006
1.7	9000-7 Weight and Moment Changes Disposition Authority Number: DAA-NU-2015-0009-0007
1.8	9000-8 Inclining Experiments Disposition Authority Number: DAA-NU-2015-0009-0008
1.9	9000-9 Ships' Photographs - Master Disposition Authority Number: DAA-NU-2015-0009-0009
1.10	9000-10 Nuclear Propulsion Program Correspondence - Ship or Core-Specific Disposition Authority Number: DAA-NU-2015-0009-0010
1.11	9000-11 Ship Drawings - Components and Subsystems Disposition Authority Number: DAA-NU-2015-0009-0011
1.12	9000-12 Naval Nuclear Propulsion Plant Construction Disposition Authority Number: DAA-NU-2015-0009-0012
1.13	9000-13 SUBSAFE Disposition Authority Number: DAA-NU-2015-0009-0013
1.14	9000-14 Ships Drawings - Activities' Copies Disposition Authority Number: DAA-NU-2015-0009-0014
1.15	9000-15 Naval Nuclear Propulsion Examinations Disposition Authority Number: DAA-NU-2015-0009-0015
1.16	9000-16 Naval Nuclear Propulsion Program Correspondence Disposition Authority Number: DAA-NU-2015-0009-0016
1.17	9000-17 Ship Design Support/Life-Cycle Engineering and Management Disposition Authority Number: DAA-NU-2015-0009-0017

1.18	9000-18 Ship Construction Management - Planning Disposition Authority Number: DAA-NU-2015-0009-0018
1.19	9000-19 Ship Surveillance Systems Disposition Authority Number: DAA-NU-2015-0009-0019
1.20	9000-20 Ships Photographs - Copies and Non-Selects Disposition Authority Number: DAA-NU-2015-0009-0020
1.21	9000-21 Shipbuilding Program Management Disposition Authority Number: DAA-NU-2015-0009-0021
1.22	9000-22 Ship Construction Management and Performance - Activities' Copies Disposition Authority Number: DAA-NU-2015-0009-0022
1.23	9000-23 Ship Construction Management - Structure and Systems Disposition Authority Number: DAA-NU-2015-0009-0023
1.24	9000-24 General Correspondence and Guidance (Ship Designs and Material) Disposition Authority Number: DAA-NU-2015-0009-0024
1.25	9000-25 General Operations and Administration of Ships Designs and Material Disposition Authority Number: DAA-NU-2015-0009-0025
1.26	9000-26 Naval Nuclear Propulsion, Reactor Operating Logs Disposition Authority Number: DAA-NU-2015-0009-0026
1.27	9000-27 Transient Records (Ship Systems and Material) Disposition Authority Number: DAA-NU-2015-0009-0027
1.28	9000-28 Models and Mockups Disposition Authority Number: DAA-NU-2015-0009-0028
1.29	9000-29 Equipment Modification Disposition Authority Number: DAA-NU-2015-0009-0029
1.30	9000-30 Naval Nuclear Propulsion - Shipboard and External Evaluation Letters Disposition Authority Number: DAA-NU-2015-0009-0030

Records Schedule Items

Sequence Number					
1	<p>Chapter 9 - Ship Designs and Material</p> <p>The records described in this chapter relate to Ship Design, Ship Materials and Related Functions. They are accumulated by Headquarters, Naval Shipyards, Ship Facilities, supervisors of shipbuilding, and by other activities and offices concerned with the Design, Construction and Maintenance of Naval Ships, including internal units or departments of activities and offices concerned with the technical and liaison phases of ship design and material. Records relating to the operation of Naval Ships and records relating to research and development matters are covered in Chapter 3; records relating to the construction, maintenance and conversion of ships and other logistical records are covered in Chapter 4.</p>				
1.1	<p>9000-1 Policy, Strategy, and Planning</p> <p>Disposition Authority Number DAA-NU-2015-0009-0001</p> <p>Information relating to the establishment, development and accomplishment of plans, programs and policies related to design and construction of naval ships and ship electronics systems. These records are maintained at Chief of Naval Operations (CNO), Commandant of Marine Corps (CMC), Commander, Naval Sea Systems Command (COMNAVSEASYS COM) Headquarters and Space and Naval Warfare Systems Command (COMSPAWARCOM) Headquarters.</p> <p>Final Disposition Permanent</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> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Manual Citation</td> <td style="width: 50%;">Manual Title</td> </tr> <tr> <td>9000-1</td> <td>SECNAV M-5210.1</td> </tr> </table> <p>GRS or Superseded Authority Citation N1-NU-89-3 / 9000/1/A N1-NU-89-3 / 9000/1/B</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of calendar year.</p>	Manual Citation	Manual Title	9000-1	SECNAV M-5210.1
Manual Citation	Manual Title				
9000-1	SECNAV M-5210.1				

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.

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

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	40 GB	10 GB
Paper	25 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

9000-2 Planning, Policy and Strategy - Nuclear Propulsion Program

Disposition Authority Number **DAA-NU-2015-0009-0002**

Correspondence, reports, studies, record copies of instructions and notices and other records that document the establishment, development and accomplishment of plans, programs and policies related to the design, arrangement, manufacture, testing, operations, administration, training, maintenance and repair of naval nuclear-powered ships and prototypes under the Naval Nuclear Propulsion Program. Records are maintained by Nuclear Propulsion Directorate of COMNAVSEASYS COM (SEA 08).

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
9000-2	SECNAV M-5210.1

GRS or Superseded Authority Citation **DAA-0344-2012-0003-0001**
DAA-0344-2012-0002-0001

Disposition Instruction

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

Transfer to the National Archives for Accessioning **Transfer to the National Archives 80 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
Electronic/Digital	20 GB	5 GB
Paper	20 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.3

9000-3 Technical Reports - Master

Disposition Authority Number **DAA-NU-2015-0009-0003**

Reports which summarize the progress, findings and conclusions reached relative to specific projects. Maintained at the Naval Activity preparing the report or at the activity issuing the contract if a contractor-generated report.

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
9000-3	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-3 / 9000/3/A/1
N1-NU-89-3 / 9000/3/A/3**

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 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	10 GB	2 GB
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.4

9000-4 Ship Systems Planning

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

Information used to determine which systems and subsystems to place on new classes of ships as well as providing design criteria for advanced subsystems and researching the need for options to supplement the current inventory of system

configurations and performance capabilities. Includes operational requirements analysis.

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
9000-4	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-3 / 9010/1/A
N1-NU-89-3 / 9050/1/A
N1-NU-89-3 / 9077/1/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	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.5

9000-5 Ships Drawings - Master

Disposition Authority Number DAA-NU-2015-0009-0005

Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. This series also includes related indexes, such as the Ship Drawing Index (SDI), and records necessary for the location and identification of transferred ship drawings. Original drawings and master files. Ship Drawings: • Preliminary Design Drawings • Conceptual Design Drawings • Booklet of General Information • Booklet of General Plans • Molds, Lines and Offsets (class leader only) • Docking Drawing • General Arrangement Drawings • Compartment and Access Drawings (class leader only) • Capacity Curves (class leader only) • Hull Structure Drawings (class leader only) • Propeller Drawings (class leader only) • Select Record Drawings Ordnance Drawings: • General Arrangement Drawings • Level 1 Assembly and Subsystem Drawings

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
9000-5	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-89-3 / 9085/1/A/1
N1-NU-89-3 / 9085/1/A/3
N1-NU-89-3 / 9085/1/B/1
N1-NU-89-3 / 9085/1/B/4
N1-NU-10-2 / 1
N1-NU-89-3 / 9085/1/E/1
N1-NU-89-3 / 9085/1/E/5
N1-NU-89-3 / 9085/1/E/6
N1-NU-10-2 / 4
N1-NU-89-3 / 9085/2/A
N1-NU-89-3 / 9085/2/C
N1-NU-10-2 / 7

Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Transfer to the National Archives
for Accessioning

Transfer, with related indexes and finding aids, to
the National Archives 55 years after cutoff or when
all ships in class have been stricken, whichever is
sooner.

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	GB	GB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.6

9000-6 Ships' Technical Manuals - Master

Disposition Authority Number

DAA-NU-2015-0009-0006

Documents that contain descriptions of non-nuclear ships, boats, amphibious vehicles, systems and equipment, with instructions for use. Files include publications or other forms of information intended for Navy users of equipment or systems. They are referred to as technical manuals and cover some or all of the following: system or equipment description; instructions for initial preparation and installation, operation maintenance, and overhaul; parts listings; and related technical, test or logistic information or procedures, but no administrative procedures. Publications include installation, operation and maintenance manuals for all levels of support; systems and subsystems manuals; technical repair standards; check off cards and sheets; troubleshooting procedures and aids; parts lists; field changes and alteration procedures; and technical bulletins issued to the Fleet providing specific data for a particular ship system application, e.g., ship

information books, damage control books and other manuals applicable to specific ships.

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
9000-6	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-3 / 9086/1/A
N1-NU-89-3 / 9086/1/B

Disposition Instruction

Cutoff Instruction Cutoff when ship is stricken.

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	1
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.7

9000-7 Weight and Moment Changes

Disposition Authority Number DAA-NU-2015-0009-0007

Weight reports of newly constructed ships, daily planning reports and related data.

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
9000-7	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-3 / 9096/1/A/1
N1-NU-89-3 / 9096/1/B/1

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	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.8

9000-8 Inclining Experiments

Disposition Authority Number **DAA-NU-2015-0009-0008**

Reports On Inclining Experiments, U.S. Navy Ships. They include calculations, the inclining experiment, inclining weights, procedures, reports and trim drive records.

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
9000-8	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-3 / 9097/1/A/1**
N1-NU-89-3 / 9097/1/B/1

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
Paper	5 Cubic feet	1 Cubic feet
Microform		

1.9

Hardcopy or Analog Special
Media

9000-9 Ships' Photographs - Master

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

Original analog and digital photographs providing unique and significant documentation of each ship's development. Includes photographs of antenna riggings, commissioning, consolidated operability tests, identification photos, progress photos, ship as completed photos, inclining experiment photos, keel laying photos, launching photos, and trial photos. Photographs are compiled most commonly at the respective Naval shipyards and related activity sites.

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
9000-9	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-3 / 9099/1/A/1

Disposition Instruction

Cutoff Instruction Transfer photographs, along with any related finding aids, to the Defense Imagery Management Operations Center (DIMOC) as soon as possible, but no later than one year from date of creation. DIMOC will cut off images annually. (Note: All legacy photo files maintained at Naval activities must be reviewed by these activities upon approval of this authority, with imagery fitting the above description transferred promptly to DIMOC; additional copies, technically inferior images and other non-selects are covered under Item 9000-20).

Transfer to the National Archives
for Accessioning

DIMOC will transfer to the National Archives in five-year blocks immediately after the end of the last year of the block, in accordance with DAA-0330-2013-0014-0002.

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	GB	GB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.10

9000-10 Nuclear Propulsion Program Correspondence - Ship or Core-Specific

Disposition Authority Number **DAA-NU-2015-0009-0010**

Correspondence, reports and other records pertaining to Naval Nuclear Propulsion Programs and procedures of activities, departments, divisions or other organizational unit concerned. Records specific to a system, ship, or core which require long-term retention to capture design, build, install, maintain, and disposition. Additionally, system, ship, or core records which have the potential for reuse in a subsequent ship or class design.

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
-----------------	--------------

1.11	9000-10		SECNAV M-5210.1	
	GRS or Superseded Authority Citation		DAA-0594-2014-0001-0001	
	Disposition Instruction			
	Cutoff Instruction		Cut off by system, ship, or core.	
	Retention Period		Transfer to WNRC for storage when no longer needed for daily conduct of work. Destroy no sooner than 80 years after end date of records in accession but longer retention is authorized.	
	Additional Information			
	GAO Approval		Not Required	
	9000-11 Ship Drawings - Components and Subsystems			
	Disposition Authority Number		DAA-NU-2015-0009-0011	
	Ship and ordnance engineering drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. Drawings for component parts and subsystems, and drawings not listed under 9000-5.			
	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		
9000-11		SECNAV M-5210.1		
GRS or Superseded Authority Citation		N1-NU-89-3 / 9085/1/A/2 N1-NU-89-3 / 9085/1/C/2 N1-NU-89-3 / 9085/1/D/2 N1-NU-89-3 / 9085/1/E/3 N1-NU-89-3 / 9085/1/B/2		

1.12

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 55 year(s) after cutoff

Additional Information

GAO Approval Not Required

9000-12 Naval Nuclear Propulsion Plant Construction

Disposition Authority Number DAA-NU-2015-0009-0012

Propulsion plant testing and accepting results

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
9000-12	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-03-3 / 2

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year

Retention Period Destroy 45 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.13

9000-13 SUBSAFE

Disposition Authority Number DAA-NU-2015-0009-0013

SUBSAFE records maintained by Submarine TYCOMS, SUPSHIPS, and other NAVSEASYSCOM shipbuilding activities. Primary records, correspondence and reports directly supporting each individual submarine's initial SUBSAFE Certification and follow-up maintenance of that certification in the FLEET.

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
9000-13	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-00-2 / 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**

9000-14 Ships Drawings - Activities' Copies

Disposition Authority Number **DAA-NU-2015-0009-0014**

Ship and ordnance engineering drawings-activities' copies. Reference copies of drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system.

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
9000-14	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-3 / 9085/1/A/4
N1-NU-89-3 / 9085/1/B/3**

1.14

1.15		N1-NU-89-3 / 9085/1/B/5 N1-NU-89-3 / 9085/1/C/1 N1-NU-89-3 / 9085/1/C/3 N1-NU-89-3 / 9085/1/D/1 N1-NU-89-3 / 9085/1/E/4 N1-NU-89-3 / 9085/1/E/7 N1-NU-89-3 / 9085/2/B				
	Disposition Instruction					
	Cutoff Instruction	Cutoff at end of calendar year.				
	Retention Period	Destroy 30 year(s) after cutoff				
	Additional Information					
	GAO Approval	Not Required				
	9000-15 Naval Nuclear Propulsion Examinations					
	Disposition Authority Number	DAA-NU-2015-0009-0015				
	Qualification examinations at COMNAVSEASYSCOM and completed by prospective engineering officers, shift test engineers and prospective commanding officers to determine qualifications of nuclear engineers for nuclear propulsion plants in U.S. Navy 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?	No				
	<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>9000-15</td> <td>SECNAV M-5210.1</td> </tr> </table>		Manual Citation	Manual Title	9000-15	SECNAV M-5210.1
	Manual Citation	Manual Title				
9000-15	SECNAV M-5210.1					
GRS or Superseded Authority Citation	NC1-NU-83-4 / 1 NC1-NU-83-4 / 2					
Disposition Instruction						
Cutoff Instruction	Cutoff at end of calendar year.					
Retention Period	Destroy 15 year(s) after cutoff.					
Additional Information						
GAO Approval	Not Required					

1.16

9000-16 Naval Nuclear Propulsion Program Correspondence

Disposition Authority Number **DAA-NU-2015-0009-0016**

Correspondence, reports and other records pertaining to Naval Nuclear Propulsion Programs and procedures of activities, departments, divisions or other organizational unit concerned. Included are records of shipboard and shore-based nuclear support facilities.

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
9000-16	SECNAV M-5210.1

GRS or Superseded Authority
Citation **DAA-0594-2014-0001-0002**

Disposition Instruction

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

Retention Period **Destroy no sooner than 10 year(s) after cutoff but
longer retention is authorized**

Additional Information

GAO Approval **Not Required**

1.17

9000-17 Ship Design Support/Life-Cycle Engineering and Management

Disposition Authority Number **DAA-NU-2015-0009-0017**

Information documenting the direction, control and decisions in the planning, programming, budgeting, development, acquisition, maintenance engineering, logistic support, material management and disposal of assigned systems and equipment in support of new ship acquisition, fleet modernization and fleet material support. Includes, but not limited to, access to machinery and equipment; ship compartment access; ship survivability, ship silencing and vibration control; brazing, casting, riveting, and fabrication; ship and ship system safety; reliability and maintenance analyses; fleet materials analyses; seaworthiness; support and test equipment; and ship inspections, test, and trials.

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
9000-17	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-89-3 / 9000/2/A
N1-NU-89-3 / 9050/1/B
N1-NU-89-3 / 9071/1/A
N1-NU-89-3 / 9072/1/A
N1-NU-89-3 / 9073/1/A
N1-NU-89-3 / 9074/1/A
N1-NU-89-3 / 9075/1/A
N1-NU-89-3 / 9076/1/A
N1-NU-00-2 / 1
N1-NU-89-3 / 9078/1/A
N1-NU-89-3 / 9079/1/A
N1-NU-89-3 / 9080/1/A
N1-NU-89-3 / 9081/1/B
N1-NU-89-3 / 9081/1/B
N1-NU-89-3 / 9083/1/A
N1-NU-89-3 / 9084/1/A
N1-NU-89-3 / 9091/2/A
N1-NU-89-3 / 9092/1/A
N1-NU-89-3 / 9093/1/A
N1-NU-89-3 / 9094/2/A

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.18

9000-18 Ship Construction Management - Planning

Disposition Authority Number DAA-NU-2015-0009-0018

Records are created during the process of managing the construction of the ship. They include advance procurement plans, concept formulation plans, configuration management, contract definition plan, contract design plan, cost benefit analysis, development concept paper, engineering interface management, financial management, integrated combat system management plan, integrated

logistic support management, modernization planning, Ordnance Alterations (ORDALTS) planning, overhaul planning, personnel and training plan, preliminary design, quality assurance management, risk management ship acquisition plan, ship project directive, ship system design development plan, ship alteration planning, source selection plan, Special Projects Alterations (SPALTS) planning, technical data management, technical development plans, test and evaluation management, test development management plan, value engineering; general administrative requirements including change proposals, commercial fittings and standards, contract drawings, design data sheets, specifications and standards, government-furnished equipment, and government-furnished information. These records are a part of the project management or ships case files maintained by the program manager.

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

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

Manual Citation	Manual Title
9000-18	SECNAV M-5210.1

GRS or Superseded Authority N1-NU-89-3 / 9010/1/B

Citation N1-NU-89-3 / 9040/1/B

N1-NU-89-3 / 9060/1/B

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.19

9000-19 Ship Surveillance Systems

Disposition Authority Number DAA-NU-2015-0009-0019

Information relating to ship surveillance systems. Includes, but not limited to, security requirements, personnel safety, radio frequency transmission lines, antenna requirements, grounding and bonding, electromagnetic interference reduction and system test requirements. Files also include command and control system and navigation systems (non-electrical and non-electronic navigation aids), electrical navigation aids (lights), radio electronic navigation systems, acoustical electronic navigation systems and periscopes.

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
9000-19	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-3 / 9400/1
N1-NU-89-3 / 9450/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

9000-20 Ships Photographs - Copies and Non-Selects

Disposition Authority Number DAA-NU-2015-0009-0020

Additional copies of ship photographs (retained by Naval activities) whose original versions have been submitted through DoD channels under 9000-9. Also includes photographs deemed to be technically inferior, or redundant in nature and not needed for sufficient documentation of subjects cited in 9000-9. (See also note, for Item 9000-9, concerning review of legacy photo holdings.)

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
9000-20	SECNAV M-5210.1

1.20

1.21

GRS or Superseded Authority Citation N1-NU-89-3 / 9099/1/B

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

9000-21 Shipbuilding Program Management

Disposition Authority Number DAA-NU-2015-0009-0021

Information relating to the direction, control and decisions in the planning, programming, budgeting, development, acquisition, maintenance engineering, logistic support, material management and disposal of assigned systems and equipment in support of new ship acquisition, fleet modernization and fleet material support.

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
9000-21	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-3 / 9000/1/C
N1-NU-89-3 / 9000/1/F
N1-NU-89-3 / 9900/1
N1-NU-89-3 / 9000/2/B
N1-NU-89-3 / 9087/1
N1-NU-89-3 / 9089/1
N1-NU-89-3 / 9470/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

1.22	GAO Approval	Not Required				
	9000-22 Ship Construction Management and Performance - Activities' Copies					
	Disposition Authority Number	DAA-NU-2015-0009-0022				
	Activities' copies of records created during the process of managing the construction of a ships, ships systems, and subsystems (e.g., combat capabilities, ship system performance, etc.).					
	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>9000-22</td> <td>SECNAV M-5210.1</td> </tr> </table>		Manual Citation	Manual Title	9000-22	SECNAV M-5210.1
	Manual Citation	Manual Title				
9000-22	SECNAV M-5210.1					
GRS or Superseded Authority Citation		N1-NU-89-3 / 9010/1/C N1-NU-89-3 / 9040/1/C N1-NU-89-3 / 9050/1/C N1-NU-89-3 / 9060/1/C N1-NU-00-2 / 2 N1-NU-89-3 / 9099/1/C				
Disposition Instruction						
Cutoff Instruction		Cutoff at end of calendar year.				
Retention Period		Destroy 7 year(s) after cutoff				
Additional Information						
1.23	GAO Approval	Not Required				
	9000-23 Ship Construction Management - Structure and Systems					
	Disposition Authority Number	DAA-NU-2015-0009-0023				
Information relating to the design, test and evaluation, construction, installation of ships systems. Includes, but not limited to, hull structure, shell and supporting structure, hull decks, hull platforms and flats, deck house structure, stacks and mocks, ballistic plating, propulsion plant, energy generating systems (non-nuclear), propulsion units, transmission and propulsion, propulsion support, fuel and lube oil propulsion support, electric plant, interior communications, exterior communications, underwater surveillance, torpedo countermeasures, mine countermeasures, special purpose systems, environment control, seawater and						

fresh water systems, fuels and lubricants handling and storage, air, gas and miscellaneous fluid, ship's control, material handling, mechanical handling, and preservatives and coverings.

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
9000-23	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-89-3 / 9100/1
N1-NU-89-3 / 9110/1
N1-NU-89-3 / 9120/1
N1-NU-89-3 / 9130/1
N1-NU-89-3 / 9140/1
N1-NU-89-3 / 9150/1
N1-NU-89-3 / 9160/1
N1-NU-89-3 / 9162/1
N1-NU-89-3 / 9164/1
N1-NU-89-3 / 9200/1
N1-NU-89-3 / 9220/1
N1-NU-89-3 / 9230/1
N1-NU-89-3 / 9240/1
N1-NU-89-3 / 9250/1
N1-NU-89-3 / 9260/1
N1-NU-89-3 / 9290/1
N1-NU-89-3 / 9300
N1-NU-89-3 / 9430/1
N1-NU-89-3 / 9440/1
N1-NU-89-3 / 9460/1
N1-NU-89-3 / 9473/1
N1-NU-89-3 / 9474/1
N1-NU-89-3 / 9476/1
N1-NU-89-3 / 9490/1
N1-NU-89-3 / 9500/1
N1-NU-89-3 / 9510
N1-NU-89-3 / 9520/1
N1-NU-89-3 / 9530/1
N1-NU-89-3 / 9540/1
N1-NU-89-3 / 9550/1

1.24	N1-NU-89-3 / 9560/1				
	N1-NU-89-3 / 9570/1				
	N1-NU-89-3 / 9580/1				
	N1-NU-89-3 / 9590/1				
	N1-NU-89-3 / 9630/1				
	Disposition Instruction				
	Cutoff Instruction	Cutoff at end of calendar year.			
	Retention Period	Destroy 7 year(s) after cutoff.			
	Additional Information				
	GAO Approval	Not Required			
	9000-24 General Correspondence and Guidance (Ship Designs and Material)				
	Disposition Authority Number	DAA-NU-2015-0009-0024			
	Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps ships and sea systems 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?	No				
<table border="1"> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> <tr> <td>9000-24</td> <td>SECNAV M-5210.1</td> </tr> </table>		Manual Citation	Manual Title	9000-24	SECNAV M-5210.1
Manual Citation	Manual Title				
9000-24	SECNAV M-5210.1				
GRS or Superseded Authority Citation	N1-NU-89-3 / 9000/1/G N1-NU-89-3 / 9000/1/H N1-NU-89-3 / 9000/2/C N1-NU-89-3 / 9000/2/D N1-NU-89-3 / 9071/1/B N1-NU-89-3 / 9072/1/B N1-NU-89-3 / 9073/1/B N1-NU-89-3 / 9074/1/B N1-NU-89-3 / 9075/1/B N1-NU-89-3 / 9076/1/B N1-NU-89-3 / 9078/1/B N1-NU-89-3 / 9079/1/B N1-NU-89-3 / 9080/1/B N1-NU-89-3 / 9082/1/B N1-NU-89-3 / 9083/1/B				

1.25	N1-NU-89-3 / 9091/2/B				
	N1-NU-89-3 / 9092/1/B				
	N1-NU-89-3 / 9093/1/B				
	N1-NU-89-3 / 9094/2/B				
	N1-NU-89-3 / 9492/1				
	Disposition Instruction				
	Cutoff Instruction	Cutoff at end of calendar year.			
	Retention Period	Destroy 3 year(s) after cutoff.			
	Additional Information				
	GAO Approval	Not Required			
	9000-25 General Operations and Administration of Ships Designs and Material				
	Disposition Authority Number	DAA-NU-2015-0009-0025			
	Information relating to the daily operations of Navy and Marine Corps ships and sea systems programs. Includes, but not limited to, ship inspection, ship tests, combat systems check out, operating logs, boiler record sheets, radioactive material movement, general outfit and furnishing, ship fittings, hull compartmentation, living spaces, service spaces, working spaces, stowage spaces, and docking 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				
<table border="1"> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> <tr> <td>9000-25</td> <td>SECNAV M-5210.1</td> </tr> </table>		Manual Citation	Manual Title	9000-25	SECNAV M-5210.1
Manual Citation	Manual Title				
9000-25	SECNAV M-5210.1				
GRS or Superseded Authority Citation	N1-NU-89-3 / 9091/2/C N1-NU-89-3 / 9092/1/C N1-NU-89-3 / 9093/1/C N1-NU-89-3 / 9221/1 N1-NU-89-3 / 9492/4 N1-NU-89-3 / 9600/1 N1-NU-89-3 / 9610/1 N1-NU-89-3 / 9620/1 N1-NU-89-3 / 9640/1 N1-NU-89-3 / 9650/1 N1-NU-89-3 / 9660/1				

1.26

N1-NU-89-3 / 9670/1
N1-NU-89-3 / 9690/1
N1-NU-89-3 / 9800/1
N1-NU-89-3 / 9997/1

Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Retention Period

Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

9000-26 Naval Nuclear Propulsion, Reactor Operating Logs

Disposition Authority Number

DAA-NU-2015-0009-0026

Reactor Operating Log. Nuclear naval aircraft carriers and submarines reactor monitoring logs generated during reactor operating core operation.

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
9000-26	SECNAV M-5210.1

GRS or Superseded Authority
Citation

DAA-0594-2015-0001-0001

Disposition Instruction

Retention Period

Retain for the duration of installed reactor core and for 3 years beyond final removal of the last of the core type. Retain onboard minimum quantity required to support periodic assessments defined in OPNAV Instruction 3540.3, Naval Nuclear Propulsion Examining Boards. Archive older paper records to nearest Federal Records Center. Each ship (which has a singular core type for an extended period) is responsible for archiving its own reactor operating logs. Destroy 3 years after final removal of the last of the core type.

1.27

Additional Information

GAO Approval Not Required

9000-27 Transient Records (Ship Systems and Material)

Disposition Authority Number DAA-NU-2015-0009-0027

Information related to ship systems and material 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
9000-27	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-3 / 9492/2

Disposition Instruction

Retention Period Destroy when 6 months old.

Additional Information

GAO Approval Not Required

1.28

9000-28 Models and Mockups

Disposition Authority Number DAA-NU-2015-0009-0028

These records include drawing room models, ship construction mockups and whole ship models.

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
-----------------	--------------

1.29	9000-28	SECNAV M-5210.1
	GRS or Superseded Authority Citation	N1-NU-89-3 / 9098/1/A N1-NU-89-3 / 9098/1/B N1-NU-89-3 / 9098/1/C
	Disposition Instruction	
	Retention Period	When no longer required for active use; contact Curator of Ship Models, David Taylor Research Center for disposition/shipping instructions.
	Additional Information	
	GAO Approval	Not Required
	9000-29 Equipment Modification	
	Disposition Authority Number	DAA-NU-2015-0009-0029
	Torpedo countermeasures equipment modifications to meet revised threats or improved characteristics.	
	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
	9000-29	SECNAV M-5210.1
1.30	GRS or Superseded Authority Citation	N1-NU-89-3 / 9473/2
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year.
	Retention Period	Destroy when superseded, when equipment is transferred to other control, or after final disposition, whichever occurs later.
	Additional Information	
	GAO Approval	Not Required
	9000-30 Naval Nuclear Propulsion - Shipboard and External Evaluation Letters	

Disposition Authority Number DAA-NU-2015-0009-0030

Shipboard and External Evaluation Letters to Naval Reactors Headquarters. Including but not limited to Commanding Officer's Letters and Operational Reactor Safeguard Exams related to the continuous update of status of the ship's performance, core capabilities, operational and shutdown plant activities, training evaluation and examination success.

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
9000-30	SECNAV M-5210.1

GRS or Superseded Authority Citation DAA-0594-2015-0002-0001

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Transfer to Inactive Storage Retire to FRC when 4 years old.

Retention Period Destroy 150 year(s) after latest date of record in accession

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
04/27/2016	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
06/16/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/30/2016	Submit For Certification	Brent Dockter	Records Management Analyst	Chief of Naval Operations staff - DNS-5
10/05/2016	Certify	Maurice King	Supervisory Management Analyst	Assistant for Administration - Directives and Records Management Division
12/21/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/29/2016	Submit For Certification	Brent Dockter	Records Management Analyst	Chief of Naval Operations staff - DNS-5
01/24/2017	Certify	Maurice King	Supervisory Management Analyst	Assistant for Administration - Directives and Records Management Division
05/17/2017	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

05/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/22/2017	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
9000	Ship Designs and Material:	The records described in this chapter relate to Ship Design, Ship Materials and Related Functions. They are accumulated by Headquarters, Naval Shipyards, Ship Facilities, supervisors of shipbuilding, and by other activities and offices concerned with the Design, Construction and Maintenance of Naval Ships, including internal units or departments of activities and offices concerned with the technical and liaison phases of ship design and material. Records relating to the operation of Naval Ships and records relating to research and development matters are covered in Chapter 3; records relating to the construction, maintenance and conversion of ships and other logistical records are covered in Chapter 4.	N/A	N/A	x	N/A	N/A
9000-1	Policy, Planning and Strategy:	Information relating to the establishment, development and accomplishment of plans, programs and policies related to design and construction of naval ships and ship electronics systems.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 30 years after cutoff.	x		
9000.1a	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	1. Primary Program Records and Related Records a. Chief of Naval Operations (CNO), Commandant of Marine Corps (CMC), Commander, Naval Sea Systems Command (COMNAVSEASYSCOM) Headquarters and Space and Naval Warfare Systems Command (COMSPAWARCOM) Headquarters. Correspondence, reports studies, record copies of instructions and notices and other records that document the establishment, development and accomplishment of plans, programs and policies related to design and construction of naval ships and ship electronics systems. Exclude records relating to weapons systems and general ordnance covered by 8000.1a of this manual.		Permanent. Retire to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives and Records Administration (NARA) when 30 years old.	Permanent	N1-NU-89-3 / 9000/1/A	
9000.1b	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	1. Primary Program Records and Related Records b. Naval Shipyards. Files and records documenting the organization of the activity, overall development and accomplishment of significant plans and policies concerning logistics support for assigned ships and craft, performance of authorized ship work and services and material support provided to other activities and units as directed, of continuing, long-term, historical, scientific, legal or administrative interest.		Permanent. Retire to FRC when 4 years old. Transfer to NARA when 30 years old.	Permanent	N1-NU-89-3 / 9000/1/B	
9000-2	Planning, Policy and Strategy - Nuclear Propulsion Program:	Correspondence, reports, studies, record copies of instructions and notices and other records that document the establishment, development and accomplishment of plans, programs and policies related to the design, arrangement, manufacture, testing, operations, administration, training, maintenance and repair of naval nuclear-powered ships and prototypes under the Naval Nuclear Propulsion Program.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 80 years after cutoff.	x		
9086.2a	TECHNICAL MANUALS AND OTHER DATA RECORDS	2. Documents Providing Instruction on Installation, Operation, Maintenance and Overhaul of Nuclear Propulsion Plants. a. Record copy (Original silver halide microform or hard copy) held by COMNAVSEASYSCOM Nuclear Propulsion Directorate. (Retire hard copy only if silver halide film is unavailable.)		Permanent. Cutoff when cancelled. Transfer to the National Archives 80 years after cutoff.	Permanent	DAA-0344-2012-0003-0001	
9210.1	NAVAL NUCLEAR PROPULSION INFORMATION (NNPI)	1. Primary Program Records. Correspondence, reports, studies, record copies of instructions and notices and other records that document the establishment, development and accomplishment of plans, programs and policies related to the design, arrangement, manufacture, testing, operations, administration, training, maintenance and repair of naval nuclear-powered ships and prototypes under the Naval Nuclear Propulsion Program. Records are maintained by Nuclear Propulsion Directorate of COMNAVSEASYSCOM (SEA 08).		Permanent. Cutoff at end of CY, If a project, cutoff at end of project. Transfer to the National Archives 80 years after cutoff.	Permanent	DAA-0344-2012-0002-0001	
9000-3	Technical Reports - Master:	Reports which summarize the progress, findings and conclusions reached relative to specific projects. Maintained at the Naval Activity preparing the report or at the activity issuing the contract if a contractor-generated report.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 30 years after cutoff.	x		
9000.3a(1)	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	3. Technical Reports Prepared in Connection with a Project or Task. These reports summarize the progress, findings and conclusions reached relative to specific projects. They may clarify and supplement information contained in work laboratory notebooks and other sources of data that are scheduled in SSIC 3900. a. Official record copy. Maintained at Naval Activity preparing the report or at the activity issuing the contract if a contractor-generated report. (1) Master copy, paper or similar medium if no silver microform exists.		Permanent. Retire to FRC 3 years after completion. Transfer to NARA when 30 years old.	Permanent	N1-NU-89-3 / 9000/3/A/1	
9000.3a(3)	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	3. Technical Reports Prepared in Connection with a Project or Task. These reports summarize the progress, findings and conclusions reached relative to specific projects. They may clarify and supplement information contained in work laboratory notebooks and other sources of data that are scheduled in SSIC 3900. a. Official record copy. Maintained at Naval Activity preparing the report or at the activity issuing the contract if a contractor-generated report. (3) Silver halide microform and one conv.		Permanent. Retire to FRC immediately upon filming and verification of microform. Transfer to NARA when 30 years old.	Permanent	N1-NU-89-3 / 9000/3/A/3	
9000-4	Ship Systems Planning:	Information used to determine which systems and subsystems to place on new classes of ships as well as providing design criteria for advanced subsystems and researching the need for options to supplement the current inventory of system configurations and performance capabilities. Includes operational requirements analysis.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 30 years after cutoff.	x		
9010.1a	COMBAT CAPABILITIES RECORDS	1. Records used to determine which systems and subsystems to place on new classes of ships as well as providing design criteria for advanced subsystems and researching the need for options to supplement the current inventory of system configurations and performance capabilities. The records include fleet operational guidance documents, Naval Mission Studies, Concept Formulation Plans (CFP), Joint Long Range Strategic Studies (JLRSS), Joint Strategic Objectives Plan (JSOP), Long Range Objectives (LRO), Navy Strategic Studies (NSS), and Tentative Specific Operational Requirements (TSOR). a. Records maintained by COMNAVSEASYSCOM		Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	Permanent	N1-NU-89-3 / 9010/1/A	

9050.1a	SHIP SYSTEM PERFORMANCE	1. These Records Document Technical Functional Guidance Which Addresses the Physical, Economic, Decisions Which Constrain the Options Available for Providing an Effective Integrated Operational Naval Force. Operations analyses are performed to determine the technical requirements imposed by the mission, threat and environment. Concepts to perform the required missions are developed and evaluated to determine those most cost effective to satisfy the need or requirement of the mission. Operational requirements for each concept are analyzed by use of analytical models to establish optimized ship performance requirements. They determine the thresholds of performance used in trade-off decisions. Required technical support is included. Records include ship system performance concepts - displacements, endurance, maneuverability, noise characteristics, reaction time, speed; ship subsystem performance concepts, advanced development objectives, development concept papers, proposed technical approaches and specific operational requirements. a. Records maintained by NAVSEASYSKOM.		Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	Permanent	N1-NU-89-3 / 9050/1/A	
9077.1a	SAFETY RECORDS	1. Ship and Ship System Safety. Safety records documenting ship and ship system safety. They include safety analyses, safety drills, equipment, manuals, organization, and regulations, the SUBSAFE program, warning and alarm systems, and warning devices. They may be included in life cycle engineering files. a. Records maintained by NAVSEASYSKOM.		Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	Permanent	N1-NU-89-3 / 9077/1/A	
9000-5	Ships Drawings - Master:	Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSKOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. Original drawings and master files.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 55 years after cutoff.	x		
9085.1a(1)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSKOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. a. Bureau ships master drawings. These drawings are a special class of hull, mechanical, and electrical drawings designated as masters. Since 1955 these drawings have been maintained by the planning yard. (1) Original tracings and full size reproducible of the booklets of general plans, hull lines, body plans, outboard profiles, inboard profiles and sheer and half breadth plans.		Permanent. Transfer to NARA when 30 years old.	Permanent	N1-NU-89-3 / 9085/1/A/1	
9085.1a(3)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSKOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. a. Bureau ships master drawings. These drawings are a special class of hull, mechanical, and electrical drawings designated as masters. Since 1955 these drawings have been maintained by the planning yard. (3) Silver film microform copies maintained at COMNAVSEASYSKOM Engineering Drawing Support Activity (NEDSA) Portsmouth, NH.		Permanent. Transfer to NARA when 55 years old. Earlier transfer is authorized for stricken vessels.	Permanent	N1-NU-89-3 / 9085/1/A/3	
9085.1b(1)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSKOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. b. Hull, Mechanical, and Electrical (HME) drawings. Ship design and construction drawings generally prepared by the contractor and accepted by the Navy. These drawings shall include all drawings required for the construction of the ship including hull, machinery, electrical, tank capacities and booklets of general plans as well as other drawings defined in Section 085 of General Specifications for Ships of the United States Navy. (1) Original tracings of the booklet of general plans, hull lines, body plans, outboard profiles, inboard profiles, and sheer and half breadth plans and only for the engineering drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSKOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system.		Permanent. Retire to WNRC when drawings become inactive. Transfer to NARA when 30 years old. Earlier transfer when all ships in the class are stricken is authorized.	Permanent	N1-NU-89-3 / 9085/1/B/1	
9085.1b(4)	ENGINEERING DRAWINGS	b. Hull, Mechanical, and Electrical (HME) drawings. Ship design and construction drawings generally prepared by the contractor and accepted by the Navy. These drawings shall include all drawings required for the construction of the ship including hull, machinery, electrical, tank capacities and booklets of general plans as well as other drawings defined in Section 085 of General Specifications for Ships of the United States Navy. (4) Silver microfilm aperture cards (35 mm roll film prior to 1955) of all HME drawings including class file and vendor file maintained by NEDSA, Portsmouth, NH.		Permanent. Retire to WNRC when file is inactive. Transfer to NARA when 55 years old or when all vessels in the class are stricken, whichever is earlier.	Permanent	N1-NU-89-3 / 9085/1/B/4	
9085.1b(6)(a)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSKOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. b. Hull, Mechanical, and Electrical (HME) drawings. Ship design and construction drawings generally prepared by the contractor and accepted by the Navy. These drawings shall include all drawings required for the construction of the ship including hull, machinery, electrical, tank capacities and booklets of general plans as well as other drawings defined in Section 085 of General Specifications for Ships of the United States Navy. (6) Electronic/optical disk images of HME drawings maintained at COMNAVSEASYSKOM designated Master DoD Engineering Drawings Database site. (See SSIC 9085.4 for description of system.) NOTE: Since 1999 this system has been known by several names such as Engineering Drawing Management Information and Control System (EDMICS) and Joint Engineering Data Management Information and Control System (JEDMICS). Technical manuals necessary to locate specific drawings contained in the master file database are contained in a separate electronic system known as the Technical Data Management Information System (TDMIS).		PERMANENT. Cutoff annually at end of end of calendar year. Transfer to FRC when file is inactive. Transfer to National Archives 55 years after cutoff or when equipment is obsolete, whichever is earlier.	Permanent	N1-NU-10-2 / 1	

9085.1e(1)	ENGINEERING DRAWINGS	<p>1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system.</p> <p>e. Ordnance Equipment and Surface Missile Systems Drawings. Engineering drawings of guns, gun mounts, turrets, rocket launchers, depth charge projectors, small arms and guns, mortars, pyrotechnic equipment, mine, mine countermeasures, ammunition handling equipment, fire control and optical equipment, fuses, torpedoes, underwater missiles, and similar equipment. Engineering drawings for surface missiles systems such as TARTER, TERRIER, Basic Point Defense, Target Acquisition System (TAS), NATO SEASPARROW, HARPOON, TOMAHAWK, UNREP, MK 86 GFCS, MK 92 FCS, Vertical Launcher System, AEGIS Combat System, and similar future systems. (Formerly retired under section 8000.12.)</p> <p>(1) Original Tracing Ordnance drawings, showing complete gun mount, director, missile system, fire control system, and major components thereof including complete units of small arms and landing force equipment. These are maintained at NEDSA, NSWC Port Hueneme Division (PHD). (These drawings are often referred to as Level 1 drawings or systems drawings.)</p>		Permanent. Retire to WNRC when 30 years old. Transfer to NARA when 55 years old or when equipment or system is declared obsolete, whichever is sooner.	Permanent	N1-NU-89-3 / 9085/1/E/1	
9085.1e(5)	ENGINEERING DRAWINGS	<p>1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system.</p> <p>e. Ordnance Equipment and Surface Missile Systems Drawings. Engineering drawings of guns, gun mounts, turrets, rocket launchers, depth charge projectors, small arms and guns, mortars, pyrotechnic equipment, mine, mine countermeasures, ammunition handling equipment, fire control and optical equipment, fuses, torpedoes, underwater missiles, and similar equipment. Engineering drawings for surface missiles systems such as TARTER, TERRIER, Basic Point Defense, Target Acquisition System (TAS), NATO SEASPARROW, HARPOON, TOMAHAWK, UNREP, MK 86 GFCS, MK 92 FCS, Vertical Launcher System, AEGIS Combat System, and similar future systems. (Formerly retired under section 8000.12.)</p> <p>(5) Special collection of ordnance drawings to be designated by NSWC Port Hueneme Division (PHD) from the collection at NEDSA, NSWC Port Hueneme Division (PHD) and drawn from those non-permanent drawings included under section 9085.1e(3) of this manual. This collection will show the historical development of techniques and processes used in Naval Engineering drawings and should include five samples of each technique or medium such as linens, Van Dykes, Sepias, reverse sepias, Brown Lines, Mylar, Cronoflex, Quadrule, Rapidographs, tape processes, photo processes, various ink pens and pencils and special templates, labels, and papers.</p>		Permanent. Transfer directly to Cartographic Branch (NNSC) National Archives using SF 258 from drawing held at the repository to present date. Future transfers in 5-year blocks beginning in 1995.	Permanent	N1-NU-89-3 / 9085/1/E/5	
9085.1e(6)	ENGINEERING DRAWINGS	<p>1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system.</p> <p>e. Ordnance Equipment and Surface Missile Systems Drawings. Engineering drawings of guns, gun mounts, turrets, rocket launchers, depth charge projectors, small arms and guns, mortars, pyrotechnic equipment, mine, mine countermeasures, ammunition handling equipment, fire control and optical equipment, fuses, torpedoes, underwater missiles, and similar equipment. Engineering drawings for surface missiles systems such as TARTER, TERRIER, Basic Point Defense, Target Acquisition System (TAS), NATO SEASPARROW, HARPOON, TOMAHAWK, UNREP, MK 86 GFCS, MK 92 FCS, Vertical Launcher System, AEGIS Combat System, and similar future systems. (Formerly retired under section 8000.12.)</p> <p>(6) Silver microfilm aperture cards of all ordnance and ordnance systems drawings maintained at NEDSA, NSWC Port Hueneme Division (PHD) and NEDSA, Naval Ship Weapon Systems Engineering Station (NSWSES), Port Hueneme, CA.</p>		Permanent. Retire to WNRC when file is inactive. Transfer to NARA when 55 years old or when equipment is obsolete, whichever is earlier.	Permanent	N1-NU-89-3 / 9085/1/E/6	
9085.1e(8)(a)	ENGINEERING DRAWINGS	<p>1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system.</p> <p>e. Ordnance Equipment and Surface Missile Systems Drawings. Engineering drawings of guns, gun mounts, turrets, rocket launchers, depth charge projectors, small arms and guns, mortars, pyrotechnic equipment, mine, mine countermeasures, ammunition handling equipment, fire control and optical equipment, fuses, torpedoes, underwater missiles, and similar equipment. Engineering drawings for surface missiles systems such as TARTER, TERRIER, Basic Point Defense, Target Acquisition System (TAS), NATO SEASPARROW, HARPOON, TOMAHAWK, UNREP, MK 86 GFCS, MK 92 FCS, Vertical Launcher System, AEGIS Combat System, and similar future systems. (Formerly retired under section 8000.12.)</p> <p>(8) Electronic/optical disk images of ordnance drawings maintained at COMNAVSEASYSCOM designated Master DoD Engineering Drawings Database site. (See SSIC 9085.4 for description of system.)</p> <p>NOTE: Since 1999 this system has been known by several names such as Engineering Drawing Management Information and Control System (EDMICS) and Joint Engineering Data Management Information and Control System (JEDMICS). Technical manuals necessary to locate specific drawings contained in the master file database are contained in a separate electronic system known as the Technical Data Management Information System (TDMIS).</p> <p>(a) Records not converted to electronic/optical media</p>		PERMANENT. Cutoff annually at end of end of calendar year. Transfer to FRC when file is inactive. Transfer to National Archives 55 years after cutoff or when equipment is obsolete, whichever is later.	Permanent	N1-NU-10-2 / 4	
9085.2a	ENGINEERING DRAWINGS	<p>2. Ships Drawing Index (SDI). An index prepared for each Navy ship, which includes all naval ships engineering drawings that are applicable to that vessel. Included are ship construction drawings, systems diagrams, manufacturer's equipment drawing lists and assembly drawings. Entries for each drawing include drawing title, latest revision and whether designated a selected record drawing.</p> <p>a. Original tracings for which no silver film exists. Maintained at Planning yard for the vessel.</p>		Permanent. Retire to WNRC when vessel is decommissioned. Transfer to NARA when 55 years old or when vessel is stricken whichever is earlier.	Permanent	N1-NU-89-3 / 9085/2/A	

9085.2c	ENGINEERING DRAWINGS	2. Ships Drawing Index (SDI). An index prepared for each Navy ship, which includes all naval ships engineering drawings that are applicable to that vessel. Included are ship construction drawings, systems diagrams, manufacturer's equipment drawing lists and assembly drawings. Entries for each drawing include drawing title, latest revision and whether designated a selected record drawing. c. Master set of SDI's on silver microfiche. Maintained at NEDSA, Naval Shipyard Portsmouth, NH.		Permanent. Retire to WNRC in 5-year blocks containing all vessels decommissioned during that period. Transfer to NARA when 55 years old.	Permanent	N1-NU-89-3 / 9085/2/C	
9085.4a	ENGINEERING DRAWINGS	4. Master DoD Engineering Drawings Database Files. Database is an electronic/optical imaging system that provides electronic/optical image storage of all COMNAVSEASYS COM and COMNAVAIRSYS COM engineering drawings for all levels of the Naval establishment as well as for other DoD entities. This database is a major part of the DoD Computer-Aided Acquisition and Logistic Support Program (CALS). CALS automates the creation, handling, and storage of all technical documentation. NOTE: Since 1999 the engineering drawing database has been known under several names such as: Engineering Drawing Management Information and Control System (EDMICS) and Joint Engineering Data Management Information and Control System (JEDMICS). Technical manuals necessary to locate specific drawings contained in the master file database are contained in a separate electronic system known as the Technical Data Management Information System (TDMIS). a. Master file and Historical Data Images Database Records. Database contains standard engineering data such as drawings and technical documents of ship, aircraft and weapons received from COMNAVSEASYS COM and COMNAVAIRSYS COM.		PERMANENT. Transfer annually to National Archives as specified in 36 CFR 1235.40 or standards applicable at the time of transfer. Format and method of transfer to be determined by NARA and CNO (DNS-5) at the time of transfer. Delete data that has already been transferred to National Archives from master file database when 55 years old or when equipment is obsolete, whichever is earlier.	Permanent	N1-NU-10-2 / 7	
9085.4d	ENGINEERING DRAWINGS	4. Master DoD Engineering Drawings Database Files. Database is an electronic/optical imaging system that provides electronic/optical image storage of all COMNAVSEASYS COM and COMNAVAIRSYS COM engineering drawings for all levels of the Naval establishment as well as for other DoD entities. This database is a major part of the DoD Computer-Aided Acquisition and Logistic Support Program (CALS). CALS automates the creation, handling, and storage of all technical documentation. NOTE: Since 1999 the engineering drawing database has been known under several names such as: Engineering Drawing Management Information and Control System (EDMICS) and Joint Engineering Data Management Information and Control System (JEDMICS). Technical manuals necessary to locate specific drawings contained in the master file database are contained in a separate electronic system known as the Technical Data Management Information System (TDMIS). d. Documentation. Includes data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications and final reports (regardless of medium) relating to a master file, database or other electronic records.		PERMANENT. Transfer annually to National Archives as specified in 36 CFR 1235.40 or standards applicable at the time of transfer. Format and method of transfer to be determined by NARA and CNO (DNS-5) at the time of transfer. Delete documentation that has already been transferred to National Archives from master file database when superseded or no longer needed for reference.	Permanent	GRS 20.11a(2)	
9000-6	Ships' Technical Manuals - Master:	Documents that contain descriptions of non-nuclear ships, boats, amphibious vehicles, systems and equipments, with instructions for use. Files include publications or other forms of information intended for Navy users of equipment or systems. They are referred to as technical manuals and cover some or all of the following: system or equipment description; instructions for initial preparation and installation, operation maintenance, and overhaul; parts listings; and related technical, test or logistic information or procedures, but no administrative procedures. Publications include installation, operation and maintenance manuals for all levels of support; systems and subsystems manuals; technical repair standards; check off cards and sheets; troubleshooting procedures and aids; parts lists; field changes and alteration procedures; and technical bulletins issued to the Fleet providing specific data for a particular ship system application, e.g., ship information books, damage control books and other manuals applicable to specific ships.		PERMANENT: Cutoff when ship is stricken. Transfer to the National Archives 30 years after cutoff.	x		
9086.1a	TECHNICAL MANUALS AND OTHER DATA RECORDS	1. Ship's Technical Instructions. Documents that contain descriptions of ships, boats, amphibious vehicles, systems and equipments, with instructions for use. Files include publications or other forms of information intended for Navy users of equipment or systems. They are referred to as technical manuals and cover some or all of the following: system or equipment description; instructions for initial preparation and installation, operation maintenance, and overhaul; parts listings; and related technical, test or logistic information or procedures, but no administrative procedures. Publications include installation, operation and maintenance manuals for all levels of support; systems and subsystems manuals; technical repair standards; check off cards and sheets; troubleshooting procedures and aids; parts lists; field changes and alteration procedures; and technical bulletins issued to the Fleet providing specific data for a particular ship system application, e.g., ship information books, damage control books and other manuals applicable to specific ships. (Nuclear propulsion manuals are covered in section 9086.2.) a. Record copy, hard copy or silver halide master microform manuals in effect August 1976 and all published thereafter by COMNAVSEASYS COM. Record copy is at COMNAVSEASYS COM Control Technical Manual Management Activity (Naval Data Support Activity, Naval Ship Weapons Engineering Station, Port Hueneme, CA. (Retire hard copy only if silver halide microform is unavailable.)		Permanent. Retire to WNRC when ship is stricken. Transfer to NARA when 30 years old.	Permanent	N1-NU-89-3 / 9086/1/A	

9086.1b	TECHNICAL MANUALS AND OTHER DATA RECORDS	1. Ship's Technical Instructions. Documents that contain descriptions of ships, boats, amphibious vehicles, systems and equipments, with instructions for use. Files include publications or other forms of information intended for Navy users of equipment or systems. They are referred to as technical manuals and cover some or all of the following: system or equipment description; instructions for initial preparation and installation, operation maintenance, and overhaul; parts listings; and related technical, test or logistic information or procedures, but no administrative procedures. Publications include installation, operation and maintenance manuals for all levels of support; systems and subsystems manuals; technical repair standards; check off cards and sheets; troubleshooting procedures and aids; parts lists; field changes and alteration procedures; and technical bulletins issued to the Fleet providing specific data for a particular ship system application, e.g., ship information books, damage control books and other manuals applicable to specific ships. (Nuclear propulsion manuals are covered in section 9086.2.) b. Record copy of manuals at COMNAVSEASYSCOM Headquarters canceled prior to August 1976 and are known not to be in the Naval Data Support Activity Collection.		Permanent. Retire to WNRC when ship is stricken. Transfer to NARA when 30 years old.	Permanent	N1-NU-89-3 / 9086/1/B	
9000-7	Weight and Moment Changes:	Weight reports of newly constructed ships, daily planning reports and related data.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 30 years after cutoff.	x		
9096.1a(1)	WEIGHT CONTROL	1. Records on Weight and Moment Changes. Weight reports of newly constructed ships, daily planning reports and related data. a. Paper copies. (1) Master copies for which no silver halide film exists at COMNAVSEASYSCOM Headquarters.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	Permanent	N1-NU-89-3 / 9096/1/A/1	
9096.1b(1)	WEIGHT CONTROL	1. Records on Weight and Moment Changes. Weight reports of newly constructed ships, daily planning reports and related data. b. Microform copies. (1) Silver halide microform and one copy at COMNAVSEASYSCOM Headquarters.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.	Permanent	N1-NU-89-3 / 9096/1/B/1	
9000-8	Inclining Experiments:	Reports On Inclining Experiments, U.S. Navy Ships. They include calculations, the inclining experiment, inclining weights, procedures, reports and trim drive records.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 30 years after cutoff.	x		
9097.1a(1)	INCLINING EXPERIMENT AND TRIM DRIVE RECORDS	1. Reports On Inclining Experiments, U.S. Navy Ships. They include calculations, the inclining experiment, inclining weights, procedures, reports and trim drive records. a. Paper copies. (1) Master copies maintained at COMNAVSEASYSCOM that have not been filmed.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.	Permanent	N1-NU-89-3 / 9097/1/A/1	
9097.1b(1)	INCLINING EXPERIMENT AND TRIM DRIVE RECORDS	1. Reports On Inclining Experiments, U.S. Navy Ships. They include calculations, the inclining experiment, inclining weights, procedures, reports and trim drive records. b. Microform copies. (1) Silver halide microform and one copy maintained at COMNAVSEASYSCOM.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.	Permanent	N1-NU-89-3 / 9097/1/B/1	
9000-9	Ships' Photographs - Class-Leader:	Photographs of Class Leader Ships. Includes photographs of antenna riggings, commissioning, consolidated operability tests, identification photos, progress photos, ship as completed photos, inclining experiment photos, keel laying photos, launching photos, and trial photos.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 30 years after cutoff.	x		
9099.1a(1)	PHOTOGRAPHIC RECORDS	1. Photographs of Ships. Files include photographs of antenna riggings, commissioning, consolidated operability tests, identification photos, progress photos, ship as completed photos, inclining experiment photos, keel laying photos, launching photos, and trial photos. a. Records maintained by the Program Manager. (1) For class leader ships.		Permanent. Retire records with Ships Case file under section 4700.1c(1)(a)1 of this manual.	Permanent	N1-NU-89-3 / 9099/1/A/1	
9000-10	Nuclear Propulsion Program Correspondence - Ship or Core-Specific:	Correspondence, reports and other records pertaining to Naval Nuclear Propulsion Programs and procedures of activities, departments, divisions or other organizational unit concerned. Records specific to a system, ship, or core which require long-term retention to capture design, build, install, maintain, and disposition. Additionally, system, ship, or core records which have the potential for reuse in a subsequent ship or class design.		TEMPORARY: Cut off by system, ship, or core. Transfer to WNRC for storage when no longer needed for daily conduct of work. Destroy no sooner than 80 years after end date of records in accession but longer retention is authorized.	x		
9210.2a	NAVAL NUCLEAR PROPULSION INFORMATION (NNPI)	2. General Correspondence. Correspondence, reports and other records pertaining to Naval Nuclear Propulsion Programs and procedures of activities, departments, divisions or other organizational unit concerned. Included are records of shipboard and shore-based nuclear support facilities. a. Records specific to a system, ship, or core which require long-term retention to capture design, build, install, maintain, and disposition. Additionally, system, ship, or core records which have the potential for reuse in a subsequent ship or class design.		Cut off by system, ship, or core. Transfer to WNRC for storage when no longer needed for daily conduct of work. Destroy no sooner than 80 years after end date of records in accession but longer retention is authorized.	exception	DAA-0594-2014-0001-0001	

9000-11	Ship Drawings - Components and Subsystems:	Ship and ordnance engineering drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. Drawings for ship components and subsystems. (1) Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. a. Bureau ships master drawings. These drawings are a special class of hull, mechanical, and electrical drawings designated as masters. Since 1955 these drawings have been maintained by the planning yard. (2) All other original master plans and copies maintained by any activity		TEMPORARY: Cutoff at end of calendar year. Destroy when 55 years old.	x		
9085.1a(2)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. a. Bureau ships master drawings. These drawings are a special class of hull, mechanical, and electrical drawings designated as masters. Since 1955 these drawings have been maintained by the planning yard. (2) All other original master plans and copies maintained by any activity		Retire to FRC when drawing is inactive. Destroy when 55 years old or when all vessels in the class are stricken, whichever is earlier.	75	N1-NU-89-3 / 9085/1/A/2	
9085.1c(2)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. c. Installation Control Drawings (ICD). Drawings which set forth information for an item of installed equipment in terms of area, weight, foundation requirements, space, operation and maintenance access clearance high pressure air, cooling water, inert gas, draining clearance and pipe and cable attachments required for the installation and the co-functioning of the item to be installed with related items. Also known as "RE" drawings or SWBS 807 drawings. (2) Silver microfilm aperture cards of ICD's maintained at NEDSA Norfolk, and vital records set at NEDSA, Naval Ship Weapon Systems Engineering Station, Port Hueneme, CA		Destroy when 55 years old.	75	N1-NU-89-3 / 9085/1/C/2	
9085.1d(2)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. d. COMNAVSEASYSCOM-controlled Electronic Equipment Drawings. Drawings of sonar, navigational, communications, radar, antenna systems and similar shipboard electronics equipment under the cognizance or control of COMNAVSEASYSCOM. (2) Silver microform copies maintained at Naval Sea Combat Systems Engineering Station.		Retire to FRC when file is inactive, destroy when 55 years old or when equipment is obsolete, whichever is earlier.	75	N1-NU-89-3 / 9085/1/D/2	
9085.1e(3)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. e. Ordnance Equipment and Surface Missile Systems Drawings. Engineering drawings of guns, gun mounts, turrets, rocket launchers, depth charge projectors, small arms and guns, mortars, pyrotechnic equipment, mine, mine countermeasures, ammunition handling equipment, fire control and optical equipment, fuses, torpedoes, underwater missiles, and similar equipment. Engineering drawings for surface missiles systems such as TARTER, TERRIER, Basic Point Defense, Target Acquisition System (TAS), NATO SEASPARROW, HARPOON, TOMAHAWK, UNREP, MK 86 GFCS, MK 92 FCS, Vertical Launcher System, AEGIS Combat System, and similar future systems. (Formerly retired under section 8000.12.) (3) Original tracing ordnance drawings of components and subsystems below level 1 maintained at NSW Port Hueneme Division (PHD).		Retire to WNRC when drawing becomes inactive or when 25 years old, whichever is sooner. Destroy when 55 years old or when equipment is declared obsolete, whichever is sooner.	75	N1-NU-89-3 / 9085/1/E/3	
9000-12	Naval Nuclear Propulsion Plant Construction:	Propulsion plant testing and accepting results		TEMPORARY: Cutoff at end of calendar year. Destroy when 45 years old.	x		
9210.4b	NAVAL NUCLEAR PROPULSION INFORMATION (NNPI)	4. Reactor Logs, Records and Reports. Operating logs, records and reports covering the sampling of primary coolant, and propulsion plant construction. b. Propulsion plant construction records and acceptance results.		Transfer to FRC after ship acceptance; Retain for the life of the ship or 45 years whichever is later.	75	N1-NU-03-3 / 2	
9000-13	SUBSAFE:	SUBSAFE records maintained by Submarine TYCOMS, SUPSHIPS, and other NAVSEASYSCOM shipbuilding activities. Primary records, correspondence and reports directly supporting each individual submarine's initial SUBSAFE Certification and follow-up maintenance of that certification in the FLEET.		TEMPORARY: Cutoff at end of calendar year. Destroy when 75 years old.	x		
9077.1d	SAFETY RECORDS	1. Ship and Ship System Safety. Safety records documenting ship and ship system safety. They include safety analyses, safety drills, equipment, manuals, organization, and regulations, the SUBSAFE program, warning and alarm systems, and warning devices. They may be included in life cycle engineering files. d. SUBSAFE records maintained by Submarine TYCOMS, naval shipyards, SUBSHIPS, and other NAVSEASYSCOM shipbuilding activities. Primary records, correspondence and reports directly supporting each individual submarine's initial SUBSAFE Certification and follow-up maintenance of that certification in the FLEET.		Retire to FRC when 2 years old. Destroy when 40 years old.	75	N1-NU-00-2 / 3	
9000-14	Ships Drawings - Activities' Copies:	Ship and ordnance engineering drawings and index. Reference copies of drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system.		TEMPORARY: Cutoff at end of calendar year. Destroy or Delete 30 years after cutoff.	x		
9085.1a(4)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. a. Bureau ships master drawings. These drawings are a special class of hull, mechanical, and electrical drawings designated as masters. Since 1955 these drawings have been maintained by the planning yard. (4) Silver film and diazo copies of master plans held by all other activities		Destroy when 30 years old.	30	N1-NU-89-3 / 9085/1/A/4	

9085.1b(2)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. b. Hull, Mechanical, and Electrical (HME) drawings. Ship design and construction drawings generally prepared by the contractor and accepted by the Navy. These drawings shall include all drawings required for the construction of the ship including hull, machinery, electrical, tank capacities and booklets of general plans as well as other drawings defined in Section 085 of General Specifications for Ships of the United States Navy. (2) Original tracings of all higher HME drawings maintained by vessel classification yard.	Retire to FRC when 25 years old or when vessel is stricken, whichever is sooner. Destroy when 30 years old.	30	N1-NU-89-3 / 9085/1/B/2	
9085.1b(3)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. b. Hull, Mechanical, and Electrical (HME) drawings. Ship design and construction drawings generally prepared by the contractor and accepted by the Navy. These drawings shall include all drawings required for the construction of the ship including hull, machinery, electrical, tank capacities and booklets of general plans as well as other drawings defined in Section 085 of General Specifications for Ships of the United States Navy. (2) HME drawings retained by activities other than the Senior yard.	If retired to an FRC, destroy when 25 years old. If retained on board, destroy when no longer required.	30	N1-NU-89-3 / 9085/1/B/3	
9085.1b(5)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. b. Hull, Mechanical, and Electrical (HME) drawings. Ship design and construction drawings generally prepared by the contractor and accepted by the Navy. These drawings shall include all drawings required for the construction of the ship including hull, machinery, electrical, tank capacities and booklets of general plans as well as other drawings defined in Section 085 of General Specifications for Ships of the United States Navy. (5) Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system.	Destroy when 30 years old or when vessel is stricken, whichever is earlier.	30	N1-NU-89-3 / 9085/1/B/5	
9085.1c(1)	ENGINEERING DRAWINGS	(5) Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. c. Installation Control Drawings (ICD). Drawings which set forth information for an item of installed equipment in terms of area, weight, foundation requirements, space, operation and maintenance access clearance high pressure air, cooling water, inert gas, draining clearance and pipe and cable attachments required for the installation and the co-functioning of the item to be installed with related items. Also known as "RE" drawings or SWBS 807 drawings.	Retire to WNRC when file is inactive. Destroy when 30 years old.	30	N1-NU-89-3 / 9085/1/C/1	
9085.1c(3)	ENGINEERING DRAWINGS	(1) Original tracings maintained at NEDSA, Naval Sea Combat Systems Engineering Station (SEABAT), Norfolk, VA. 1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. c. Installation Control Drawings (ICD). Drawings which set forth information for an item of installed equipment in terms of area, weight, foundation requirements, space, operation and maintenance access clearance high pressure air, cooling water, inert gas, draining clearance and pipe and cable attachments required for the installation and the co-functioning of the item to be installed with related items. Also known as "RE" drawings or SWBS 807 drawings. (2) ICD's in any form maintained by any activity other than NEDSA.	If retained on board, destroy when no longer required. If retired to FRC, destroy when 30 years old.	30	N1-NU-89-3 / 9085/1/C/3	
9085.1d(1)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. d. COMNAVSEASYSYSCOM-controlled Electronic Equipment Drawings. Drawings of sonar, navigational, communications, radar, antenna systems and similar shipboard electronics equipment under the cognizance or control of COMNAVSEASYSYSCOM. (1) Original Tracings maintained by Naval Sea Combat Systems Engineering Station, Norfolk, VA and other In Service Engineering Agents (ISEA).	Retire to FRC when drawing is inactive. Destroy when 30 years old or when equipment is obsolete, whichever is earlier.	30	N1-NU-89-3 / 9085/1/D/1	
9085.1e(4)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. e. Ordnance Equipment and Surface Missile Systems Drawings. Engineering drawings of guns, gun mounts, turrets, rocket launchers, depth charge projectors, small arms and guns, mortars, pyrotechnic equipment, mine, mine countermeasures, ammunition handling equipment, fire control and optical equipment, fuses, torpedoes, underwater missiles, and similar equipment. Engineering drawings for surface missiles systems such as TARTER, TERRIER, Basic Point Defense, Target Acquisition System (TAS), NATO SEASPARROW, HARPOON, TOMAHAWK, UNREP, MK 86 GFCS, MK 92 FCS, Vertical Launcher System, AEGIS Combat System, and similar future systems. (Formerly retired under section 8000.12.) (4) Ordnance sketches (LD series and similar) and preliminary drawings not bearing a BUORD, NAVORD, BUWEPS or COMNAVSEASYSYSCOM drawing number.	Transfer to WNRC when sketch is inactive. Destroy when 30 years old. Earlier destruction is authorized upon notification by the retiring upon activity.	30	N1-NU-89-3 / 9085/1/E/4	

9085.1e(7)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. e. Ordnance Equipment and Surface Missile Systems Drawings. Engineering drawings of guns, gun mounts, turrets, rocket launchers, depth charge projectors, small arms and guns, mortars, pyrotechnic equipment, mine, mine countermeasures, ammunition handling equipment, fire control and optical equipment, fuses, torpedoes, underwater missiles, and similar equipment. Engineering drawings for surface missiles systems such as TARTER, TERRIER, Basic Point Defense, Target Acquisition System (TAS), NATO SEASPARROW, HARPOON, TOMAHAWK, UNREP, MK 86 GFCS, MK 92 FCS, Vertical Launcher System, AEGIS Combat System, and similar future systems. (Formerly retired under section 8000.12.) (7) Duplicate silver and diazo copies of ordnance and ordnance systems drawings maintained by all activities other than NSWC Port Hueneme Division (PHD) and Port Hueneme.		Destroy when 30 years old or when equipment is obsolete whichever is earlier.	30	N1-NU-89-3 / 9085/1/E/7	
9085.2b	ENGINEERING DRAWINGS	2. Ships Drawing Index (SDI). An index prepared for each Navy ship, which includes all naval ships engineering drawings that are applicable to that vessel. Included are ship construction drawings, systems diagrams, manufacturer's equipment drawing lists and assembly drawings. Entries for each drawing include drawing title, latest revision and whether designated a selected record drawing. b. Original tracings that have been microfilmed, maintained at NEDSA, Portsmouth, NH or at planning yard.		Retire to FRC when vessel is decommissioned. Destroy when 30 years old or when vessel is stricken, whichever is earlier.	30	N1-NU-89-3 / 9085/2/B	

9000-15	Naval Nuclear Propulsion Examinations:	Qualification examinations at COMNAVSEASYSCOM and completed by prospective engineering officers, shift test engineers and prospective commanding officers to determine qualifications of nuclear engineers for nuclear propulsion plants in U.S. Navy ships.		TEMPORARY: Cutoff at end of calendar year. Destroy or Delete 15 years after cutoff.	x		
9210.3a	NAVAL NUCLEAR PROPULSION INFORMATION (NNPI)	3. Nuclear Engineering Examinations. Qualification examinations at COMNAVSEASYSCOM and completed by prospective engineering officers, shift test engineers and prospective commanding officers to determine qualifications of nuclear engineers for nuclear propulsion plants in U.S. Navy ships. a. Papers of successfully-completed examinations.		Transfer to WNRC in 6-month blocks when newest examination papers are 6 months old. Destroy when newest papers are 15 years old.	30	NC1-NU-83-4 / 1	
9210.3b	NAVAL NUCLEAR PROPULSION INFORMATION (NNPI)	3. Nuclear Engineering Examinations. Qualification examinations at COMNAVSEASYSCOM and completed by prospective engineering officers, shift test engineers and prospective commanding officers to determine qualifications of nuclear engineers for nuclear propulsion plants in U.S. Navy ships. b. Papers of unsuccessfully-completed examinations.		Transfer to WNRC in 6-month blocks when newest examination papers are 15 months old. Destroy when newest papers are 15 years old.	30	NC1-NU-83-4 / 2	

9000-16	Naval Nuclear Propulsion Program Correspondence:	Correspondence, reports and other records pertaining to Naval Nuclear Propulsion Programs and procedures of activities, departments, divisions or other organizational unit concerned. Included are records of shipboard and shore-based nuclear support facilities.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff, but longer retention is authorized.	x		
9210.2b	NAVAL NUCLEAR PROPULSION INFORMATION (NNPI)	2. General Correspondence: Correspondence, reports and other records pertaining to Naval Nuclear Propulsion Programs and procedures of activities, departments, divisions or other organizational unit concerned. Included are records of shipboard and shore-based nuclear support facilities. b. All other general correspondence, reports, and other records pertaining to Naval Nuclear Propulsion Programs and procedures of activities, departments, divisions or other organizational unit concerned. Included are records of shipboard and shore-based nuclear support facilities.		Retire to FRC when 4 years old. Destroy when 10 years old.	10	DAA-0594-2014-0001-0002	

9000-17	Ship Design Support/Life-Cycle Engineering and Management:	Information documenting the direction, control and decisions in the planning, programming, budgeting, development, acquisition, maintenance engineering, logistic support, material management and disposal of assigned systems and equipment in support of new ship acquisition, fleet modernization and fleet material support. Includes, but not limited to, access to machinery and equipment; ship compartment access; ship survivability, ship silencing and vibration control; brazing, casting, riveting, and fabrication; ship and ship system safety; reliability and maintenance analyses; fleet materials analyses; seaworthiness; support and test equipment; and ship inspections, test, and trials.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	x		
9000.2a	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	2. Ship Design and Material Records. Files and records documenting the direction, control and decisions in the planning, programming, budgeting, development, acquisition, maintenance engineering, logistic support, material management and disposal of assigned systems and equipment in support of new ship acquisition, fleet modernization and fleet material support. a. Life-Cycle Engineering and Management and Fleet Support Records. Records documenting ship acquisition, fleet modernization and fleet material support projects. (Exclude primary program records covered by 9000.1.)		Retire to WNRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9000/2/A	
9050.1b	SHIP SYSTEM PERFORMANCE	1. These Records Document Technical Functional Guidance Which Addresses the Physical, Economic, Decisions Which Constrain the Options Available for Providing an Effective Integrated Operational Naval Force. Operations analyses are performed to determine the technical requirements imposed by the mission, threat and environment. Concepts to perform the required missions are developed and evaluated to determine those most cost effective to satisfy the need or requirement of the mission. Operational requirements for each concept are analyzed by use of analytical models to establish optimized ship performance requirements. They determine the thresholds of performance used in trade-off decisions. Required technical support is included. Records include ship system performance concepts - displacements, endurance, maneuverability, noise characteristics, reaction time, speed; ship subsystem performance concepts, advanced development objectives, development concept papers, proposed technical approaches and specific operational requirements. b. Records maintained by naval shipyards, SUPSHIPS and other NAVSEASYSCOM shipbuilding activities.		Retire to FRC when 4 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9050/1/B	

9071.1a	ACCESS RECORDS	1. These Records Include Documentation of Access to Machinery and Equipment, Ship Compartment Access Requirements and Watertight Integrity and Structural Access Limitations. These records will be maintained as part of life cycle engineering general arrangements files. a. Records maintained by program manager/life cycle manager and fleet support activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9071/1/A	
9072.1a	SHOCK RECORDS	1. Ship Survivability Files. Records concerning combat survivability of ships including documentation of blast effects, shock design, shock grade designations and shock testing of naval ships. a. Records maintained by Program Manager/Life Cycle Manager and Fleet Support Activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9072/1/A	
9073.1a	NOISE AND VIBRATION	1. Ship Silencing and Ship Vibration Control. Records documenting technical support provided to life cycle managers during ship design and construction in the field of noise and related vibration, and other matters of noise and vibration control of ships. Records concern airborne noise categories, airborne noise levels for compartments, distributed isolation material, mechanical vibration, noise and vibration testing, general noise, radiated, platform and sonar self noise, resilient mountings, speech interference levels, general vibration, and waterborne noise. a. Records maintained by Program Manager/Life Cycle Manager and Fleet Support Activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9073/1/A	
9074.1a	CASTING, WELDING, RIVETING AND ALLIED PROCESSES	1. These Records Concern Brazing, Castings, Fabrication, Forgings, Non-Threaded Mechanical Fasteners, Procedures And Process Qualification, Radiography, Riveting, Welder Qualifications and Welding. These records are included in life cycle engineering and management files in support of new ship acquisition and fleet modernization. a. Records maintained by Program Manager/Life Cycle Manager and Fleet Support Activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9074/1/A	
9075.1a	THREADED FASTENERS MAINTENANCE RECORDS	1. These Records are Included in Life Cycle Engineering and Management Files in Support of New Ship Acquisition, Fleet Modernization and Fleet Material Support. They include information on bolts, nuts, screws, studs and thread kits. a. Records maintained by Program Manager/Life Cycle Manager and Fleet Support Activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9075/1/A	
9076.1a	RELIABILITY AND MAINTENANCE RECORDS	1. These Records Will Be Included in Life Cycle Engineering and Management Files in Support of New Ship Acquisition, Fleet Modernization, and Fleet Material Support. Documentation includes effects analyses, failure analysis and evaluation, failure modes, failure reporting, maintainability design criteria, reliability analysis, design criteria and level, and skill analysis. a. Records maintained by Program Manager/Life Cycle Manager and Fleet Support Activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9076/1/A	
9077.1b	SAFETY RECORDS	1. Ship and Ship System Safety. Safety records documenting ship and ship system safety. They include safety analyses, safety drills, equipment, manuals, organization, and regulations, the SUBSAFE program, warning and alarm systems, and warning devices. They may be included in life cycle engineering files. b. Records maintained by naval shipyards, SUPSHIPS, and other NAVSEASYS COM shipbuilding activities, except for SUBSAFE records covered by SSIC 9077.1d.		Retire to FRC when 4 years old. Destroy when 10 years old.	10	N1-NU-00-2 / 1	
9078.1a	MATERIAL RECORDS	1. Material Records. These records will be included in life cycle engineering and management files in support of new ship acquisition, fleet modernization, and fleet materials support. Documentation includes information on materials appearance, application, brittleness, composition, environmental resistance, grades, hardness, strength, temperature limits, and types. a. Records maintained by Program Manager/Life Cycle Manager and Fleet Support Activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9078/1/A	
9079.1a	SEAWORTHINESS RECORDS	1. Seaworthiness Records. These records are included in life cycle engineering and management files in support of new ship acquisition, fleet modernization and fleet materials support. They include documentation on damage control, seaworthiness, stability, and water tight integrity. a. Records maintained by Program Manager/Life Cycle Manager and Fleet Support Activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9079/1/A	
9080.1a	INTEGRATED LOGISTICS SUPPORT REQUIREMENTS	These Records are included in Life Cycle Engineering and Management Files in support of New Ship Acquisition, Fleet Modernization and Fleet Materials Support except as specifically indicated. 1. General. These records include integrated logistics support plans, integrated logistic support elements, logistics support analyses, programming, budgeting and funding and trade off program. a. Records maintained by Program Manager/Life Cycle Manager and Fleet Support Activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9080/1/A	
9081.1b	MAINTENANCE RECORDS	1. Maintenance Records. Included are records on level of repair analyses, maintenance engineering analyses, maintenance standards, material histories, Navy Maintenance and Material Management System (3M) and plans for maintenance. b. Records maintained by Program Manager/Life Cycle Manager and Fleet Support Activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9081/1/B	
9082.1a	SUPPORT AND TEST EQUIPMENT	1. Support and Test Equipment Records. Includes calibration equipment, support equipment, special support equipment, test equipment and general and special tools. a. Records maintained by Program Manager/Life Cycle Manager and Fleet Support Activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9081/1/B	
9083.1a	SUPPLY SUPPORT RECORDS	1. Supply Support Records. Includes allowance lists, consumables, maintenance level of use, provisioning, repair parts, spare parts and supply support. a. Records maintained by Program Manager/Life Cycle Manager and Fleet Support Activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9083/1/A	
9084.1a	TRANSPORTATION AND HANDLING RECORDS	1. Transportation and Handling Records Include Packaging, Special Handling Equipment, and Storage and Transportation Modes. These records are included in the life cycle engineering and management files. a. Records maintained by Program Manager/Life Cycle Manager and Fleet Support Activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 4 years old.	7	N1-NU-89-3 / 9084/1/A	moved to be with like records
9091.2a	SHIP INSPECTION RECORDS	2. Ship Inspection Records. Records include calibration qualifications, configuration audits, hull surveillance inspections, inspection system, ship inspections, material identification, and visual inspection. a. Records maintained by Program Manager/Life Cycle Manager and Fleet Support Activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9091/2/A	
9092.1a	SHIP TEST RECORDS	1. Ship Tests Records. These records include circularity, smoothness and fairness tests, compartment tests, initial operation and evaluation tests, test indices, test memos, procedures, schedules and tightness tests. a. Records maintained by program manager/life cycle manager and fleet support activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9092/1/A	
9093.1a	COMBAT SYSTEMS CHECK OUT RECORDS	1. Combat Systems Check Out Records. Records include checkout of combat systems, command and control testing, consolidated operability test (COT), performance operating standards for electrical equipment, SQUAT, and Weapons Systems Acceptance Test (WSAT). a. Records maintained by Program Manager/Life Cycle Manager and Fleet Support Activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9093/1/A	
9094.2a	SHIP TRIAL RECORDS	2. Ship Trial Records. Acceptance trial reports and underway trial reports for newly-constructed ships. Also performance trials, standardization trials and tactical trials. Copies of reports of boards or sub-boards of inspection and survey and related correspondence and other documents maintained by COMNAVSEASYS COM a. Records maintained by Program Manager/Life Cycle Manager and Fleet Support Activities.		Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9094/2/A	

9000-18	Ship Construction Management - Planning:	Records are created during the process of managing the construction of the ship. They include advance procurement plans, concept formulation plans, configuration management, contract definition plan, contract design plan, cost benefit analysis, development concept paper, engineering interface management, financial management, integrated combat system management plan, integrated logistic support management, modernization planning, Ordnance Alterations (ORDALTS) planning, overhaul planning, personnel and training plan, preliminary design, quality assurance management, risk management ship acquisition plan, ship project directive, ship system design development plan, ship alteration planning, source selection plan, Special Projects Alterations (SPALTS) planning, technical data management, technical development plans, test and evaluation management, test development management plan, value engineering; general administrative requirements including change proposals, commercial fittings and standards, contract drawings, design data sheets, specifications and standards, government-furnished equipment, and government-furnished information. These records are a part of the project management or ships case files maintained by the program manager.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	x		
9010.1b	COMBAT CAPABILITIES RECORDS	1. Records used to determine which systems and subsystems to place on new classes of ships as well as providing design criteria for advanced subsystems and researching the need for options to supplement the current inventory of system configurations and performance capabilities. The records include fleet operational guidance documents, Naval Mission Studies, Concept Formulation Plans (CFP), Joint Long Range Strategic Studies (JLRSS), Joint Strategic Objectives Plan (JSOP), Long Range Objectives (LRO), Navy Strategic Studies (NSS), and Tentative Specific Operational Requirements (TSOR). b. Records maintained by Naval Shipyards and In Service Engineering Agents (ISEA).		Retire to FRC when 4 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9010/1/B	
9040.1b	SHIP SYSTEM MANAGEMENT RECORDS	1. These Records are created During the Process of Managing the Construction of the Ship. They include advance procurement plans, concept formulation plans, configuration management, contract definition plan, contract design plan, cost benefit analysis, development concept paper, engineering interface management, financial management, integrated combat system management plan, integrated logistic support management, modernization planning, Ordnance Alterations (ORDALTS) planning, overhaul planning, personnel and training plan, preliminary design, quality assurance management, risk management ship acquisition plan, ship project directive, ship system design development plan, ship alteration planning, source selection plan, Special Projects Alterations (SPALTS) planning, technical data management, technical development plans, test and evaluation management, test development management plan, value engineering; general administrative requirements including change proposals, commercial fittings and standards, contract drawings, design data sheets, specifications and standards, government-furnished equipment, and government-furnished information. These records are a part of the project management or ships case files maintained by the program manager. b. Records maintained by Naval Shipyards and Ship Repair facilities.		Retire to FRC when 4 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9040/1/B	
9060.1b	SUBSYSTEM CHARACTERISTICS	1. These Records Document Indexing and Classifying Requirements. They include single sheet characteristics - configuration item index and ship configuration list, technical and logistic support approaches and trade off analyses, approved ship characteristics, maintenance concepts, combat systems characteristics, and tactical operational requirements. b. Records maintained by Naval Shipyards and Ship Repair facilities.		Retire to FRC when 4 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9060/1/B	
9000-19	Ship Surveillance Systems:	Information relating to ship surveillance systems. Includes, but not limited to, security requirements, personnel safety, radio frequency transmission lines, antenna requirements, grounding and bonding, electromagnetic interference reduction and system test requirements. Files also include command and control system and navigation systems (non-electrical and non-electronic navigation aids), electrical navigation aids (lights), radio electronic navigation systems, acoustical electronic navigation systems and periscopes.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	x		
9400.1	GENERAL COMMAND AND SURVEILLANCE (SHIPBOARD INSTALLATIONS)	1. Command Surveillance (Shipboard Installation) Records. Files include security requirements, personnel safety, radio frequency transmission lines, antenna requirements, grounding and bonding, electromagnetic interference reduction and system test requirements. Files also include command and control system and navigation systems (non-electrical and non-electronic navigation aids), electrical navigation aids (lights), radio electronic navigation systems, acoustical electronic navigation systems and periscopes. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 10 years old.	10	N1-NU-89-3 / 9400/1	
9450.1	SURFACE SURVEILLANCE SYSTEM	1. Surface Surveillance System Records. Files include surface search radar, two and three dimensional (2nd and 3rd) air search radar, aircraft control approach radar identification systems (IFF) multiple mode function radar, and space vehicle electronic tracking. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 10 years old.	10	N1-NU-89-3 / 9450/1	
9000-20	Ships Photographs - Activities' Copies:	Activities' copies of ships photographs. Includes photographs of antenna riggings, commissioning, consolidated operability tests, identification photos, progress photos, ship as completed photos, inclining experiment photos, keel laying photos, launching photos, and trial photos.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	x		
9099.1b	PHOTOGRAPHIC RECORDS	1. Photographs of Ships. Files include photographs of antenna riggings, commissioning, consolidated operability tests, identification photos, progress photos, ship as completed photos, inclining experiment photos, keel laying photos, launching photos, and trial photos. b. Records maintained by Naval Shipyard and Ship Repair facilities.		Retire to FRC when 4 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9099/1/B	
9000-21	Shipbuilding Program Management:	Information relating to the direction, control and decisions in the planning, programming, budgeting, development, acquisition, maintenance engineering, logistic support, material management and disposal of assigned systems and equipment in support of new ship acquisition, fleet modernization and fleet material support.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff	x		

9000.1c	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	1. Primary Program Records and Related Records c. Supervisors of shipbuilding, conversion and repair and other COMNAVSEASYS COM shipbuilding activities. Files and records documenting the organization of the activity and overall development and accomplishment of plans, studies and projects and essential transactions of the activity. [NOTE: All documents which in any way are connected to safety and health concerns regarding all insulation/asbestos which cover the period 1940-present, must be preserved until further notice. Any records forwarded to the Federal Records Center via SF 135 relating to this subject must be assigned the "ABS" code. This effort supports current litigation efforts.		Retire to FRC when 2 years old. Destroy when 6 years old.	7	N1-NU-89-3 / 9000/1/C	
9000.1f	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	1. Primary Program Records and Related Records f. General correspondence. Correspondence, reports, and other records pertaining to shipbuilding plans, policies, programs and procedures of the activity, department, division or other organizational unit dealing with day to day program matters. (Exclude primary program records covered by 9000.1a through 1e.)		Destroy when 4 years old.	7	N1-NU-89-3 / 9000/1/F	
9900.1	GENERAL SHIP ASSEMBLY AND SUPPORT SERVICES RECORDS	1. General Ship Assembly and Support Services Records. Files include contractual and production support services, and construction support (molds and templates, launchings and drydocking).		Destroy when 6 years old.	7	N1-NU-89-3 / 9900/1	
9000.2b	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	2. Ship Design and Material Records. Files and records documenting the direction, control and decisions in the planning, programming, budgeting, development, acquisition, maintenance engineering, logistic support, material management and disposal of assigned systems and equipment in support of new ship acquisition, fleet modernization and fleet material support. b. General correspondence. Correspondence, reports and other records pertaining to ship design and material (Exclude program records covered by 9000.3a and b.)		Destroy when 4 years old.	7	N1-NU-89-3 / 9000/2/B	
9087.1	FACILITIES RECORDS	1. General Facilities Records. Files and records documenting the organization and function of the activity, the implementation of plans and policies for logistic support of naval ships and routine internal operational and administrative correspondence. These records are accumulated by training activities, shore based supply depots, warehousing activities and similar commands. Exclude records of Naval Shipyards, SUPSHIPS, Weapons and Ordnance Activities and Research And Development Activities.		Retire to FRC when 2 years old. Destroy when 5 years old.	7	N1-NU-89-3 / 9087/1	
9089.1	TRAINING EQUIPMENT RECORDS	1. Training Equipment Records. These include records on training devices including instrument aids, learner's aids, models and mockups, text books and visual aids. These records are maintained only by Program/Life Cycle Managers to support training on new equipment or systems under their cognizance.		Retire to FRC when 2 years old. Destroy when 6 years old.	7	N1-NU-89-3 / 9089/1	
9470.1	COUNTERMEASURES RECORDS	SSIC 9470-9472 1. Countermeasures Record. Files include active and passive electronic countermeasures (ECM). Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9470/1	
9000-22	Ship Construction Management and Performance - Activities' Copies:	Activities' copies of records created during the process of managing the construction of a ships, ships systems, and subsystems (e.g., combat capabilities, ship system performance, etc.).	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.	x		
9010.1c	COMBAT CAPABILITIES RECORDS	1. Records used to determine which systems and subsystems to place on new classes of ships as well as providing design criteria for advanced subsystems and researching the need for options to supplement the current inventory of system configurations and performance capabilities. The records include fleet operational guidance documents, Naval Mission Studies, Concept Formulation Plans (CFP), Joint Long Range Strategic Studies (JLRSS), Joint Strategic Objectives Plan (JSOP), Long Range Objectives (LRO), Navy Strategic Studies (NSS), and Tentative Specific Operational Requirements (TSOR). c. Records maintained at all other activities.		Retire to FRC when 2 years old. Destroy when 6 years old.	7	N1-NU-89-3 / 9010/1/C	
9040.1c	SHIP SYSTEM MANAGEMENT RECORDS	1. These Records are created During the Process of Managing the Construction of the Ship. They include advance procurement plans, concept formulation plans, configuration management, contract definition plan, contract design plan, cost benefit analysis, development concept paper, engineering interface management, financial management, integrated combat system management plan, integrated logistic support management, modernization planning, Ordnance Alterations (ORDALTS) planning, overhaul planning, personnel and training plan, preliminary design, quality assurance management, risk management ship acquisition plan, ship project directive, ship system design development plan, ship alteration planning, source selection plan, Special Projects Alterations (SPALTS) planning, technical data management, technical development plans, test and evaluation management, test development management plan, value engineering; general administrative requirements including change proposals, commercial fittings and standards, contract drawings, design data sheets, specifications and standards, government-furnished equipment, and government-furnished information. These records are a part of the project management or ships case files maintained by the program manager. c. Records maintained by all other activities.		Retire to FRC when 2 years old. Destroy when 6 years old.	7	N1-NU-89-3 / 9040/1/C	
9050.1c	SHIP SYSTEM PERFORMANCE	1. These Records Document Technical Functional Guidance Which Addresses the Physical, Economic, Decisions Which Constrain the Options Available for Providing an Effective Integrated Operational Naval Force. Operations analyses are performed to determine the technical requirements imposed by the mission, threat and environment. Concepts to perform the required missions are developed and evaluated to determine those most cost effective to satisfy the need or requirement of the mission. Operational requirements for each concept are analyzed by use of analytical models to establish optimized ship performance requirements. They determine the thresholds of performance used in trade-off decisions. Required technical support is included. Records include ship system performance concepts - displacements, endurance, maneuverability, noise characteristics, reaction time, speed; ship subsystem performance concepts, advanced development objectives, development concept papers, proposed technical approaches and specific operational requirements. c. Records maintained at all other activities.		Retire to FRC when 2 years old. Destroy when 6 years old.	7	N1-NU-89-3 / 9050/1/C	
9060.1c	SUBSYSTEM CHARACTERISTICS	1. These Records Document Indexing and Classifying Requirements. They include single sheet characteristics - configuration item index and ship configuration list, technical and logistic support approaches and trade off analyses, approved ship characteristics, maintenance concepts, combat systems characteristics, and tactical operational requirements. c. Records maintained by all other activities.		Retire to FRC when 2 years old. Destroy when 6 years old.	7	N1-NU-89-3 / 9060/1/C	

9077.1c	SAFETY RECORDS	1. Ship and Ship System Safety. Safety records documenting ship and ship system safety. They include safety analyses, safety drills, equipment, manuals, organization, and regulations, the SUBSAFE program, warning and alarm systems, and warning devices. They may be included in life cycle engineering files. c. Records maintained at all other activities except for SUBSAFE records covered by 9077.1d.		Retire to FRC when 2 years old. Destroy when 6 years old.	7	N1-NU-00-2 / 2	
9099.1c	PHOTOGRAPHIC RECORDS	1. Photographs of Ships. Files include photographs of antenna riggings, commissioning, consolidated operability tests, identification photos, progress photos, ship as completed photos, inclining experiment photos, keel laying photos, launching photos, and trial photos. c. Records maintained by all other activities.		Retire to FRC when 2 years old. Destroy when 6 years old.	7	N1-NU-89-3 / 9099/1/C	

9000-23	Ship Construction Management - Structure and Systems:	Information relating to the design, test and evaluation, construction, installation of ships systems. Includes, but not limited to, hull structure, shell and supporting structure, hull decks, hull platforms and flats, deck house structure, stacks and macks, ballistic plating, propulsion plant, energy generating systems (non-nuclear), propulsion units, transmission and propulsion, propulsion support, fuel and lube oil propulsion support, electric plant, interior communications, exterior communications, underwater surveillance, torpedo countermeasures, mine countermeasures, special purpose systems, environment control, seawater and fresh water systems, fuels and lubricants handling and storage, air, gas and miscellaneous fluid, ship's control, material handling, mechanical handling, and preservatives and coverings.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff	x		
9100.1	HULL STRUCTURE	1. Hull Structure Records, General. These records concern deckhouses, fixed ballast, foundations, main hull body, structural closures, subdivisions, welding and fastening. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9100/1	
9110.1	SHELL AND SUPPORTING STRUCTURE	1. Shell and Supporting Structure Records. Records concern for submarines, the pressure hull envelope and support structures. For air cushion vehicles and surface effect ships (ACV/SES) rigid sidewalls and flexible skirts and seals. Also included in this category are records concerning shell plating, surface and submarine hulls, inner bottom, shell appendages, stanchions, longitudinal and transverse framing for surface ships and submarines and lift system flexible skirts and seals. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9110/1	
9120.1	HULL STRUCTURAL BULKHEADS	1. Hull Structural Bulkhead Records. These records concern longitudinal and transverse structural bulkheads, trunks and enclosures, bulkheads for torpedo protection, submarine hard tanks and soft tanks. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9120/1	
9130.1	HULL DECKS	1. Hull Deck Records. These records contain information concerning all decks within the hull of the ship up to and including the strength or flight deck. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9130/1	
9140.1	HULL PLATFORMS AND FLATS	1. Hull Platforms and Flats Records. These records contain information on all platforms and flats within the hull. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9140/1	
9150.1	DECK HOUSE STRUCTURE	1. Deck House Structure. These records concern all deck house structures on all levels of the ship and for submarines including all faired structures composed of framing and plating above the pressure or non-pressure hull that is open to the sea. This includes fairwater for bridge and mast structure, walking decks, main deck and safety tracks. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9150/1	
9160.1	SPECIAL STRUCTURES	1. Special Structures Records. These records include structural casting, forgings and equivalent weldments. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9160/1	
9162.1	STACKS AND MACKS	1. Stacks and Macks. (Combined stack and mast records.) These records contain information on coverings, forgings, gaskets, ladders, plating, stack covers, and stack outer casing. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9162/1	
9164.1	BALLISTIC PLATING RECORDS	1. Ballistic Plating Records. These records contain information on armor grading, barrette connections and supports, barrette deck wedges, conning tower and fire control tubes, splinter plating, and side belt plates. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9164/1	
9200.1	PROPULSION PLANT	1. Propulsion Plant Records, General. Records related to ship propulsion plants and their control systems. Records are generally accumulated at the ship level. Exclude primary program records covered by 9000.1 (non-nuclear) and 9210.1 (nuclear) and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9200/1	
9220.1	ENERGY GENERATING SYSTEMS (NON-NUCLEAR)	1. Energy Generating System (Non-Nuclear). Records contain information on propulsion boilers, gas generators, main propulsion batteries, and main propulsion fuel cells. Exclude primary program records covered by SSIC 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9220/1	
9230.1	PROPULSION UNITS	1. Propulsion Units. Records contain information Propulsion steam turbines, propulsion steam engines, propulsion internal combustion engines, propulsion gas turbines, electric propulsion devices, self-contained systems, auxiliary devices, and secondary and emergency propulsion systems for submarines. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9230/1	
9240.1	TRANSMISSION AND PROPULSION SYSTEMS	1. Transmission and Propulsion Systems. Records contain information on propulsion reduction gears, propulsion system clutches and couplings, propulsion shafting, shaft bearings, propulsors, propulsor shrouds, and ducts and water jet propulsors. Exclude primary program records covered by 9000.1.a and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9240/1	
9250.1	PROPULSION SUPPORT SYSTEMS	1. Propulsion Support Systems. Records contain information on combustion air systems, propulsion control systems, main steam piping system, condensers and air ejectors, feed water and condensate systems, circulating and cooling water systems, high pressure steam drain systems, and uptakes. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9250/1	
9260.1	FUEL AND LUBE OIL PROPULSION SUPPORT SYSTEMS	1. Fuel and Lube Oil Support Systems. Records contain information on fuel service systems, main propulsion lube oil systems, submarine shaft lube oil systems, and lube oil fill, transfer and purification systems. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9260/1	
9290.1	SPECIAL PURPOSE PROPULSION PLANT SYSTEMS	1. Special Purpose Systems. Records contain information on the engineering operational sequencing system. Exclude primary program records covered by 9000.1 And Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9290/1	

9300.	ELECTRIC PLANT RECORDS	1. Electric Plant Records include information on Motors and Associated Equipment, Protective Devices, Electric Cables, Electrical Designating and Marking, Electric Power Generation, Power Distribution Systems, Lighting Systems, Power Generation Support Systems, Gas Turbines, Superconducting Systems and Special Purpose Electric Plants. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2.		Destroy when 6 years old.	7	N1-NU-89-3 / 9300	
9430.1	INTERIOR COMMUNICATIONS (IC) RECORDS	1. Interior Communications (IC) Records. Files include switchboards for IC systems; telephone systems; announcing systems, entertainment and training systems, voice tubes and message passing scuttles; alarm, safety and warning systems; indicating, order and metering systems; integrated control systems; and recording and television systems. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9430/1	
9440.1	EXTERIOR COMMUNICATIONS RECORDS.	1. Exterior Communications Records. Files include radio systems, underwater systems, visual and audible systems, telemetry systems, teletype and facsimile systems, and security equipment systems. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9440/1	
9460.1	UNDERWATER SURVEILLANCE SYSTEMS	1. Underwater Surveillance Systems Records. Files include fixed surveillance systems (includes active sonar), mobile surveillance systems (includes passive sonar), deployable surveillance systems (multiple mode sonar), and classification sonar. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9460/1	
9473.1	TORPEDO COUNTERMEASURES RECORDS	1. Torpedo Countermeasures Files. Records contain information on torpedo decoys and countermeasures including all acoustic, chemical, mechanical and hybrid decoys and ship silencing relating to their construction, effectiveness, performance, installation, and production. Files also consist of equipment and list data, copies of station directives and other records relating to shipboard torpedo countermeasures, ship silencing and shipboard integration with associated sensors and anti-submarine warfare (ASW) systems. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9473/1	
9474.1	OTHER DECOYS RECORDS	1. Other Decoys Files. Records contain information relating to the construction and effectiveness of electronic warfare decoys including all radio programming, infrared and hybrid radio frequency/intermediate range. Exclude primary program records filed under 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9474/1	
9476.1	MINE COUNTERMEASURES (MINESWEEPING) RECORDS	1. Mine Countermeasures Records. Files include information on acoustic, magnetic and mechanical minesweeping systems, trawl nets, mine countermeasures handling equipment, minefield navigation systems, mine hunting systems, and pressure minesweeping systems. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 6 years old.	7	N1-NU-89-3 / 9476/1	
9490.1	SPECIAL PURPOSE SYSTEMS (COMMAND AND SURVEILLANCE) RECORDS	1. Special Purpose Systems Records. Files include electronic test, checkout and monitoring equipment, flight control and instrument landing systems, non-combat data processing systems, and meteorological systems. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 5 years old.	7	N1-NU-89-3 / 9490/1	
9500.1	ENVIRONMENTAL CONTROL RECORDS	1. Environmental Control Records. Files contain information on compartment heating, ventilation, machinery space ventilation, air conditioning, air revitalization (submarines), refrigeration, auxiliary boilers, and waste heat recovery systems. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 5 years old.	7	N1-NU-89-3 / 9500/1	
9510.	ENVIRONMENTAL CONTROL RECORDS	ENVIRONMENTAL CONTROL RECORDS		Destroy when 5 years old.	7	N1-NU-89-3 / 9510	
9520.1	SEAWATER SYSTEMS	1. Seawater Systems Records. Files include information on non-propulsion seawater sprinkler, washroom and auxiliary seawater systems, and plumbing. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 5 years old.	7	N1-NU-89-3 / 9520/1	
9530.1	FRESH WATER SYSTEMS	1. Fresh Water Systems Records. Files include information on distilling plants, cooling water portable water, auxiliary stream and drains within and outside machinery box, and auxiliary fresh water cooling systems. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 5 years old.	7	N1-NU-89-3 / 9530/1	
9540.1	FUELS AND LUBRICANTS, HANDLING AND STORAGE	1. Fuels and Lubricants Records. Files include information on handling and stowage of ship fuels, aviation and general purpose fuels, and special fuels and lubricants. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 5 years old.	7	N1-NU-89-3 / 9540/1	
9550.1	AIR, GAS AND MISCELLANEOUS FLUID SYSTEMS RECORDS	1. Air, Gas and Miscellaneous Fluid Systems Records. Files include compressed air, fire extinguishing, and hydraulic fluid systems. Exclude primary program records covered by 9000.1 and life cycle management records covered by 9000.2a.		Destroy when 5 years old.	7	N1-NU-89-3 / 9550/1	
9560.1	SHIP'S CONTROL SYSTEMS RECORDS	1. Ship's Control Systems Records. Files include information on steering and diving control systems, rudders, hovering and depth control, trim system, diving planes and stabilizing fins for submarines, and trim and heel systems for surface ships. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 5 years old.	7	N1-NU-89-3 / 9560/1	
9570.1	MATERIAL HANDLING SYSTEMS RECORDS	1. Material Handling Systems Records. Files include records on replenishment, replenishment at sea, ship's stores and equipment handling, cargo handling, material replenishment, and vertical handling and stowage systems. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 5 years old.	7	N1-NU-89-3 / 9570/1	
9580.1	MECHANICAL HANDLING SYSTEMS RECORDS	1. Mechanical Handling Systems Records. Files include anchor handling and stowage systems, mooring and towing systems, boat handling and stowage systems, mechanically operated door, gate pump, and turntable systems, elevating and retracting gear, aircraft support systems, aircraft launch support systems, and aircraft handling, servicing and storage systems. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 5 years old.	7	N1-NU-89-3 / 9580/1	
9590.1	SPECIAL PURPOSE SYSTEMS (AUXILIARY SYSTEMS) RECORDS	1. Special Purpose Systems (Auxiliary Systems) Records. Files include scientific and ocean engineering systems, swimmer and diver support and protection systems; environmental pollution control systems (sewage treatment and disposal, trash disposal and incineration); submarine rescue, salvage and survival systems; towing, launching and handling for underwater systems, handling system for divers and submersible vehicles; and salvage support systems. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 5 years old.	7	N1-NU-89-3 / 9590/1	
9630.1	PRESERVATIVES AND COVERINGS RECORDS	1. Preservatives and Coverings Records. Files include painting, zinc coating, cathodic protection, deck covering, hull insulation, hull damping, sheathing, refrigerated spaces, and radiation shielding. Exclude primary program records covered by 9000.1 and Life Cycle Management Records covered by 9000.2a.		Destroy when 5 years old.	7	N1-NU-89-3 / 9630/1	

9000-24	General Correspondence (Ship Designs and Material):	Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps ships and sea systems programs.	Trigger(s)	TEMPORARY: Cutoff at end of end of calendar year. Destroy 3 years after cutoff.	x		[\$] Common across chapters. Need a common description for each.
9000.1g	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	1. Primary Program Records and Related Records g. Routine correspondence. Correspondence relating to the routine internal operation and administration of the activity, department, division or other organizational unit concerned.		Destroy when 2 years old.	3	N1-NU-89-3 / 9000/1/G	
9000.1h	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	1. Primary Program Records and Related Records h. Duplicate records. Files and records duplicating documents covered elsewhere or non-record material held for reference purposes only.		Destroy when 2 years old or no longer needed, whichever is earlier.	3	N1-NU-89-3 / 9000/1/H	
9000.2c	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	2. Ship Design and Material Records. Files and records documenting the direction, control and decisions in the planning, programming, budgeting, development, acquisition, maintenance engineering, logistic support, material management and disposal of assigned systems and equipment in support of new ship acquisition, fleet modernization and fleet material support. c. Routine correspondence. Correspondence relating to the routine internal operation and administration of the activity, department, division or other organizational unit concerned.		Destroy when 2 years old.	3	N1-NU-89-3 / 9000/2/C	
9000.2d	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	2. Ship Design and Material Records. Files and records documenting the direction, control and decisions in the planning, programming, budgeting, development, acquisition, maintenance engineering, logistic support, material management and disposal of assigned systems and equipment in support of new ship acquisition, fleet modernization and fleet material support. d. Duplicate records. Files and records duplicating documents covered elsewhere or non-record material held for reference purposes only.		Destroy when 2 years old or no longer needed, whichever is earlier.	3	N1-NU-89-3 / 9000/2/D	
9071.1b	ACCESS RECORDS	1. These Records Include Documentation of Access to Machinery and Equipment, Ship Compartment Access Requirements and Watertight Integrity and Structural Access Limitations. These records will be maintained as part of life cycle engineering general arrangements files. b. Records maintained for routine internal operations by all other activities.		Cut off annually. Destroy when 2 years old.	3	N1-NU-89-3 / 9071/1/B	
9072.1b	SHOCK RECORDS	1. Ship Survivability Files. Records concerning combat survivability of ships including documentation of blast effects, shock design, shock grade designations and shock testing of naval ships. b. Records maintained for routine internal operations by all other activities.		Cut off annually. Destroy when 2 years old.	3	N1-NU-89-3 / 9072/1/B	
9073.1b	NOISE AND VIBRATION	1. Ship Silencing and Ship Vibration Control. Records documenting technical support provided to life cycle managers during ship design and construction in the field of noise and related vibration, and other matters of noise and vibration control of ships. Records concern airborne noise categories, airborne noise levels for compartments, distributed isolation material, mechanical vibration, noise and vibration testing, general noise, radiated, platform and sonar self noise, resilient mountings, speech interference levels, general vibration, and waterborne noise. b. Records maintained for routine internal operations by all other activities.		Cut off annually. Destroy when 2 years old.	3	N1-NU-89-3 / 9073/1/B	
9074.1b	CASTING, WELDING, RIVETING AND ALLIED PROCESSES	1. These Records Concern Brazing, Castings, Fabrication, Forgings, Non-Threaded Mechanical Fasteners, Procedures And Process Qualification, Radiography, Riveting, Welder Qualifications and Welding. These records are included in life cycle engineering and management files in support of new ship acquisition and fleet modernization. b. Records maintained for routine internal operations by all other activities.		Cut off annually. Destroy when 2 years old.	3	N1-NU-89-3 / 9074/1/B	
9075.1b	THREADED FASTENERS MAINTENANCE RECORDS	1. These Records are Included in Life Cycle Engineering and Management Files in Support of New Ship Acquisition, Fleet Modernization and Fleet Material Support. They include information on bolts, nuts, screws, studs and thread kits. b. Records maintained for routine internal operations by all other activities.		Cut off annually. Destroy when 2 years old.	3	N1-NU-89-3 / 9075/1/B	
9076.1b	RELIABILITY AND MAINTENANCE RECORDS	1. These Records Will Be Included in Life Cycle Engineering and Management Files in Support of New Ship Acquisition, Fleet Modernization, and Fleet Material Support. Documentation includes effects analyses, failure analysis and evaluation, failure modes, failure reporting, maintainability design criteria, reliability analysis, design criteria and level, and skill analysis. b. Records maintained for routine internal operations by all other activities.		Cut off annually. Destroy when 2 years old.	3	N1-NU-89-3 / 9076/1/B	
9078.1b	MATERIAL RECORDS	1. Material Records. These records will be included in life cycle engineering and management files in support of new ship acquisition, fleet modernization, and fleet materials support. Documentation includes information on materials appearance, application, brittleness, composition, environmental resistance, grades, hardness, strength, temperature limits, and types. b. Records maintained for routine internal operations by all other activities.		Cut off annually. Destroy when 2 years old.	3	N1-NU-89-3 / 9078/1/B	
9079.1b	SEAWORTHINESS RECORDS	1. Seaworthiness Records. These records are included in life cycle engineering and management files in support of new ship acquisition, fleet modernization and fleet materials support. They include documentation on damage control, seaworthiness, stability, and water tight integrity. b. Records maintained for routine internal operations by all other activities.		Cut off annually. Destroy when 2 years old.	3	N1-NU-89-3 / 9079/1/B	
9080.1b	INTEGRATED LOGISTICS SUPPORT REQUIREMENTS	These Records are included in Life Cycle Engineering and Management Files in support of New Ship Acquisition, Fleet Modernization and Fleet Materials Support except as specifically indicated. 1. General. These records include integrated logistics support plans, integrated logistic support elements, logistics support analyses, programming, budgeting and funding and trade off program. b. Records maintained for routine internal operations by all other activities.		Cut off annually. Destroy when 2 years old.	3	N1-NU-89-3 / 9080/1/B	
9082.1b	SUPPORT AND TEST EQUIPMENT	1. Support and Test Equipment Records. Includes calibration equipment, support equipment, special support equipment, test equipment and general and special tools. b. Records maintained for routine internal operations by all other activities.		Cut off annually. Destroy when 2 years old.	3	N1-NU-89-3 / 9082/1/B	
9083.1b	SUPPLY SUPPORT RECORDS	1. Supply Support Records. Includes allowance lists, consumables, maintenance level of use, provisioning, repair parts, spare parts and supply support. b. Records maintained for routine internal operations by all other activities.		Cut off annually. Destroy when 2 years old.	3	N1-NU-89-3 / 9083/1/B	
9091.2b	SHIP INSPECTION RECORDS	2. Ship Inspection Records. Records include calibration qualifications, configuration audits, hull surveillance inspections, inspection system, ship inspections, material identification, and visual inspection. b. Records maintained for routine internal operations by all other activities.		Cut off annually. Destroy when 2 years old.	3	N1-NU-89-3 / 9091/2/B	

9092.1b	SHIP TEST RECORDS	1. Ship Tests Records. These records include circularity, smoothness and fairness tests, compartment tests, initial operation and evaluation tests, test indices, test memos, procedures, schedules and tightness tests. b. Records maintained for routine internal operations by all other activities.		Cut off annually. Destroy when 2 years old.	3	N1-NU-89-3 / 9092/1/B	
9093.1b	COMBAT SYSTEMS CHECK OUT RECORDS	1. Combat Systems Check Out Records. Records include checkout of combat systems, command and control testing, consolidated operability test (COT), performance operating standards for electrical equipment, SQUAT, and Weapons Systems Acceptance Test (WSAT). b. Records maintained for routine internal operations by all other activities.		Cut off annually. Destroy when 2 years old.	3	N1-NU-89-3 / 9093/1/B	
9094.2b	SHIP TRIAL RECORDS	2. Ship Trial Records. Acceptance trial reports and underway trial reports for newly-constructed ships. Also performance trials, standardization trials and tactical trials. Copies of reports of boards or sub-boards of inspection and survey and related correspondence and other documents maintained by COMNAVSEASYSKOM b. Records maintained for routine internal operations by all other activities.		Cut off annually. Destroy when 2 years old.	3	N1-NU-89-3 / 9094/2/B	
9492.1	ELECTRONIC EQUIPMENT FOR RADIATION DETECTION, INDICATION, AND COMPUTATION (RADIAC)	1. General Correspondence for RADIAC program. Records include budget estimate submissions, procurement documents and other correspondence used in the routine administration of the program.		Retain on board. Destroy when 2 years old.	3	N1-NU-89-3 / 9492/1	

9000-25	General Operations and Administration of Ships Designs and Material:	Information relating to the daily operations of Navy and Marine Corps ships and sea systems programs. Includes, but not limited to, ship inspection, ship tests, combat systems check out, operating logs, boiler record sheets, radioactive material movement, general outfit and furnishing, ship fittings, hull compartmentation, living spaces, service spaces, working spaces, stowage spaces, and docking reports.	Trigger(s)	TEMPORARY: Cutoff at end of end of calendar year. Destroy 3 years after cutoff.	x		
9091.2c	SHIP INSPECTION RECORDS	2. Ship Inspection Records. Records include calibration qualifications, configuration audits, hull surveillance inspections, inspection system, ship inspections, material identification, and visual inspection. c. Inspection reports maintained by ships and other fleet units.		Retain on board. Destroy when 2 years old or superseded by new report, whichever is earlier.	3	N1-NU-89-3 / 9091/2/C	
9092.1c	SHIP TEST RECORDS	1. Ship Tests Records. These records include circularity, smoothness and fairness tests, compartment tests, initial operation and evaluation tests, test indices, test memos, procedures, schedules and tightness tests. c. Inspection reports maintained by ships and other Fleet units.		Retain on board. Destroy when 2 years old or superseded by new report, whichever is earlier.	3	N1-NU-89-3 / 9092/1/C	
9093.1c	COMBAT SYSTEMS CHECK OUT RECORDS	1. Combat Systems Check Out Records. Records include checkout of combat systems, command and control testing, consolidated operability test (COT), performance operating standards for electrical equipment, SQUAT, and Weapons Systems Acceptance Test (WSAT). c. Inspection reports maintained by ships and other Fleet units.		Retain on board. Destroy when 2 years old or superseded by new report, whichever is earlier.	3	N1-NU-89-3 / 9093/1/C	
9221.1	STEAM BOILER RECORDS	1. Boiler Record Sheets. Boiler record sheets and similar records and logs maintained by U.S. Navy ships to monitor boiler operation.		Destroy when 2 years old.	3	N1-NU-89-3 / 9221/1	
9492.4	ELECTRONIC EQUIPMENT FOR RADIATION DETECTION, INDICATION, AND COMPUTATION (RADIAC)	4. All Material on Movement of Radioactive Materials.		Retain on board. Destroy after 2 years old.	3	N1-NU-89-3 / 9492/4	
9600.1	GENERAL OUTFIT AND FURNISHING RECORDS	1. General Outfit and Furnishing Records. Files include hull designating and marking, draft marks, locks, keys and tags, and rodent and vermin proofing.		Destroy when 2 years old.	3	N1-NU-89-3 / 9600/1	
9610.1	SHIP FITTINGS RECORDS	1. Ship Fitting Records. Files include hull fittings, rails, stanchions, lifelines and rigging, and canvas records.		Destroy when 2 years old.	3	N1-NU-89-3 / 9610/1	
9620.1	HULL COMPARTMENTATION RECORDS	1. Hull Compartmentation Records. Files include non-structural bulkheads, floor plates and gratings, ladders, non-structural closures, and air ports, fixed port lights and windows.		Destroy when 2 years old.	3	N1-NU-89-3 / 9620/1	
9640.1	LIVING SPACES RECORDS	1. Living Spaces Records. Files include living spaces and furnishings, berthing and messing spaces, sanitary spaces, and fixtures and community/worship spaces.		Destroy when 2 years old.	3	N1-NU-89-3 / 9640/1	
9650.1	SERVICE SPACES RECORDS	1. Service Spaces Records. Files include commissary spaces, medical spaces, dental spaces, utility spaces (barber shop, ship's store and brig), laundry spaces, and trash disposal spaces.		Destroy when 2 years old.	3	N1-NU-89-3 / 9650/1	
9660.1	WORKING SPACES RECORDS	1. Working Spaces Records. Files include offices, damage control stations, and work centers, laboratories, test areas and shops (including portable tools and equipment).		Destroy when 2 years old.	3	N1-NU-89-3 / 9660/1	
9670.1	STOWAGE SPACE RECORDS	1. Stowage Space Records. Files include lockers and special stowage, storerooms, issue rooms, and cargo stowage.		Destroy when 2 years old.	3	N1-NU-89-3 / 9670/1	
9690.1	SPECIAL PURPOSE SYSTEM (OUTFIT AND FURNISHINGS) RECORDS	1. Special Purpose Systems Records. Files include furnishings and outfitting special purpose systems and outfit and furnishings operating fluids, and repair parts and special tools.		Destroy when 2 years old.	3	N1-NU-89-3 / 9690/1	
9800.1	GENERAL INTEGRATION AND ENGINEERING (SHIPBUILDER'S RESPONSE) RECORDS	1. General Integration and Engineering (Shipbuilder's Response) Records. Files include engineering services associated with the design, development, production, testing and delivery of ships including production engineering, special drawings for nuclear propulsion systems, design support, quality assurance, integrated logistic support engineering, and special purpose items.		Destroy when 3 years old.	3	N1-NU-89-3 / 9800/1	
9997.1	DRYDOCKING RECORDS	1. Docking Reports. Reports concerning the condition of the hull and all underwater attachments to the hull that are prepared whenever a naval vessel is placed in dry-dock for routine overhaul or emergency repairs.		Destroy when 2 years old.	3	N1-NU-89-3 / 9997/1	

9000-26	Naval Nuclear Propulsion, Reactor Operating Logs:	Reactor Operating Log. Nuclear naval aircraft carriers and submarines reactor monitoring logs generated during reactor operating core operation.	Trigger(s)	TEMPORARY: Retain for the duration of installed reactor core and for 3 years beyond final removal of the last of the core type. Retain onboard minimum quantity required to support periodic assessments defined in OPNAV Instruction 3540.3, Naval Nuclear Propulsion Examining Boards. Archive older paper records to nearest Federal Records Center. Each ship (which has a singular core type for an extended period) is responsible for archiving its own reactor operating logs. Destroy 3 years after final removal of the last of the core type.	x		
9210.4a	NAVAL NUCLEAR PROPULSION INFORMATION (NNPI)	4. Reactor Logs, Records and Reports. Operating logs, records and reports covering the sampling of primary coolant, and propulsion plant construction. a. Reactor Operating Log. Nuclear naval aircraft carriers and submarines reactor monitoring logs generated during reactor operating core operation.		Retain for the duration of installed reactor core and for 3 years beyond final removal of the last of the core type. Retain onboard minimum quantity required to support periodic assessments defined in OPNAV Instruction 3540.3, Naval Nuclear Propulsion Examining Boards. Archive older paper records to nearest Federal Records Center. Each ship (which has a singular core type for an extended period) is responsible for archiving its own reactor operating logs. Destroy 3 years after final removal of the last of the core type.	3	DAA-0594-2015-0001-0001	

9000-27	Transient Records:	Information related to ship systems and material that has minimal or no documentary or evidential value.	Trigger(s)	TEMPORARY: Destroy when 6 months old.	x		
9492.2	ELECTRONIC EQUIPMENT FOR RADIATION DETECTION, INDICATION, AND COMPUTATION (RADIAC)	2. All Material Used As References in Research and Development.		Retain on board. Destroy when no longer needed.	wnln	N1-NU-89-3 / 9492/2	

9000-28	Models and Mockups:	These records include drawing room models, ship construction mockups and whole ship models.	Trigger(s)	TEMPORARY: When no longer required for active use; contact Curator of Ship Models, David Taylor Research Center for disposition/shipping instructions.	x		[!] No real disposition for these records. Research needed.
9098.1a	MODELS AND MOCKUP RECORDS	1. These records include drawing room models, ship construction mockups and whole ship models. a. Case file for each model. (Includes specifications, use history file, custody receipts, loan records and similar documents.)		Transfer with the three dimensional model or mock-up. Receiving activity will destroy when no longer required.	wnln	N1-NU-89-3 / 9098/1/A	
9098.1b	MODELS AND MOCKUP RECORDS	1. These records include drawing room models, ship construction mockups and whole ship models. b. Machinery space models, drawing room models, design models and full ship models.		When no longer required for active use; contact Curator of Ship Models, David Taylor Research Center for disposition/shipping instructions.	Refer to other SSIC	N1-NU-89-3 / 9098/1/B	

9098.1c	MODELS AND MOCKUP RECORDS	1. These records include drawing room models, ship construction mockups and whole ship models. c. Three dimensional mockups.		When no longer required for active use; contact Director of Naval History/Curator of the Navy (N09BH) for disposition/shipping instructions.	Refer s to other SSIC	N1-NU-89-3 / 9098/1/C	
9000-29	Equipment Modification:	Torpedo countermeasures equipment modifications to meet revised threats or improved characteristics.	Trigger(s)	TEMPORARY: Destroy when superseded, when equipment is transferred to other control, or after final disposition, whichever occurs later.	x		
9473.2	TORPEDO COUNTERMEASURES RECORDS	2. Torpedo countermeasures equipment modifications to meet revised threats or improved characteristics.		Retain on board. Destroy when superseded, when equipment is transferred to other control, or after final disposition, whichever occurs later.	wnln	N1-NU-89-3 / 9473/2	
9000-30	Naval Nuclear Propulsion - Shipboard and External Evaluation Letters:	Shipboard and External Evaluation Letters to Naval Reactors Headquarters. Including but not limited to Commanding Officer's Letters and Operational Reactor Safeguard Exams related to the continuous update of status of the ship's performance, core capabilities, operational and shutdown plant activities, training evaluation and examination success.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Retire to FRC when 4 years old. Destroy 150 year(s) after latest date of record in accession.	x		
9210.5	NAVAL NUCLEAR PROPULSION INFORMATION (NNPI)	5. Shipboard and External Evaluation Letters to Naval Reactors Headquarters. Including but not limited to Commanding Officer's Letters and Operational Reactor Safeguard Exams related to the continuous update of status of the ship's performance, core capabilities, operational and shutdown plant activities, training evaluation and examination success.		Cutoff at end of calendar year. Retire to FRC when 4 years old. Destroy 150 year(s) after latest date of record in accession.	exception	DAA-0594- 2015-0002- 0001	
9000-31	GRS 3.2 051 - Backups of Master Files and Databases, Temporary Master Files:	Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.	Trigger(s)	TEMPORARY: Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file, but longer retention is authorized if required for business use.	x	DAA-GRS-2013- 0006-0008	GRS
9040.2a	SHIP SYSTEM MANAGEMENT RECORDS	2. Ship Alteration and Repair Package (SARP). System assembles all work requirements such as repairs, modernization items and alterations into systems elements regardless of accomplishing activity. Reports are used by type commanders to identify and fund work in upcoming availabilities. System is maintained at NAVSEA Automated Data System Activity, Indian Head, MD and supports naval shipyards and type commanders. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-89-3 / 9040/2/A	
9040.3a	SHIP SYSTEM MANAGEMENT RECORDS	3. Visibility and Management of Operating and Support Cost Ship System (VAMOSC-ships). System collects and displays annual operating and support costs for naval ships that have been in an active commissioned status for an entire fiscal year. System is maintained at Ships Parts Control Center (SPCC) Mechanicsburg and supports Secretary of the Navy (SECNAV), CNO and COMNAVSEASCOM. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-89-3 / 9040/3/A	
9040.4a	SHIP SYSTEM MANAGEMENT RECORDS	4. SEA US Management Information System. System provides Ship Design and Engineering Directorate (SEA US) with information to monitor progress and control and manage workload resources such as access to overall detail resource profiles and in monitoring individual programs. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-89-3 / 9040/4/A	
9083.2a	SUPPLY SUPPORT RECORDS	2. Coordinated Shipboard Allowance Lists (COSAL) Requisitioning and Status Procedures (CRASP). System provides reports and EAM supply aids which aid in ordering, monitoring supply status and tracking outfitting material to its ultimate delivery to ships undergoing construction, conversion or overhaul. System is maintained at Fleet and Industrial Supply Center (FISC) Norfolk, VA, FISC Oakland, CA and FISC Charleston, SC. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-89-3 / 9083/2/A	
9083.3a	SUPPLY SUPPORT RECORDS	3. Integrated Logistics Overhaul System (ILO). System automates the ILO process of verifying the ships configuration including test equipment, produces a bill of required materials for Preventive Maintenance Service (PMS) after insuring correct list, purifies repair parts list based on COSAL after verification, insures PMS repair parts are contained on the COSAL and insures technical manuals support configuration. System generates ILO status reports and milestone tracking. System is maintained at NAVSEA Automated Data Systems Activity, Indian Head, MD. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-89-3 / 9083/3/A	
9084.2a	TRANSPORTATION AND HANDLING RECORDS	2. Integrated Material Acquisition Tracking System (IMATS). IMATS is a COMNAVSEASCOM Navy-wide integrated management database system, which provides on-line control, and information pertaining to the acquisition and delivery of government furnished material for ship construction, ship overhaul and Fleet Support and Modernization Programs. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-89-3 / 9084/2/A	

9085.3a	ENGINEERING DRAWINGS	3. COMNAVSEASYSCOM Engineering Drawing Asset Locator System (NEDALS) is a database of all COMNAVSEASYSCOM engineering drawings identified by COMNAVSEASYSCOM number, title, and latest revision. System will provide the name of the activity holding the drawing and the physical form, i.e., original tracing, film, etc. The master database will be maintained at NSWC Port Hueneme Division (PHD). System supports COMNAVSEASYSCOM, Naval Shipyards, NEDSA's and ISEA's. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-89-3 / 9085/3/A	
9086.3a	TECHNICAL MANUALS AND OTHER DATA RECORDS	3. Enhanced Ships Technical Publications System (E-STEPS). System provides life-cycle management support for COMNAVSEASYSCOM and SPAWAR technical publications. E-STEPS data base maintains complete information on each publication, e.g., title, type, revision, date, group, publication applicability, stock number, ship, class or equipment applicability, related publications, etc. System is maintained by COMNAVSEASYSCOM and supports CNET, NCTC, COMNAVSEASYSCOM activities, and fleet units. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-89-3 / 9086/3/A	
9087.2a	FACILITIES RECORDS	2. Industrial Planning System (IPS). Drawing on a data base containing a large inventory of shipyard resources, the system determines the service hours required for each existing industrial plant and the space required to meet the planned future ship workload in terms of specific ship availabilities, unscheduled and other shipwork. Space requirements form the basis for justifications of military construction projects, and equipment service hour requirements are used for determining the number of specific equipments required to meet the workload. System is maintained at NSWC Port Hueneme Division (PHD). a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-89-3 / 9087/2/A	
9234.1a	PROPULSION GAS TURBINES	1. Marine Gas Turbine Engine (MGTE) Automatic Data Processing (ADP) Support System. MGTE is an accounting/inventory control system, which provides management data to COMNAVSEASYSCOM inventory managers. Whenever changes in the MGTE status or location occur, the designated stocking activities provide the following engine data: status. In transit, under repair, installed onboard ship, ready for issue, and status of shipping containers. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-89-3 / 9234/1/A	
9402.1a	SECURITY REQUIREMENTS RECORDS	1. Communications Security Engineering Control System. This system provides support to technical codes at the Space and Naval Warfare Systems Engineering Center, Portsmouth, VA. Support is provided in the following functional areas: configuration management, project management, fiscal tracking and projections, reliability and maintainability, logistics, engineering design, engineering calculations and Tempest program. The functional and resource sponsor is CNO (OP-94). a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-89-3 / 9402/1/A	
9441.1a	RADIO SYSTEMS RECORDS	1. Mobile Radio Information System. System allows users to add, update or delete mobile radio inventory items, and track those items scheduled for maintenance for a selected period. Information retained in the system includes purchase date, unit cost, repair date, and repair costs. System is maintained on micro computers by participating activities. a. Discs or other file maintenance media.		Retain on board. Destroy when no longer needed.	wnln	N1-NU-89-3 / 9441/1/A	
9700.2a	GENERAL ARMAMENT (SHIPBOARD INSTALLATIONS) RECORDS	2. Combat Systems Alteration Network (SEANET). The system is based on a distributive data processing network consisting of detailed data bases located at, and maintained by, the designated responsible sources for the data and information. These data bases are made accessible to users through a standardized, menu driven inquiry and reporting system. System provides data and information to manage an alteration throughout its life-cycle, from initial identification development by ISEA, through planning and budgeting, installation and accomplishment reporting. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	wnln	N1-NU-89-3 / 9700/2/A	

9000-32	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">• electronic files that duplicate information from a source electronic system for input into another electronic system• electronic records received from another agency and used as input/ source records by the receiving agency (see exclusions)• 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• metadata or reference data, such as format, range, or domain specifications which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations <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 authorities if required for business use.	x	DAA-GRS-2013-0001-0004	GRS
9040.2b	SHIP SYSTEM MANAGEMENT RECORDS	<p>2. Ship Alteration and Repair Package (SARP): System assembles all work requirements such as repairs, modernization items and alterations into systems elements regardless of accomplishing activity. Reports are used by type commanders to identify and fund work in upcoming availabilities. System is maintained at NAVSEA Automated Data System Activity, Indian Head, MD and supports naval shipyards and type commanders.</p> <p>b. Input data tapes and paper record.</p>		Retain on board. Destroy when no longer required.	wnln	N1-NU-89-3 / 9040/2/B	
9040.3b	SHIP SYSTEM MANAGEMENT RECORDS	<p>3. Visibility and Management of Operating and Support Cost Ship System (VAMOSC-Ships). System collects and displays annual operating and support costs for naval ships that have been in an active commissioned status for an entire fiscal year. System is maintained at Ships Parts Control Center (SPCC) Mechanicsburg and supports Secretary of the Navy (SECNAV), CNO and COMNAVSEASYSCOM.</p> <p>b. Input data tapes and paper record.</p>		Retain on board. Destroy when no longer required.	wnln	N1-NU-89-3 / 9040/3/B	

9040.4b	SHIP SYSTEM MANAGEMENT RECORDS	4. SEA 05 Management Information System. System provides Ship Design and Engineering Directorate (SEA 05) with information to monitor progress and control and manage workload resources such as access to overall detail resource profiles and in monitoring individual programs. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wnln	N1-NU-89-3 / 9040/4/B	
9083.2b	SUPPLY SUPPORT RECORDS	2. Coordinated Shipboard Allowance Lists (COSAL) Requisitioning and Status Procedures (CRASP). System provides reports and EAM supply aids which aid in ordering, monitoring supply status and tracking outfitting material to its ultimate delivery to ships undergoing construction, conversion or overhaul. System is maintained at Fleet and Industrial Supply Center (FISC) Norfolk, VA, FISC Oakland, CA and FISC Charleston, SC. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wnln	N1-NU-89-3 / 9083/2/B	
9083.3b	SUPPLY SUPPORT RECORDS	3. Integrated Logistics Overhaul System (ILO). System automates the ILO process of verifying the ships configuration including test equipment, produces a bill of required materials for Preventive Maintenance Service (PMS) after insuring correct list, purifies repair parts list based on COSAL after verification, insures PMS repair parts are contained on the COSAL and insures technical manuals support configuration. System generates ILO status reports and milestone tracking. System is maintained at NAVSEA Automated Data Systems Activity, Indian Head, MD. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wnln	N1-NU-89-3 / 9083/3/B	
9084.2b	TRANSPORTATION AND HANDLING RECORDS	2. Integrated Material Acquisition Tracking System (IMATS). IMATS is a COMNAVSEASYS COM Navy-wide integrated management database system, which provides on-line control, and information pertaining to the acquisition and delivery of government furnished material for ship construction, ship overhaul and Fleet Support and Modernization Programs. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wnln	N1-NU-89-3 / 9084/2/B	
9085.1b(6)(b)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYS COM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. b. Hull, Mechanical, and Electrical (HME) drawings. Ship design and construction drawings generally prepared by the contractor and accepted by the Navy. These drawings shall include all drawings required for the construction of the ship including hull, machinery, electrical, tank capacities and booklets of general plans as well as other drawings defined in Section 085 of General Specifications for Ships of the United States Navy. (6) Electronic/optical disk images of HME drawings maintained at COMNAVSEASYS COM designated Master DoD Engineering Drawings Database site. (See SSIC 9085.4 for description of system.) NOTE: Since 1999 this system has been known by several names such as Engineering Drawing Management Information and Control System (EDMICS) and Joint Engineering Data Management Information and Control System (JEDMICS). Technical manuals necessary to locate specific drawings contained in the master file database are contained in a separate electronic system known as the Technical Data Management Information System (TDMIS). (b) Input data. Records converted to electronic/optical media. NOTE: Once converted see SSIC 9085.1e(8)(a) for disposition.		Destroy after the information has been converted to an electronic/optical medium in the master file and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic/optical records in the master file, or 60 days after NARA has been provided the notification required by 36 CFR 1225.24(a)(1), whichever is later. NOTE: Offer to Naval Heritage and History Command (NHHC), or Historic Naval Ships Association (HNSA) if drawing configuration is included onboard ships maintained as museums.	wnln	GRS.20.2a(4)	
9085.1e(8)(b)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYS COM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. e. Ordnance Equipment and Surface Missile Systems Drawings. Engineering drawings of guns, gun mounts, turrets, rocket launchers, depth charge projectors, small arms and guns, mortars, pyrotechnic equipment, mine, mine countermeasures, ammunition handling equipment, fire control and optical equipment, fuses, torpedoes, underwater missiles, and similar equipment. Engineering drawings for surface missiles systems such as TARTER, TERRIER, Basic Point Defense, Target Acquisition System (TAS), NATO SEASPARROW, HARPOON, TOMAHAWK, UNREP, MK 86 GFCS, MK 92 FCS, Vertical Launcher System, AEGIS Combat System, and similar future systems. (Formerly retired under section 8000.12.) (8) Electronic/optical disk images of ordnance drawings maintained at COMNAVSEASYS COM designated Master DoD Engineering Drawings Database site. (See SSIC 9085.4 for description of system.) NOTE: Since 1999 this system has been known by several names such as Engineering Drawing Management Information and Control System (EDMICS) and Joint Engineering Data Management Information and Control System (JEDMICS). Technical manuals necessary to locate specific drawings contained in the master file database are contained in a separate electronic system known as the Technical Data Management Information System (TDMIS). (b) Input data. Records converted to electronic/optical media.		Destroy after the information has been converted to an electronic/optical medium in the master file and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, whichever is later. NOTE: Offer to Naval Heritage and History Command (NHHC), or Historic Naval Ships Association (HNSA) if drawing configuration is included onboard ships maintained as museums.	wnln	N1-NU-10-2 / 5	

9085.3b	ENGINEERING DRAWINGS	3. COMNAVSEASYSCOM Engineering Drawing Asset Locator System (NEDALS) is a database of all COMNAVSEASYSCOM engineering drawings identified by COMNAVSEASYSCOM number, title, and latest revision. System will provide the name of the activity holding the drawing and the physical form, i.e., original tracing, film, etc. The master database will be maintained at NSWC Port Hueneme Division (PHD). System supports COMNAVSEASYSCOM, Naval Shipyards, NEDSA's and ISEA's. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wnIn	N1-NU-89-3 / 9085/3/B	
9085.4b	ENGINEERING DRAWINGS	4. Master DoD Engineering Drawings Database Files. Database is an electronic/optical imaging system that provides electronic/optical image storage of all COMNAVSEASYSCOM and COMNAVSEASYSCOM engineering drawings for all levels of the Naval establishment as well as for other DoD entities. This database is a major part of the DoD Computer-Aided Acquisition and Logistic Support Program (CALS). CALS automates the creation, handling, and storage of all technical documentation. NOTE: Since 1999 the engineering drawing database has been known under several names such as: Engineering Drawing Management Information and Control System (EDMICS) and Joint Engineering Data Management Information and Control System (JEDMICS). Technical manuals necessary to locate specific drawings contained in the master file database are contained in a separate electronic system known as the Technical Data Management Information System (TDMIS). b. Input data.		Delete when data has been entered into the master file and verified, or when no longer required to support reconstruction of, or serve as backup to, the master file, and when no longer needed to support reconstruction or for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, whichever is later. NOTE: Offer to Naval Heritage and History Command (NHHC) or Historic Naval Ships Association (GNSA) if drawing configuration is included onboard ships maintained as museums. NOTE: Once converted see SSIC 9085.4(a) above for disposition	wnIn	GRS 20.2	
9086.3b	TECHNICAL MANUALS AND OTHER DATA RECORDS	3. Enhanced Ships Technical Publications System (E-STEPS). System provides life-cycle management support for COMNAVSEASYSCOM and SPAWAR technical publications. E-STEPS data base maintains complete information on each publication, e.g., title, type, revision, date, group, publication applicability, stock number, ship, class or equipment applicability, related publications, etc. System is maintained by COMNAVSEASYSCOM and supports CNET, NCTC, COMNAVSEASYSCOM activities, and fleet units. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wnIn	N1-NU-89-3 / 9086/3/B	
9087.2b	FACILITIES RECORDS	2. Industrial Planning System (IPS). Drawing on a data base containing a large inventory of shipyard resources, the system determines the service hours required for each existing industrial plant and the space required to meet the planned future ship workload in terms of specific ship availabilities, unscheduled and other shipwork. Space requirements form the basis for justifications of military construction projects, and equipment service hour requirements are used for determining the number of specific equipments required to meet the workload. System is maintained at NSWC Port Hueneme Division (PHD). b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wnIn	N1-NU-89-3 / 9087/2/B	
9234.1b	PROPULSION GAS TURBINES	1. Marine Gas Turbine Engine (MGTE) Automatic Data Processing (ADP) Support System. MGTE is an accounting/inventory control system, which provides management data to COMNAVSEASYSCOM inventory managers. Whenever changes in the MGTE status or location occur, the designated stocking activities provide the following engine data: status. In transit, under repair, installed onboard ship, ready for issue, and status of shipping containers. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wnIn	N1-NU-89-3 / 9234/1/B	
9402.1b	SECURITY REQUIREMENTS RECORDS	1. Communications Security Engineering Control System. This system provides support to technical codes at the Space and Naval Warfare Systems Engineering Center, Portsmouth, VA. Support is provided in the following functional areas: configuration management, project management, fiscal tracking and projections, reliability and maintainability, logistics, engineering design, engineering calculations and Tempest program. The functional and resource sponsor is CNO (QP-94). b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wnIn	N1-NU-89-3 / 9402/1/B	
9441.1b	RADIO SYSTEMS RECORDS	1. Mobile Radio Information System. System allows users to add, update or delete mobile radio inventory items, and track those items scheduled for maintenance for a selected period. Information retained in the system includes purchase date, unit cost, repair date, and repair costs. System is maintained on micro computers by participating activities. b. Input data.		Retain on board. Destroy when no longer required.	wnIn	N1-NU-89-3 / 9441/1/B	
9700.2b	GENERAL ARMAMENT (SHIPBOARD INSTALLATIONS) RECORDS	2. Combat Systems Alteration Network (SEANET). The system is based on a distributive data processing network consisting of detailed data bases located at, and maintained by, the designated responsible sources for the data and information. These data bases are made accessible to users through a standardized, menu driven inquiry and reporting system. System provides data and information to manage an alteration throughout its life-cycle, from initial identification development by ISEA, through planning and budgeting, installation and accomplishment reporting. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	wnIn	N1-NU-89-3 / 9700/2/B	

9000-33	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. 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"> • data files consisting of summarized or aggregated information (See exclusions) • electronic files consisting of extracted information (See exclusions) • 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) • technical reformat files (electronic files consisting of copies of a master file or part of a master file used for information exchange) (See exclusions) <p>Exclusion 1: Data files that are created as disclosure-free files to allow public access to the data.</p> <p>Exclusion 2: Data files consisting of summarized information from unscheduled electronic records or records scheduled as permanent but that no longer exist or can no longer be accessed.</p> <p>Exclusion 3: Data extracts produced by an extraction process which changes the informational content of the source master file or database.</p> <p>Exclusion 4: Technical reformat files created for transfer to NARA.</p> <p>Exclusion 5: Data extracts containing Personally Identifiable Information (PII). Such records require additional tracking and fall under GRS 4.2 item 15a (DAA-GRS-2013-0007-0012).</p>	Trigger(s)	TEMPORARY: Destroy when business use ceases.	x	DAA-GRS-2013-0001-0006	GRS
9040.2c	SHIP SYSTEM MANAGEMENT RECORDS	<p>2. Ship Alteration and Repair Package (SARP). System assembles all work requirements such as repairs, modernization items and alterations into systems elements regardless of accomplishing activity. Reports are used by type commanders to identify and fund work in upcoming availabilities. System is maintained at NAVSEA Automated Data System Activity, Indian Head, MD and supports naval shipyards and type commanders.</p> <p>c. Output data and reports-computer and paper.</p>		Retain on board. Destroy when no longer required for reference.	wnIn	N1-NU-89-3 / 9040/2/C	
9040.3c	SHIP SYSTEM MANAGEMENT RECORDS	<p>3. Visibility and Management of Operating and Support Cost Ship System (VAMOSC-ships). System collects and displays annual operating and support costs for naval ships that have been in an active commissioned status for an entire fiscal year. System is maintained at Ships Parts Control Center (SPCC) Mechanicsburg and supports Secretary of the Navy (SECNAV), CNO and COMNAVSEASYS COM.</p> <p>c. Output data and reports-computer and paper.</p>		Retain on board. Destroy when no longer required for reference.	wnIn	N1-NU-89-3 / 9040/3/C	
9040.4c	SHIP SYSTEM MANAGEMENT RECORDS	<p>4. SEA 05 Management Information System. System provides Ship Design and Engineering Directorate (SEA 05) with information to monitor progress and control and manage workload resources such as access to overall detail resource profiles and in monitoring individual programs.</p> <p>c. Output data and reports-computer and paper.</p>		Retain on board. Destroy when no longer required for reference.	wnIn	N1-NU-89-3 / 9040/4/C	
9083.2c	SUPPLY SUPPORT RECORDS	<p>2. Coordinated Shipboard Allowance Lists (COSAL) Requisitioning and Status Procedures (CRASP). System provides reports and EAM supply aids which aid in ordering, monitoring supply status and tracking outfitting material to its ultimate delivery to ships undergoing construction, conversion or overhaul. System is maintained at Fleet and Industrial Supply Center (FISC) Norfolk, VA, FISC Oakland, CA and FISC Charleston, SC.</p> <p>c. Output data and reports-computer and paper.</p>		Retain on board. Destroy when no longer required for reference.	wnIn	N1-NU-89-3 / 9083/2/C	
9083.3c	SUPPLY SUPPORT RECORDS	<p>5. Integrated Logistics Overhaul System (ILO). System automates the ILO process of verifying the ships configuration including test equipment, produces a bill of required materials for Preventive Maintenance Service (PMS) after insuring correct list, purifies repair parts list based on COSAL after verification, insures PMS repair parts are contained on the COSAL and insures technical manuals support configuration. System generates ILO status reports and milestone tracking. System is maintained at NAVSEA Automated Data Systems Activity, Indian Head, MD.</p> <p>c. Output data and reports-computer and paper.</p>		Retain on board. Destroy when no longer required for reference.	wnIn	N1-NU-89-3 / 9083/3/C	
9084.2c	TRANSPORTATION AND HANDLING RECORDS	<p>2. Integrated Material Acquisition Tracking System (IMATS). IMATS is a COMNAVSEASYS COM Navy-wide integrated management database system, which provides on-line control, and information pertaining to the acquisition and delivery of government furnished material for ship construction, ship overhaul and Fleet Support and Modernization Programs.</p> <p>c. Output data and reports-computer and paper.</p>		Retain on board. Destroy when no longer required for reference.	wnIn	N1-NU-89-3 / 9084/2/C	

9085.1b(6)(c)	ENGINEERING DRAWINGS	<p>1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system.</p> <p>b. Hull, Mechanical, and Electrical (HME) drawings. Ship design and construction drawings generally prepared by the contractor and accepted by the Navy. These drawings shall include all drawings required for the construction of the ship including hull, machinery, electrical, tank capacities and booklets of general plans as well as other drawings defined in Section 085 of General Specifications for Ships of the United States Navy.</p> <p>(6) Electronic/optical disk images of HME drawings maintained at COMNAVSEASYSCOM designated Master DoD Engineering Drawings Database site. (See SSIC 9085.4 for description of system.)</p> <p>NOTE: Since 1999 this system has been known by several names such as Engineering Drawing Management Information and Control System (EDMICS) and Joint Engineering Data Management Information and Control System (JEDMICS). Technical manuals necessary to locate specific drawings contained in the master file database are contained in a separate electronic system known as the Technical Data Management Information System (TDMIS).</p>	Destroy when no longer needed for administrative, legal, audit, or other operational purposes.	wnln	GRS 20.6	
9085.1e(8)(c)	ENGINEERING DRAWINGS	<p>1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSCOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system.</p> <p>e. Ordnance Equipment and Surface Missile Systems Drawings. Engineering drawings of guns, gun mounts, turrets, rocket launchers, depth charge projectors, small arms and guns, mortars, pyrotechnic equipment, mine, mine countermeasures, ammunition handling equipment, fire control and optical equipment, fuses, torpedoes, underwater missiles, and similar equipment. Engineering drawings for surface missiles systems such as TARTER, TERRIER, Basic Point Defense, Target Acquisition System (TAS), NATO SEASPARROW, HARPOON, TOMAHAWK, UNREP, MK 86 GFCS, MK 92 FCS, Vertical Launcher System, AEGIS Combat System, and similar future systems. (Formerly retired under section 8000.12.)</p> <p>(8) Electronic/optical disk images of ordnance drawings maintained at COMNAVSEASYSCOM designated Master DoD Engineering Drawings Database site. (See SSIC 9085.4 for description of system.)</p> <p>NOTE: Since 1999 this system has been known by several names such as Engineering Drawing Management Information and Control System (EDMICS) and Joint Engineering Data Management Information and Control System (JEDMICS). Technical manuals necessary to locate specific drawings contained in the master file database are contained in a separate electronic system known as the Technical Data Management Information System (TDMIS).</p>	Destroy when no longer needed for administrative, legal, audit, or other operational purposes.	wnln	GRS 20.6	
9085.3c	ENGINEERING DRAWINGS	<p>(c) Output data</p> <p>3. COMNAVSEASYSCOM Engineering Drawing Asset Locator System (NEDALS) is a database of all COMNAVSEASYSCOM engineering drawings identified by COMNAVSEASYSCOM number, title, and latest revision. System will provide the name of the activity holding the drawing and the physical form, i.e., original tracing, film, etc. The master database will be maintained at NSWC Port Hueneme Division (PHD). System supports COMNAVSEASYSCOM, Naval Shipyards, NEDSA's and ISEA's.</p> <p>c. Output data and reports-computer and paper.</p>	Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-89-3 / 9085/3/C	
9085.4c	ENGINEERING DRAWINGS	<p>4. Master DoD Engineering Drawings Database Files. Database is an electronic/optical imaging system that provides electronic/optical image storage of all COMNAVSEASYSCOM and COMNAVSEASYSCOM engineering drawings for all levels of the Naval establishment as well as for other DoD entities. This database is a major part of the DoD Computer-Aided Acquisition and Logistic Support Program (CALS). CALS automates the creation, handling, and storage of all technical documentation.</p> <p>NOTE: Since 1999 the engineering drawing database has been known under several names such as: Engineering Drawing Management Information and Control System (EDMICS) and Joint Engineering Data Management Information and Control System (JEDMICS). Technical manuals necessary to locate specific drawings contained in the master file database are contained in a separate electronic system known as the Technical Data Management Information System (TDMIS).</p> <p>c. Output data.</p>	Destroy when no longer needed for administrative, legal, audit, or other operational purposes.	wnln	GRS 20.6	
9086.3c	TECHNICAL MANUALS AND OTHER DATA RECORDS	<p>3. Enhanced Ships Technical Publications System (E-STEPS). System provides life-cycle management support for COMNAVSEASYSCOM and SPAWAR technical publications. E-STEPS data base maintains complete information on each publication, e.g., title, type, revision, date, group, publication applicability, stock number, ship, class or equipment applicability, related publications, etc. System is maintained by COMNAVSEASYSCOM and supports CNET, NCTC, COMNAVSEASYSCOM activities, and fleet units.</p> <p>c. Output data and reports-computer and paper.</p>	Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-89-3 / 9086/3/C	
9087.2c	FACILITIES RECORDS	<p>2. Industrial Planning System (IPS). Drawing on a data base containing a large inventory of shipyard resources, the system determines the service hours required for each existing industrial plant and the space required to meet the planned future ship workload in terms of specific ship availabilities, unscheduled and other shipwork. Space requirements form the basis for justifications of military construction projects, and equipment service hour requirements are used for determining the number of specific equipments required to meet the workload. System is maintained at NSWC Port Hueneme Division (PHD).</p> <p>c. Output data and reports-computer and paper.</p>	Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-89-3 / 9087/2/C	

9234.1c	PROPULSION GAS TURBINES	1. Marine Gas Turbine Engine (MGTE) Automatic Data Processing (ADP) Support System. MGTE is an accounting/inventory control system, which provides management data to COMNAVSEASYS COM inventory managers. Whenever changes in the MGTE status or location occur, the designated stocking activities provide the following engine data: status. In transit, under repair, installed onboard ship, ready for issue, and status of shipping containers. c. Output data and reports-computer and paper.		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-89-3 / 9234/1/C	
9402.1c	SECURITY REQUIREMENTS RECORDS	1. Communications Security Engineering Control System. This system provides support to technical codes at the Space and Naval Warfare Systems Engineering Center, Portsmouth, VA. Support is provided in the following functional areas: configuration management, project management, fiscal tracking and projections, reliability and maintainability, logistics, engineering design, engineering calculations and Tempest program. The functional and resource sponsor is CNO (OP-94). c. Output data and reports-computer and paper.		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-89-3 / 9402/1/C	
9441.1c	RADIO SYSTEMS RECORDS	1. Mobile Radio Information System. System allows users to add, update or delete mobile radio inventory items, and track those items scheduled for maintenance for a selected period. Information retained in the system includes purchase date, unit cost, repair date, and repair costs. System is maintained on micro computers by participating activities. c. Output data and reports.		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-89-3 / 9441/1/C	
9700.2c	GENERAL ARMAMENT (SHIPBOARD INSTALLATIONS) RECORDS	2. Combat Systems Alteration Network (SEANET). The system is based on a distributive data processing network consisting of detailed data bases located at, and maintained by, the designated responsible sources for the data and information. These data bases are made accessible to users through a standardized, menu driven inquiry and reporting system. System provides data and information to manage an alteration throughout its life-cycle, from initial identification development by ISEA, through planning and budgeting, installation and accomplishment reporting. c. Output data and reports-computer and paper.		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-89-3 / 9700/2/C	

9000-34	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"> • data/database dictionary records • data systems specifications • file specifications • code books • record layouts • metadata • user guides • output specifications <p>and also the following records for all electronic records whether scheduled as temporary or permanent</p> <ul style="list-style-type: none"> • software operating manuals • data standards • table and dependency descriptions • taxonomies • schemas • registries • source code 	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
9040.2d	SHIP SYSTEM MANAGEMENT RECORDS	2. Ship Alteration and Repair Package (SARP). System assembles all work requirements such as repairs, modernization items and alterations into systems elements regardless of accomplishing activity. Reports are used by type commanders to identify and fund work in upcoming availabilities. System is maintained at NAVSEA Automated Data System Activity, Indian Head, MD and supports naval shipyards and type commanders. 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-89-3 / 9040/2/D	
9040.3d	SHIP SYSTEM MANAGEMENT RECORDS	3. Visibility and Management of Operating and Support Cost Ship System (VAMOSC-Ships). System collects and displays annual operating and support costs for naval ships that have been in an active commissioned status for an entire fiscal year. System is maintained at Ships Parts Control Center (SPCC) Mechanicsburg and supports Secretary of the Navy (SECNAV), CNO and COMNAVSEASYS COM. 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-89-3 / 9040/3/D	
9040.4d	SHIP SYSTEM MANAGEMENT RECORDS	4. SEA 05 Management Information System. System provides Ship Design and Engineering Directorate (SEA 05) with information to monitor progress and control and manage workload resources such as access to overall detail resource profiles and in monitoring individual programs. 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-89-3 / 9040/4/D	

9083.2d	SUPPLY SUPPORT RECORDS	2. Coordinated Shipboard Allowance Lists (COSAL) Requisitioning and Status Procedures (CRASP). System provides reports and EAM supply aids which aid in ordering, monitoring supply status and tracking outfitting material to its ultimate delivery to ships undergoing construction, conversion or overhaul. System is maintained at Fleet and Industrial Supply Center (FISC) Norfolk, VA, FISC Oakland, CA and FISC Charleston, SC. 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-89-3 / 9083/2/D	
9083.3d	SUPPLY SUPPORT RECORDS	3. Integrated/Logistics Overhaul System (ILO). System automates the ILO process of verifying the ships configuration including test equipment, produces a bill of required materials for Preventive Maintenance Service (PMS) after insuring correct list, purifies repair parts list based on COSAL after verification, insures PMS repair parts are contained on the COSAL and insures technical manuals support configuration. System generates ILO status reports and milestone tracking. System is maintained at NAVSEA Automated Data Systems Activity, Indian Head, MD. 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-89-3 / 9083/3/D	
9084.2d	TRANSPORTATION AND HANDLING RECORDS	2. Integrated Material Acquisition Tracking System (IMATS). IMATS is a COMNAVSEASYS COM Navy-wide integrated management database system, which provides on-line control, and information pertaining to the acquisition and delivery of government furnished material for ship construction, ship overhaul and Fleet Support and Modernization Programs. 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-89-3 / 9084/2/D	
9085.3d	ENGINEERING DRAWINGS	3. COMNAVSEASYS COM Engineering Drawing Asset Locator System (NEDALS) is a database of all COMNAVSEASYS COM engineering drawings identified by COMNAVSEASYS COM number, title, and latest revision. System will provide the name of the activity holding the drawing and the physical form, i.e., original tracing, film, etc. The master database will be maintained at NSWC Port Hueneme Division (PHD). System supports COMNAVSEASYS COM, Naval Shipyards, NEDSA's and ISEA's. 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-89-3 / 9085/3/D	
9086.3d	TECHNICAL MANUALS AND OTHER DATA RECORDS	3. Enhanced Ships Technical Publications System (E-STEPS). System provides life-cycle management support for COMNAVSEASYS COM and SPAWAR technical publications. E-STEPS data base maintains complete information on each publication, e.g., title, type, revision, date, group, publication applicability, stock number, ship, class or equipment applicability, related publications, etc. System is maintained by COMNAVSEASYS COM and supports CNET, NCTC, COMNAVSEASYS COM activities, and fleet units. 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-89-3 / 9086/3/D	
9087.2d	FACILITIES RECORDS	2. Industrial Planning System (IPS). Drawing on a data base containing a large inventory of shipyard resources, the system determines the service hours required for each existing industrial plant and the space required to meet the planned future ship workload in terms of specific ship availabilities, unscheduled and other shipwork. Space requirements form the basis for justifications of military construction projects, and equipment service hour requirements are used for determining the number of specific equipments required to meet the workload. System is maintained at NSWC Port Hueneme Division (PHD). 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-89-3 / 9087/2/D	
9234.1d	PROPULSION GAS TURBINES	1. Marine Gas Turbine Engine (MGTE) Automatic Data Processing (ADP) Support System. MGTE is an accounting/inventory control system, which provides management data to COMNAVSEASYS COM inventory managers. Whenever changes in the MGTE status or location occur, the designated stocking activities provide the following engine data: status. In transit, under repair, installed onboard ship, ready for issue, and status of shipping containers. 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-89-3 / 9234/1/D	
9402.1d	SECURITY REQUIREMENTS RECORDS	1. Communications Security Engineering Control System. This system provides support to technical codes at the Space and Naval Warfare Systems Engineering Center, Portsmouth, VA. Support is provided in the following functional areas: configuration management, project management, fiscal tracking and projections, reliability and maintainability, logistics, engineering design, engineering calculations and Tempest program. The functional and resource sponsor is CNO (OP-94). 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-89-3 / 9402/1/D	
9441.1d	RADIO SYSTEMS RECORDS	1. Mobile Radio Information System. System allows users to add, update or delete mobile radio inventory items, and track those items scheduled for maintenance for a selected period. Information retained in the system includes purchase date, unit cost, repair date, and repair costs. System is maintained on micro computers by participating activities. 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-89-3 / 9441/1/D	
9700.2d	GENERAL ARMAMENT (SHIPBOARD INSTALLATIONS) RECORDS	2. Combat Systems Alteration Network (SEANET). The system is based on a distributive data processing network consisting of detailed data bases located at, and maintained by, the designated responsible sources for the data and information. These data bases are made accessible to users through a standardized, menu driven inquiry and reporting system. System provides data and information to manage an alteration throughout its life-cycle, from initial identification development by ISEA, through planning and budgeting, installation and accomplishment reporting. 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-89-3 / 9700/2/D	

1000-X	Personnel Development:	Correspondence, memoranda, studies, reports and similar documents that identify manning requirements, special qualifications and training requirements for new programs and electronic systems. Included is course development documentation.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	x		moved to ch. 1 under 1000-20.
--------	------------------------	---	------------	---	---	--	-------------------------------

9088.1	PERSONNEL AND TRAINING RECORDS	1. Personnel and Training Records. Correspondence, memoranda, studies, reports and similar documents that identify manning requirements, special qualifications and training requirements for new programs and electronic systems. Included is course development documentation. These records are accumulated by program/life cycle managers.		Retire to FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-3 / 9088/1	
5000-X	Radiation Detection Units:	All Radiation Detection Indication and Computation (RADIAC) Case Files for Individual Units.	Trigger(s)	TEMPORARY: Destroy when unit is removed from Navy inventory.	x		moved to ch. 5 under 5000-45 "environmental reports"
9492.3	ELECTRONIC EQUIPMENT FOR RADIATION DETECTION, INDICATION, AND COMPUTATION (RADIAC)	3. All Radiation Detection Indication and Computation (RADIAC) Case Files for Individual Units.		Retain on board until unit is removed from Navy inventory then destroy.	wnln	N1-NU-89-3 / 9492/3	

SSIC	Series Title	Description	Disposition		DAU	Reason Deleted
9000.1d	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	1. Primary Program Records and Related Records d. Weapons and ordnance activities under the command of COMNAVSEASYSKOM.	Retire records under subparagraph 8000.1b of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9000.1e	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	1. Primary Program Records and Related Records e. RDT&E activities under the command of COMNAVSEASYSKOM and COMSPAWARSYSKOM.	Retire records under appropriate section of SSIC 3900.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9000.3a(2)	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	3. Technical Reports Prepared in Connection with a Project or Task. These reports summarize the progress, findings and conclusions reached relative to specific projects. They may clarify and supplement information contained in work laboratory notebooks and other sources of data that are scheduled in SSIC 3900. a. Official record copy. Maintained at Naval Activity preparing the report or at the activity issuing the contract if a contractor-generated report. (2) Master paper copy after microfilming.	Destroy after microform has been verified.	wnln	N1-NU-89-3	duplicates
9000.3b	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS	3. Technical Reports Prepared in Connection with a Project or Task. These reports summarize the progress, findings and conclusions reached relative to specific projects. They may clarify and supplement information contained in work laboratory notebooks and other sources of data that are scheduled in SSIC 3900. b. All other copies (any medium) at any activity.	Destroy when no longer needed for local reference.	wnln	N1-NU-89-3	duplicates
9020.	STRATEGIES AND SPECIAL CAPABILITIES	STRATEGIES AND SPECIAL CAPABILITIES This SSIC is being deleted from SECNAVINST 5210.11D, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes.	Retire records under SSIC 9010 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9030.	TACTICAL AND STRATEGIC OPERATION SUPPORT CAPABILITIES	TACTICAL AND STRATEGIC OPERATION SUPPORT CAPABILITIES This SSIC is being deleted from SECNAVINST 5210.11D, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes.	Retire records under SSIC 9010 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9040.1a(1)	SHIP SYSTEM MANAGEMENT RECORDS	1. These Records are created During the Process of Managing the Construction of the Ship. They include advance procurement plans, concept formulation plans, configuration management, contract definition plan, contract design plan, cost benefit analysis, development concept paper, engineering interface management, financial management, integrated combat system management plan, integrated logistic support management, modernization planning, Ordnance Alterations (ORDALTS) planning, overhaul planning, personnel and training plan, preliminary design, quality assurance management, risk management ship acquisition plan, ship project directive, ship system design development plan, ship alteration planning, source selection plan, Special Projects Alterations (SPALTS) planning, technical data management, technical development plans, test and evaluation management, test development management plan, value engineering; general administrative requirements including change proposals, commercial fittings and standards, contract drawings, design data sheets, specifications and standards, government-furnished equipment, and government-furnished information. These records are a part of the project management or ships case files maintained by the program manager. a. Records maintained by the Program Manager. (1) For class leader ships.	Permanent. Retire records with ships case file under subparagraph 4700.1c(1)(a)1 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC

9040.1a(2)	SHIP SYSTEM MANAGEMENT RECORDS	<p>1. These Records are created During the Process of Managing the Construction of the Ship. They include advance procurement plans, concept formulation plans, configuration management, contract definition plan, contract design plan, cost benefit analysis, development concept paper, engineering interface management, financial management, integrated combat system management plan, integrated logistic support management, modernization planning, Ordnance Alterations (ORDALTS) planning, overhaul planning, personnel and training plan, preliminary design, quality assurance management, risk management ship acquisition plan, ship project directive, ship system design development plan, ship alteration planning, source selection plan, Special Projects Alterations (SPALTS) planning, technical data management, technical development plans, test and evaluation management, test development management plan, value engineering; general administrative requirements including change proposals, commercial fittings and standards, contract drawings, design data sheets, specifications and standards, government-furnished equipment, and government-furnished information. These records are a part of the project management or ships case files maintained by the program manager.</p> <p>a. Records maintained by the Program Manager.</p> <p>(2) For all other ships.</p>	Retire records with ships case file under subparagraph 4700.1c(1)(a)2 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9060.1a(1)	SUBSYSTEM CHARACTERISTICS	<p>1. These Records Document Indexing and Classifying Requirements. They include single sheet characteristics configuration item index and ship configuration list, technical and logistic support approaches and trade off analyses, approved ship characteristics, maintenance concepts, combat systems characteristics, and tactical operational requirements.</p> <p>a. Records maintained by the Program Manager.</p> <p>(1) For class leader ships.</p>	Permanent. Retire records with Ships Case file under subparagraph 4700.1c(1) (a)1 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9060.1a(2)	SUBSYSTEM CHARACTERISTICS	<p>1. These Records Document Indexing and Classifying Requirements. They include single sheet characteristics configuration item index and ship configuration list, technical and logistic support approaches and trade off analyses, approved ship characteristics, maintenance concepts, combat systems characteristics, and tactical operational requirements.</p> <p>a. Records maintained by the Program Manager.</p> <p>(2) For all other ships.</p>	Retire records with Ships Case file under subparagraph 4700.1c(1) (a)2 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9074.2a(1)	CASTING, WELDING, RIVETING AND ALLIED PROCESSES	<p>2. Radiograph Records at Shipyards. Records accumulated at naval shipyards during the construction and repair of Navy ships. They are part of the ships case file.</p> <p>a. Records maintained by the program manager.</p> <p>(1) For class leader ships.</p>	Permanent. Retire records with Ships Case file under SSIC 4700.1c(1)(a)1 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9074.2a(2)	CASTING, WELDING, RIVETING AND ALLIED PROCESSES	<p>2. Radiograph Records at Shipyards. Records accumulated at naval shipyards during the construction and repair of Navy ships. They are part of the ships case file.</p> <p>a. Records maintained by the program manager.</p> <p>(2) For all other ships.</p>	Retire records with Ships Case file under SSIC 4700.1c(1)(a)2 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9081.1a	MAINTENANCE RECORDS	<p>1. Maintenance Records. Included are records on level of repair analyses, maintenance engineering analyses, maintenance standards, material histories, Navy Maintenance and Material Management System (3M) and plans for maintenance.</p> <p>a. Primary program records maintained by Assistant Secretary of the Navy for Shipbuilding and logistics.</p> <p>NOTE: Records are PERMANENT.</p>	PERMANENT. Retire records under subparagraph 4790.1 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9081.1c	MAINTENANCE RECORDS	<p>1. Maintenance Records. Included are records on level of repair analyses, maintenance engineering analyses, maintenance standards, material histories, Navy Maintenance and Material Management System (3M) and plans for maintenance.</p> <p>c. Records maintained for routine internal operations by all other activities.</p>	Retire records under subparagraph 4790.2 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9082.1c	SUPPORT AND TEST EQUIPMENT	<p>1. Support and Test Equipment Records. Includes calibration equipment, support equipment, special support equipment, test equipment and general and special tools.</p> <p>c. Navy Calibration Program Records.</p>	Retire records under the appropriate section of SSIC 4734 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9082.1d	SUPPORT AND TEST EQUIPMENT	<p>1. Support and Test Equipment Records. Includes calibration equipment, support equipment, special support equipment, test equipment and general and special tools.</p> <p>d. Marine Corps Calibration Program Records.</p>	Retire records under the appropriate section of SSIC 4733 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9084.1b	TRANSPORTATION AND HANDLING RECORDS	<p>1. Transportation and Handling Records Include Packaging, Special Handling Equipment, and Storage and Transportation Modes. These records are included in the life cycle engineering and management files.</p> <p>b. Records maintained for routine internal operations by all other activities.</p>	Retire records under the appropriate SSIC in Chapter 4 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC

9085.1d(3)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYS COM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. d. COMNAVSEASYS COM-controlled Electronic Equipment Drawings. Drawings of sonar, navigational, communications, radar, antenna systems and similar shipboard electronics equipment under the cognizance or control of COMNAVSEASYS COM. (3) All other electronic drawings maintained by any activity.	Retain on board. Destroy when no longer required	wnln	N1-NU-89-3	duplicates
9085.1e(2)	ENGINEERING DRAWINGS	1. Ship and Ordnance Engineering Drawings. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYS COM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. e. Ordnance Equipment and Surface Missile Systems Drawings. Engineering drawings of guns, gun mounts, turrets, rocket launchers, depth charge projectors, small arms and guns, mortars, pyrotechnic equipment, mine, mine countermeasures, ammunition handling equipment, fire control and optical equipment, fuzes, torpedoes, underwater missiles, and similar equipment. Engineering drawings for surface missiles systems such as TARTER, TERRIER, Basic Point Defense, Target Acquisition System (TAS), NATO SEASPARROW, HARPOON, TOMAHAWK, UNREP, MK 86 GFCS, MK 92 FCS, Vertical Launcher System, AEGIS Combat System, and similar future systems. (Formerly retired under section 8000.12.) (2) Original tracings of ordnance drawings maintained by Inservice Engineering Agents and other activities other than NEDSA's.	Transfer to NSWC Port Hueneme Division (PHD) when drawing is inactive. NSWC Port Hueneme Division (PHD) will effect final transfer and disposition in accordance with this manual.	No retention specified	N1-NU-89-3	duplicates
9086.2b	TECHNICAL MANUALS AND OTHER DATA RECORDS	2. Documents Providing Instruction on Installation, Operation, Maintenance and Overhaul of Nuclear Propulsion Plants. b. All other copies at any activity.	Retain on board. Destroy when no longer needed for reference.	wnln	N1-NU-89-3	duplicates
9088.2	PERSONNEL AND TRAINING RECORDS	2. Training Course Administrative and Student Records.	Retire records under appropriate subsection of SSIC 1500 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9089.2	TRAINING EQUIPMENT RECORDS	2. Training Aids, Films and Special Devices Records. Records maintained by all other activities.	Retire records under appropriate subsection of SSIC 1551 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9090.1	QUALITY ASSURANCE REQUIREMENTS RECORDS	1. Quality Assurance Requirements for Ships. Exclude quality assurance policy records from COMNAVSEASYS COM and COMSPAWARSYS COM, which are covered by 9000.1a.	Retire records under SSIC 4855 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9091.1	SHIP INSPECTION RECORDS	1. Inspections Conducted By the Board of Inspection and Survey, Washington, DC and Regional Sub Boards.	Retire records under appropriate subsection of SSIC 4730 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9094.1	SHIP TRIAL RECORDS	1. Trials Conducted by The Board of Inspection and Survey, Washington, DC and Regional Sub Boards.	Retire records under the appropriate section of SSIC 4730 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9096.1a(2)	WEIGHT CONTROL	1. Records on Weight and Moment Changes. Weight reports of newly constructed ships, daily planning reports and related data. a. Paper copies. (2) Filmed paper master copies.	Destroy upon verification of microform.	wnln	N1-NU-89-3	duplicates
9096.1a(3)	WEIGHT CONTROL	1. Records on Weight and Moment Changes. Weight reports of newly constructed ships, daily planning reports and related data. a. Paper copies. (3) All other copies at COMNAVSEASYS COM Headquarters or any other activity.	Retain on board. Destroy when no longer needed for reference.	wnln	N1-NU-89-3	duplicates
9096.1b(2)	WEIGHT CONTROL	1. Records on Weight and Moment Changes. Weight reports of newly constructed ships, daily planning reports and related data. b. Microform copies. (2) All other copies at any activity.	Retain on board. Destroy when no longer needed for local reference.	wnln	N1-NU-89-3	duplicates

9097.1a(2)	INCLINING EXPERIMENT AND TRIM DRIVE RECORDS	1. Reports On Inclining Experiments, U.S. Navy Ships. They include calculations, the inclining experiment, inclining weights, procedures, reports and trim drive records. a. Paper copies. (2) Master copies that have been filmed.	Destroy upon verification of microfilm.	wnln	N1-NU-89-3	duplicates
9097.1a(3)	INCLINING EXPERIMENT AND TRIM DRIVE RECORDS	1. Reports On Inclining Experiments, U.S. Navy Ships. They include calculations, the inclining experiment, inclining weights, procedures, reports and trim drive records. a. Paper copies. (3) Non-master copies maintained at COMNAVSEASYSKOM and copies maintained at any other activity.	Retain on board. Destroy when no longer needed.	wnln	N1-NU-89-3	duplicates
9097.1b(2)	INCLINING EXPERIMENT AND TRIM DRIVE RECORDS	1. Reports On Inclining Experiments, U.S. Navy Ships. They include calculations, the inclining experiment, inclining weights, procedures, reports and trim drive records. b. Microform copies. (2) Other copies at any activity.	Retain on board. Destroy when no longer required.	wnln	N1-NU-89-3	duplicates
9099.1a(2)	PHOTOGRAPHIC RECORDS	1. Photographs of Ships. Files include photographs of antenna riggings, commissioning, consolidated operability tests, identification photos, progress photos, ship as completed photos, inclining experiment photos, keel laying photos, launching photos, and trial photos. a. Records maintained by the Program Manager. (2) For all other ships.	Retire records with Ships Case file under SSIC 4700.1c(1)(a)2 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9245.1a	PROPULSORS RECORDS	1. Propeller Inspection Reports for Naval Ships a. Paper copies at COMNAVSEASYSKOM.	Destroy upon verification of microform.	wnln	N1-NU-89-3	duplicates
9245.1b	PROPULSORS RECORDS	1. Propeller Inspection Reports for Naval Ships b. Paper copies at all other activities.	Retain on board. Destroy when no longer needed for reference.	wnln	N1-NU-89-3	duplicates
9245.1c	PROPULSORS RECORDS	1. Propeller Inspection Reports for Naval Ships c. Silver halide microfiche at COMNAVSEASYSKOM.	Retain on board. Destroy when propeller is scrapped.	wnln	N1-NU-89-3	duplicates
9245.1d	PROPULSORS RECORDS	1. Propeller Inspection Reports for Naval Ships d. All other microfiche copies at any activity.	Retain on board. Destroy when no longer needed for reference.	wnln	N1-NU-89-3	duplicates
9475.1	DEGAUSSING RECORDS	1. Degaussing Records. Files include information on coils, connection boxes, control equipment and magnetic silencing.	Retire and dispose of records under the appropriate subsection of SSIC 8950 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9480.1	FIRE CONTROL SYSTEMS	1. Fire Control Systems Records. Files contain information concerning equipment not integral or attached to the weapons.	Retire and dispose of records under the appropriate subsection of SSIC 8200 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC
9700.1	GENERAL ARMAMENT (SHIPBOARD INSTALLATIONS) RECORDS	1. General Armament (Shipboard Installation) Records. Files include stowage and handling of guns and ammunition, missiles and rockets, mines, depth charges, torpedoes, small arms and pyrotechnics, cargo munitions and aircraft-related weapons. Files also include, special purpose systems (armament) and special weapons. They consist of correspondence, reports, drawings, and studies. They are accumulated by shipyards, ship repair facilities and other activities concerned with the construction and maintenance of naval ships.	Retire and dispose of records under the appropriate subsection under SSIC 8020 of this manual.	Refers to other SSIC	N1-NU-89-3	covered by other SSIC